

SHSI Series V

Accounting Systems

General Ledger

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1 Welcome to Series 5 General Ledger



The Series 5 General Ledger system is one segment of a fully integrated set of Financial Applications. It provides a rich set of reporting and inquiry functions to track the financial aspect of a company's business.

The General Ledger system may be run stand-alone, on in conjunction with other applications. Integrated into the G/L system is a Sub-Ledger system that offers the capability to track expenses and revenues by user define Projects.

This help is designed both as a course in using the Series 5 General Ledger and as an ongoing reference while you are working with the program.

Getting started - new users

- Study the Introduction 10 and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab plenty of help is available!

Getting started - users upgrading from prior revisions

- See the <u>History of Enhancements</u> 13 for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced General Ledger user, please run through the Introduction 10 and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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2 Introduction

The topics in this section provide some basic information about the General Ledger system, what it is for and what you can do with it.

2.1 **Product Overview**

The General Ledger system consolidates all financial transactions of a business in order to summarize financial activity by account number, changes to assets and liabilities, and to profit and net worth. It is the application from which financial statements are prepared, including:

- □ Balance Sheet Reports
- □ Profit and Loss Statements
- □ Cash-Flow Analysis
- □ Trial Balance
- □ Transaction Source Analysis

Virtually any corporate reporting structure can be accommodated using the Series 5 General Ledger system. When the Chart of Accounts is designed, the various financial components of the company may by incorporated into the G/L account number. These components are referred to as:

Corporate	Profit Centers	
Entities	Cost Centers	
Departments	Funds	
Divisions		

The design of the General Ledger system requires the proper design of the master <u>Chart of</u> <u>Accounts</u> 52. This master chart is needed to properly code the different types of assets, liabilities, revenues and expenses. As well, the design of the Chart of Accounts determines the format of your financial statements.

Depending on how the Chart of Accounts is developed, user formatted financial statements can provide information for the many accounting levels within your company. Trial balances can also be produced, (either in summary or detail), using these same financial statement formats. Additional analysis capability is available in the G/L by defining Financial Entities.

Entities can be used to group selected components together to study **what if** scenarios or to create financial reports, (financial statements or trial balances), for the various aspects of the company.

2.2 General Ledger Features

A brief summary of some of the major features of the Series 5 General Ledger system!



Accumulate data for Multiple G/L Companies or Divisions

General Ledger system offers the option of accumulating financial activity for either a Single or multi company environments. If you you select to process multiple companies, then the data for each company is recorded totally independent of each other. There is, however, the ability to merged the financial detail from selected companies into a consolidated G/L company. The consolidated company has all the same functionality as it's contributing G/L's.



8 User defined Fiscal Years of data available

For each company, up to eight years worth of data is available for inquiry or reporting. Each year can be defined with up to thirteen Fiscal Periods. The starting and ending dates of each period is defined for each year is maintained by the Fiscal Year Periods [481] maintenance function by you, the user. Any period from any year may be selected for reporting or inquiry functions.



Year End Processing Function

A Year-End Procedure performs the formal Fiscal Year Close housekeeping duties on the G/L files. The Accounting Period Tables are updated to reflect the new valid current; Profit and Loss Accounts are cleared; opening balances for Balance Sheet accounts are created; Retained Earnings is computed which may be either automatically or manually distributed. The Year-End process may be executed at any time into the new year. (You basically define your "Current Year" at the end of your Fiscal Year, separate from actually formally closing the year).



User Defined G/L Account # ie., 9999-99-9999999 - 999

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required.



The Series 5 provides for the loading or dumping of data from or to your favorite spreadsheet. Data can be read or written directly to Microsoft's Excel, or tab-delimited text files. You can building your Chart-of-Accounts, or maintain Budgets in your spreadsheet and load them into the system very easily.

Data Import/Export is offered for the following transactions, master records or analysis:

In > Journal Entry

put:

- Transactions
 - ns put:
- G/L Chart of Account records
- G/L Account Budgets
- Sub-Ledger Project Codes
- Sub-Ledger Project Budgets

- Out > Journal Entry Transactions
 - > G/L Chart-of-Account records
 - > G/L Account Budgets
 - > Sub-Ledger Project Codes
 - > Sub-Ledger Project Budgets
 - Transaction Source Analysis Sub-Totals
 - Sub-Ledger Project Analysis Sub-Totals
 - Financial Statements Sub-Totals
 - Trial Balance Sub-Totals

Transaction Entry

Journal Entries are written into the system derived from a number of different sources. These include

- Manual keyboard entry as single items, Auto-Distribution items, or replicated in a series
- Loaded from Spreadsheets with defined Layouts
- Loaded from Re-Occurring Standard Journal Transaction sets
- Loaded from Subsidiary systems (AP, AR, FA, etc)
- > Manual keyboard entry as Inter-Company transfers



Re-Occurring Standard Journal Transaction sets

Define sets of Transactions that are re-occurring on a regular basis. Once invoked, the Ledger Date and Transaction dates are automatically updated based on the Re-Occurrence Interval defined for the given set. You may defined unlimited number of sets of Re-Occurring Standard Transaction sets.



User Defined Financial Statement Layouts

You get to design the layout of your Financial Statements. You can create up to 6 primary layouts for both the P&L and Balance Sheet statements. You may also define unlimited number of pre-configured Financial Statements to make it easy to generate statements using a variety of different formats and/or entities. (An especially nice feature if you have many profit centers, and you regularly have to create financial statements for each profit center). Financial statements may

be generated as a query that may be viewed, exported to spreadsheet, interactively re-customized or printed.



Inter-Company Transaction Journal Entries

If separate G/L Companies are maintained, you may define Inter-Company Transaction relationships with defaulting Inter-Company Transfer accounts. An Inter-Company Transfer Journal entry function is provided that may be used. Applicable Transfer account journal entries are automatically generated in both the originating company G/L and in the target company G/L. The reversing Target G/L journal entries may also be generated based on pre-defined sets of autodistributions.



Ad-Hoc G/L Account Inquiry

You can Inquire and display Journal Transactions by G/L Account Number, Entry Source code, or Sub-Ledger Code. Then there is also a sub-query function that groups items by Source, Account Type, Reference Document Number, Reference Name, Batch Code or Operator. The selected transactions can also be output to spreadsheet for further analysis.



Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the General Ledger system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

New and Different – Enhancements and Fixes in G/L

For 2014

G/L Sub-Ledger Transaction History Inquiry

A new Inquiry function has been introduced to the G/L system. "Sub-Ledger Project Transaction Inquiry" provides a grid screen inquiry of all G/L Journal transactions that have been entered with a Sub-ledger Project code. Transactions may be displayed for selected Projects, G/L Accounts, or Profit Centers. Assorted filters may be set limiting the types of Transactions displayed. The operator may choose to filter transactions for a selected Fiscal Period, or any other user defined date range. (This inquiry function differs from the G/L Journal Entry function inquiry such that all Sub-Ledger

transactions recorded in the past are presented, instead of just up to the past 8 years). (May 30-2014)

G/L Standard Journal Transaction Entry

The Standard Journal Transaction Entry routine has been enhanced to now allow for entry and editing of journal entry transactions directly on the screen's grid display. Also, the Debit and Credit fields have been repositioned so they are on the same row next to each other. The transaction associated to a row is entered or edited as follows:

- A blank transaction is displayed in the last row displayed. It may be edited directly to add a new transaction.
- When adding or entering a transaction, once all desired fields are entered, the transaction is recorded when you click on the "OK" icon to the far right, cursor up/down out of the row, or Tab forward/backward out of the row.
- If the blank "Add" row is not displayed, click on the "Add" push button at the top of the screen.
- Move to each cell in the row using the cursor left/right keys, or the Tab forward/ backward keys.
- When a given transaction has one of it's cells edited, it will turn light blue. If you want to abandon the edit, strike the <ESC> key
- Small icons are displayed on the active row. These may be used to launch the G/L Account Lookup window, the Sub-Ledger Project Lookup window, or the Windows Calendar. Double-click these with the mouse, or while the cursor is positioned on the icon, strike the "<Enter> key.
- To edit the transaction using the window screen, double-click the "JID #" in column 1.
- To move between different transactions, use the Cursor Up/Down keys. (May 14-2014)

■ G/L General Journal Transaction Entry

The General Journal Transaction Entry routine has been enhanced to now allow for entry and editing of journal entry transactions directly on the screen's grid display. Also, the Debit and Credit fields have been repositioned so they are on the same row next to each other. The transaction associated to a row is entered or edited as follows:

- A blank transaction is displayed in the last row displayed. It may be edited directly to add a new transaction.
- When adding or entering a transaction, once all desired fields are entered, the transaction is recorded when you click on the "OK" icon to the far right, cursor up/down out of the row, or Tab forward/backward out of the row.
- If the blank "Add" row is not displayed, click on the "Add" push button at the top of the screen.
- Move to each cell in the row using the cursor left/right keys, or the Tab forward/ backward keys.
- When a given transaction has one of it's cells edited, it will turn light blue. If you want to abandon the edit, strike the <ESC> key
- Small icons are displayed on the active row. These may be used to launch the

G/L Account Lookup window, the Sub-Ledger Project Lookup window, or the Windows Calendar. Double-click these with the mouse, or while the cursor is positioned on the icon, strike the "<Enter> key.

- To edit the transaction using the window screen, double-click the "JID #" in column 1.
- To move between different transactions, use the Cursor Up/Down keys. (May 14-2014)

G/L General Journal Transaction Entry

A number of enhancements have been made to the General Journal Transaction Entry routine in an attempt to minimize the number of fields that are visited when adding new transactions. The following enhancements when adding a new transaction have been made:

- A new push button at the bottom of the screen labeled "Finish Add Cr/DB" has been introduced. After entering the fields for a given transaction, if this field is clicked, (or the Enter key is struck when this button is highlighted), the system will automatically set up to add the next transaction with the same values, but with the amount switching to the Credit or Debit field, counter to the Amount of the 1st transaction.
- After entering the Debit or Credit amount fields, the cursor will next visit the Memo field.
- After entering the Memo field, the cursor will next visit either of the "Finish Add xxxx" push buttons at the bottom of the screen. (March 21-2014)

■ G/L Accounts Generic Filters

For most of the reporting functions offered in the G/L system, a generic Account Filtering screen is presented allowing the operator to set various values used as filters for inclusion of specific GL Accounts. The following enhancements to this screen have been made:

- The new Account Type of Dividends Payable has been added as a check-box for filtering in the Liability Accounts frame.
- New push-buttons are now displayed to offer the ability to clear or set assorted sets of the Account Types check-boxes. "Clear All" unchecks them all; "Set P&L", "Set Asset", and "Set Liability" buttons are used to set those corresponding check-boxes. (March 20-2014)

■ G/L Chart-of-Accounts

A number of minor enhancements has been done to the Chart-of-Accounts Maintenance routine. As follows:

- A new "Account Type" has been introduced. You may not specify an account as a "Dividends Payable" account.
- When adding or editing a GL account, (or importing GL accounts), the system will now make sure that the formatting codes assigned to Financial Statement and Supporting Schedules coding do not have a conflict. That is, it will not allow a single account to have both VS or VP accounts mixed with Function Framework accounts. (March 20-2014)

■ G/L Application Work Files

For assorted G/L inquiry and reporting functions temporary work files are created and built. These temporary files will now be deleted when the associated function is exited. (As opposed to when the function is re-selected). (March 03-2014)

Fiscal Year Periods Maintenance

The function to maintain the Fiscal Periods has been enhanced to allow for "Restricted Access". Any user that has been flagged as having "Restricted Access" will not be able to set or clear the check-box indicating that the fiscal year has been closed. Also, all fields on the "Properties" tab will be disabled. *(March 20-2014)*

Standard Journal Transaction Entry

A number of minor enhancements has been done to the Standard Journal Transaction Entry. As follows:

- After a Standard Session is posted, the Ledger Date and the Document Dates in the Journals Session Controls will be now updated to the dates to be used the next time it is invoked. Previously, the next time the Session was selected the operator would have had to update the dates.
- When a Standard Session is called up to be posted, the message at the bottom of the grid screen advising the operator that "New dates need to be set up" has been changed. Now the message advises the operator that "The default Ledger and Document Dates need to be applied to the transactions". Clicking the associated Push-Button, accomplishes this task.
- When the operator selects to Post a Standard Session of transactions, the system will examine the date that the session was last posted. If not more than 6 days has passed, then the operator is displayed a message and prompted to continue the posting.
- When the operator selects to Post a Standard Session of transactions, the system will examine the date that it is scheduled to be invoked and posted. If the scheduled date is more that 7 days in the future, a message is displayed and the operator is prompted to continue the posting.
- The Journals Session Controls contains the Default Ledger Date, Default Document Date and the Next Scheduled Date. Now when setting up these dates, they will all default to that which is entered as the Next Scheduled Date. (ie., it is assumed that the Document Date and the Next Scheduled Date will always be the same as the Ledger Date). If the same date is not desired, they can each be individually edited as required.
- When the Standard Journal Transaction Entry function is selected, the Session Selection screen is displayed. Previously, it displayed up to 6 push buttons indicating the most recently accessed J-Entry Sessions. This has been changed to now display up to 12 push buttons indicating those sessions that are scheduled to be invoked within the next 4 days, or that have missed being invoked. Beside each button, the Scheduled Date, and the Last Posted Date is shown.
- A Standard Session is assumed to be invoked at a regular frequency. Two new frequency options has been added. These include the 1st day of each Fiscal Period, and the Last day of each Fiscal Period. (March 20-2014)

■ G/L Application Work Files

For assorted G/L inquiry and reporting functions temporary work files are created and built. These temporary files will now be deleted when the associated function is exited. (As opposed to when the function is re-selected). (March 03-2014)

Resizing Assorted G/L Inquiry Display Screens

For the applications listed in the following table, when the bottom of the display window is grabbed by the mouse and re-sized vertically, the grid will also be re-sized and populated with more rows of information as needed. *(March 03-2014)*

- G/L Financial Statements
- Period Net Change Inquiry/Report
- Trial Balance Report
- G/L Journal Entry Inquiry
- G/L Transaction Source Analysis
- Project Analysis Inquiry

G/L Trial Balance

When viewing G/L Trial Balance Account summary totals grouped by Financial Statement Sequence, the grid screen rows will now be displayed with a white background with the F/S Totaling lines displayed with a light blue background color. As well, for any grouping or sort, the window may now be dragged to increase in size vertically and the grid will be re-sized and repopulated accordingly. *(Feb 14-2014)*

G/L Accounts Period Net Change Report

A new reporting function has been introduced to the G/L system. The Period Net Change report presents the Net Change for all G/L Accounts by Fiscal Year, Fiscal Quarter or Fiscal Period starting with an operator selected Year. The data is presented in a grid display screen, that may be printed as a report, or exported to spreadsheet. A drill-down function is provided showing the detail transaction for selected period and account. Accounts may be displayed sorted by a number of different criteria, including Financial Statement sequences. *(Feb 14-2014)*

Standard Journal Transaction Entry

When exiting after processing a given Standard Session, the system will now transfer control back to the Journal Entry Selection screen so that the operator may choose another session to work with. Previously, control was transferred back to the G/L Menu. (Jan 14-2014)

Standard Journal Transaction Entry Selection Screen

The screen presented when the Standard Journal Transaction Entry operation has been enhanced. Next to the J-Entry Session select drop-down field, a "Lookup" binocular push-button has been added. Clicking this button will present a list box table displaying each Journal Session along with information about it's totals, last posted, and next scheduled post date. Double-clicking an entry in this table will cause that session to be selected to be edited and processed. *(Jan 14-2014)*

For 2013

Generation of Financial Statements

When generating Standard Financial Statements, you may now select one of the new F/S Specification Groups to have all the Financial Statements defined to each Specification Set belonging to the Group generated. You may now also just select multiple Specification Sets in an ad-hoc manner. All the Financial Statements defined to each Specification Set belonging to those selected are generated. (*Dec 18-2013*)

Financial Statement Specification Groups

You may now created Financial Statement Specification Groups. For each Group defined, you may select up to 120 Financial Statement Specification Sets. Then when generating Standard Financial Statements, you may select one of these Groups to have all the Financial Statements defined to each Specification Set belonging to the Group generated. (Dec 18-2013)

Standard Journal Transaction Entry

In the past, you have been able to edit the Credit/Debit amounts directly on the grid screen. However, you were required to select the desired transaction with the mouse or cursor key, which would position on the Debit or the Credit. After editing, if you positioned to the next transaction, the cursor would position to the Debit or Credit, but on the same field as was previously entered.

You may now just edit a value, then after striking the ENTER key, the cursor will automatically position to the Credit field of the current transaction, or the Debit field of the next transaction. When ENTER is struck in the Debit field with a non-value amount, the cursor positions to the Debit field of the next transaction. When ENTER is struck in the Debit field with a ZERO value, the cursor positions to the Credit field of the current transaction. When ENTER is struck in the Credit field with a ZERO value, the cursor positions to the Credit field of the current transaction. When ENTER is struck in the Credit field, regardless of value, the cursor positions to the Debit field of the next transaction. You can also just position from Debit to Credit, or to the next transaction using the ENTER key without making any changes. (July 25-2013)

Incorrect Data Printed on Financial Statements

When generating Financial Statements for a Group of Statement Specifications in a period with the fiscal following a "current" year that has not yet been formally closed, incorrect data was being reported. The problem has been fixed. *(May-30-2013)*

of Columns Printed on Financial Statements

The Financial Statement printing routines have been enhanced to allow the user to specify the maximum number of columns that will be output to a page, (when actually printed). A setting in the G/L Control preferences may be set to a value between 6 and 12. When printed, the selected Series 5 Printer Queue must have been configured for a font that is small enough to accommodate the chosen number of columns, and the associated printer captured with tight margins and possibly in landscape mode. To fit 8 columns on the page, output must be printed landscape at 7 point Courier. *(May-30-2013)*

■ G/L Journal Entry Transactions

Due to the high number of transactions that may be recorded in the G/L Journal file, it is recommended to convert/build the GL8YRTRXnn.DAT file into a Vision Version 5 file. (Note that the G/L Upgrade program will automatically convert this file into a Vision Version 5 file). However, it will be necessary to add the applicable variables into the runtime configuration files. (Both the runtime, and where applicable, the

config files used by AcuServer and AcuConnect). Series 5 data files as Vision Version 5 files create two sets of system files. One set holds the actual records, and the 2nd set the keys used to access the records. Each set will have multiple volumes created, as needed as the file grows. Each volume can be a maximum size of 2 gigabytes. The use of Vision Version 5 files is necessary when the GL8YRTRXnn.DAT reaches approximately 4 million data records. (*May-06-2013*)

The following Configuration Variable must be added:

GL8YRTRXnn_DAT_DATA_FMT GL8YRTRXnn.DATds%02d GL8YRTRXnn_DAT_INDEX_FMT GL8YRTRXnn.vix%02d

Where **nn** is the system assigned GL Company filename suffix. This pair of variables must be added for each GL Company defined in your system.

Based on the above Configuration variables, the following volumes of data files are created:

For the Data records: For the Indexed Keys records:

- GL8YRTRXnn.DAT
- GL8YRTRXnnvs00.IDXGL8YRTRXnnvs01.IDX
- GL8YRTRXnnvs01.DATGL8YRTRXnnvs02.DAT
- GL8YRTRXnnvs02.IDX

Reversing the Posting of General or Standard Journal Transaction Sessions

A new "Edit" function has been introduced to the General Journal Transaction Entry operation. Available from the menu-bar's Edit drop-down menu, "Reverse Prior Posted Session", will generate reversing journal entry transactions for a selected Posting Set. (When Standard or General Journal Transaction Sessions are posted, a Posting Set ID # is assigned to each Journal Entry that is recorded). When this menu item is selected, a screen is presented where the desired Posting Set-ID may be selected along with options for assigning Ledger Dates and Transactions Dates, and a Memo to the generated reversing transactions. A "Lookup" function is offered to select the Posting Set to be reversed. When executed, all transactions associated to the selected Posting Set ID # will be copied as new transactions into the current Transaction Session with Debits recorded as Credits, and Credits recorded as Debits. To execute this function the operator must have "Full" access rights to the the General Journal Transaction Entry function. *(May-06-2013)*

■ G/L Journal Entry Transactions

The Memo field available to General and Standard Journal Transactions has been increased from 40 characters to 80 characters. (May-06-2013)

General Journal and Standard Journal Entry

When a General Journal Transaction Session or a Standard Journal Transaction Sessions are posted, a Posting Set History record is recoded in the G/L system. A 9 digit Posting Set ID # is assigned to these history records. This Set ID # is obtained from a field in the G/L Control Preferences, which is then incremented. As well, all Journal Entries associated with the Journal Session are recorded with this Posting Set ID #. (The Posting Set ID # is used to track all Journal Entries that were recorded as entered for a particular J-Entry Session, regardless of the Session Code; keeping in mind that a given J-Entry Session Code could be reused, and for Standards, the same J-Entry Session code is used over and over again). (*May-06-2013*)

Upgrade instructions

When the software with this enhancement is installed, you **MUST** execute the GL Upgrade utility to have all applicable records rebuilt. When the GL is first selected, the upgrade program may be automatically launched. Please contact Sentinel Hill Software for further information.

General Journal Transaction Entry

This operation has been enhanced to offer a new posting option, whereby a J-Entry Session set of transactions must be Approved before it can be posted. This option is determined by a new property field in the G/L Control Preferences. When turned on, only those Series 5 Logon Users with appropriate G/L access rights, and a password, will be able to approve a J-Entry Session. Once approved, only those Series 5 Logon Users with "Full" access rights to the General Journal Transaction Entry function will be able to post the J-Entry Session. When approving a session for posting, those users with "Approval Privileges", will be required to enter the correct password. Note that Series 5 Logon Users with "Full" access rights, who are NOT granted direct "Approval Privileges" may approve the session by entering the Logon User's code of the person with "Approval Privileges", along with the correct password. Once a session has been approved, no further adding or editing of transactions are permitted. However, there is also a new function that may be selected to De-Approve the J-Entry Session from being posted. (*May-06-2013*)

General Journal Transaction Entry

When adding a new Journal Entry Session, the operator may now strike the F1 function key to automatically assign a numeric code for the J-Entry Session Code. The number assigned is obtained from a field in the G/L Control Preferences, which is then incremented. *(May-06-2013)*

G/L Financial Statements

When computing ratios using sets of SR-ER accounts and SC-EC accounts, previously, the SR-ER sets of accounts had to sequentially precede any SC-EC sets of accounts. The system has been enhanced to now handle the case were SR-ER accounts may be located before or after SC-EC sets of accounts. (The basis upon which the % are computed is tallied from the accounts between SR-ER formats; and the % amounts are computed for accounts between the SC-EC format. It was assumed the Revenues would always precede Expenses in the financial statements. Also ratios will now be computed and displayed NT and NP - Net Income - accounts. (*Feb-26-2013*)

For 2012

■ G/L Year-End Operation

A problem with closing the 7th Year of a G/L system has been identified. The computation of the "Balance Forward" transaction of Balance Sheet accounts was not including the prior year Opening Balance. The problem has been fixed. (*Nov-05-2012*)

Project Detail and Transaction Source Inquiry Function Drill Down Sub-Inquiry

The "Drill-Down" function available to the Project Inquiry and Source Inquiry functions has been revised to utilize a grid table, rather than a drop list. Improved performance and functionality is achieved for systems with higher number of transactions to be displayed. (*Oct-22-2012*)

Trial Balance & Financial Statements Drill Down Sub-Inquiry

The "Drill-Down" function available to the Financial Statements and Trial Balance reporting functions has been revised to utilize a grid table, rather than a drop list. Improved performance and functionality is achieved for systems with higher number of transactions to be displayed. (*Oct-22-2012*)

G/L Interface from Accounts Payable

When interfacing distributions from Accounts Payable, if processing transactions for a G/L Account that was flagged to have either Period or Date Compression, the G/L Transaction was being correctly written, but all A/P Distributions that followed were being deleted. The problem has been fixed. (*Aug-28-2012*)

G/L Trial Balance Inquiry & Report

The Trial Balance reporting function has been enhanced. When printed or displayed, sorted by any of the Financial Statement Formats or Supporting Schedules Formats, the totals of those accounts contributing to financial statements' IP and VP totaling account will now be displayed or printed. *(July-13-2012)*

G/L Entity Codes

The field size of Entity Codes has increase from 9(2) to 9(4). It will now be possible to define up to 10,000 Entity definitions in the General Ledger System. (Jun-30-2012)

G/L Financial Statement Formats Explorer Maintenance

A new Codes Maintenance function titled "Fin Stmt Formats Explorer", has been introduced that provides the ability to edit Financial Statement Layouts using a Windows Explorer "tree" display structure. The layout for selected Format # Financial Statements, defined in your system, is displayed in a tree. Right-clicking a node will present pop-up menus that will provide a number of functions to manage the layout of the financial statements. The following functions may be performed:

- Insert an existing account's F/S Codes before or after a selected position
- Modify a Description or Sequence # of a selected entry
- Remove an account's F/S Codes
- Shift a selected item up or down
- Insert a new VS account's F/S Code within an IP or VP's totaling sub-tree

- Re-Assign new Sequence #s at specifed intervals from a specific position
- Assign a new Sequence # to a set of sibling VS accounts

VS Sub-Accounts, are displayed as sub-trees to their parent IP and VP accounts. The different types of accounts are displayed using different coloured graphics. (Jun-25-2012)

■ G/L Chart-of-Accounts

The process for the computation of Column Ratios, when chosen, has been revised. The Chart-of-Accounts Maintenance routines have been revised to support the new SC and EC Financial Statement Format Codes. (*Apr-05-2012*)

G/L Financial Statement Reporting - Column Ratios

The process for the computation of Column Ratios, when chosen, has been revised. Previously, the system attempted to compute ratios relative to SS, ST and TT totals, (Section Sub-Totals, Sub-Totals and Totals) as they occurred, for the items that contributed to these totals. This method has been abandoned and replaced by two new alternative methods.

Method Up to 20 different "Ratio Control Sets" may be defined in the Chart-of-

Accounts using new framework accounts. These include, SR and ER, (Start Ratio Basis and End Ratio Basis), accounts that are used together to define those printed amounts that should be summed to derive the basis for which % Ratios are computed. Then SC and EC, (Start Ratio Calculate and End Ratio Calculate), accounts are used together to define those printed amounts for which a % ratio amount is computed and displayed. These Ratio start/end framework accounts must be created with their financial format sequence numbers set such that they encapsulate the IP, VP accounts that are summed to determine the Basis for computation, and all other reporting framework accounts for which a % value is to be computed. For a given set of SR, ER, SC and EC accounts, they are each assigned a Control Set Number from 1 - 20. Multiple sets of a given Control Set may occur.

Method Ratios may be computed for specific SS and ST totaling accounts. A new 2 – property associated to these framework accounts is used to signal that

Sub-Total % Ratios are computed. The specified SS or ST amount printed will be used as the basis for which % Ratios are computed. All IP, VP items that contributed to the flagged SS or ST account will have a % ratio amount computed and displayed.

Columnar Ratios are computed and displayed when the appropriate option is selected from either the Customize Financial Statements options screen, or the Financial Statement Specifications option screen. Either, or both, of these two new methods may be employed. However, should a SS or ST account flag for Sub-Total Ratios fall within the range of either an SR/ER or SC/EC Ratio Control Set, the Sub-Total Ratios WILL NOT be computed. *(Apr-05-2012)*

General Transaction Journal Entry

A new function has been introduced to the pop-up menu presented from the

Transaction Entry Grid. You may now Insert a new General Journal Transaction at any point in the list of existing transactions. In the grid, position on the transaction you wish to insert in front of. Right-click the mouse, and from the pop-up menu, click on the **Insert Before** item. All sequence numbers of those transactions higher that the one being inserted will be adjusted accordingly. *(Feb-20-2012)*

G/L Financial Statement Reporting

When Financial Statement totals are displayed, the operator could "drill-down", to have the detail journal entries for each account that contributed to the total displayed. Push buttons were offered to have the detail for the selected account either output as a report, or output to an Excel spreadsheet. However, only the detail for a single account at-a-time could be output. The output to report or spreadsheet functions have been enhanced to prompt the operator to see if detail for ALL contributing accounts are to be output; or just the detail for the selected account. *(Feb-20-2012)*

G/L Financial Statement Reporting

The generation of G/L Financial Statements has been enhanced to provide the ability to enter a non-standard fiscal period reporting date range for which totals are accumulated and presented. Previously, only the standard defined fiscal periods or years could be reported. Now the operator may enter any starting and ending dates that fall within the 8 years defined in the system. (Jan-20-2012)

G/L Trial Balance

The option to display the G/L Accounts by Profit Center was not working correctly. The problem has been fixed. (Jan-18-2012)

😔 For 2011

Inter-Company Transaction Entry Function

The G/L system has been enhanced to offer the ability to make Inter-Company Transfer Journal Entry transactions. A new Operations menu function has been introduced to effect the process of entering and posting Journal Entry Sessions of Inter-Company transactions. The process of entering these transactions is similar to that of entering normal Journal Entries. Some of the features associated to Inter-Company Transaction entry are as follows:

- Transactions are entered using batched control sessions
- Transactions can only be entered where a Company-to-Company relationship has been defined
- Inter-Company Transfer accounts are defaulted for Cash, Payroll, Expense and Revenue types of transactions
- Multiple Target Company Transactions may be entered for each Source Company Transaction
- Multiple Target Company Transactions may be automatically generated based on pre-defined Auto-Distribution sets

The process of entering Inter-Company transactions for a given company must be established by a setting in the G/L Control Preferences. (Jun-30-2011)

■ G/L Company Preferences

The G/L system has been enhanced to offer the ability to make Inter-Company Transfer Journal Entry transactions. This feature is established by setting an option in the G/L Control Preferences associated to each G/L Company. Inter-Company transactions can only be made when specific company--to-company relationships are defined. Also, default Transfer Accounts may assigned for Cash, Payroll, Expense and Revenue transaction types. (Jun-30-2011)

G/L Financial Statements, Reporting and Inquiry Functions

For those Series 5 G/L functions that offer the ability to choose a reporting period from a drop list box, the period select process has been revised. Previously, when presented with the list of periods, the action of clicking a particular entry caused the system to regenerate the given report. This annoying action has been revised so that now the desired period must be double-clicked. This makes it easier to navigate through the list of possible periods before one is selected. (*Apr-14-2011*)

■ G/L Financial Statements for Multiple Pre-Defined Specification Layouts

The Series 5 G/L system offers the ability to pre-define up to 1,000 different layouts of financial statements. Each layout may be assigned to one of 6 different Groups. When Financial Statements are generated, you may choose to generated all those that belong to a given Group. A problem was identified when generating Financial Statements for a Group that has a specification created for an Account Entity. After the 1st set of Financials were generated, any of those following that were set up for an Account Entity were not being generated. The problem has been fixed. *(Mar-30-2011)*

G/L Account Entity as a Reporting Filter

The use of Account Entities are used to defined filters for G/L Accounts for both Financial Statements and other G/L Reports as a method to produce reports for specific accounts where the Main portion of the G/L Account Number has specific values. The use of Account Entities has been enhanced. Previously, when setting up starting and ending templates it was assumed that only one of the available G/L Main Account Number segments was to be used to create a filter with a start and end number. (ie., Having a starting XXX-50-XXXXX-XX and an ending XXX-60-XXXXX-XX template would allow for only those G/L accounts where the 2nd segment had a value that falls within 50 - 60). And for the given filter definition, all other segments should be set as X's.

The system has been enhanced to allow more than one segment, for a given filter set, to be defined. (ie. Having a starting XXX-50-XXXXX-04 and an ending XXX-60-XXXXX-05 template will now allow for those G/L accounts where the 2nd segment has a value that falls within 50 - 60 and the 4th segment has a value that falls within 04 - 05). (*Mar-18-2011*)

G/L Account Entity and Profit Center Entities as Reporting Filters

The different reporting functions offer a generic G/L Accounts Selection Filter screen. Assorted fields may be set to filter which G/L accounts are reported upon. When either an Account Entity or a Profit Center Entity was selected, these filters were not being recognized. The problem has been fixed. (*Mar-09-2011*)

G/L Transactions Export to Spreadsheet

The Reference Document Number field in the G/L YTD Journal Transaction record when output to spreadsheet was copied as a 6 digit numeric. It has been changed to a 10 digit numeric to handle distributions from the Purchase Order System, and the 8 digit A/R system. (Jan-14-2011)

😔 For 2010

■ G/L Account Transaction Inquiry

Documents may be attached to Journal Entries from the Account Inquiry function by selecting the applicable item from the drop-down menu shown when a given transaction is right-clicked. If they are Office 2003 Word or Excel documents, they may be viewed. Now, if they are Office 2007 Word or Excel documents they may now be viewed. (*Jan-15-2010*)

For 2009

General Journal Transaction Entry and Posting

When a Journal Session is posted, the system inspects each transaction to check that they have valid G/L accounts, and that the Ledger Date falls within the range of Valid Posting dates (as defined by the Period Maintenance function). If either of these conditions occur, the system is supposed to abort the posting. The problem was that if dates were outside the Valid Posting Period, the journal session was posted anyway. The problem has been fixed. (*Dec-23-2009*)

Sub-Ledger Project Analysis Inquiry/Report

The option to export data to spreadsheet has been enhanced. There are up to 8 different types of data that may be output to an Excel spreadsheet. Each type will now be output to it's own worksheet within the Excel workbook. (*Dec-14-2009*)

■ G/L Source Analysis Inquiry/Report

The option to export data to spreadsheet has been enhanced. There are up to 5 different types of data that may be output to an Excel spreadsheet. Each type will now be output to it's own worksheet within the Excel workbook. (*Dec-14-2009*)

Functions Exporting to Excel Spreadsheets

For those functions that export data to Excel spreadsheets, the following enhancements have been made:

- When titles are output, they will be formatted as bold in 14-point
- When legends are output, they will be formatted as bold in 12-point
- When headers are output, they will be formatted as bold and italic
- Dollar amount data column will be formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)

The following applications have been revised accordingly, where applicable (*Dec-14-2009*):

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- G/L Period Summary Inquiry Export function
- G/L Trial Balance Report Export function
- Sub-Ledger Project Inquiry Export function
- G/L Source Analysis Inquiry Export function
- Sub-Ledger Project Maintenance Properties Export and Budgets Export functions
- G/L Account Inquiry Export function
- G/L Account Maintenance Properties Export and Budgets Export functions
- G/L Financial Statements Export function

G/L Balance Sheet Financial Statements

When a Balance Sheet was generated for a period in year J with Comparatives, a problem was fixed. If fiscal year (J - 2) and (J - 1) had not actually had the Year End process executed for them, the Comparative figures reported did not include the Opening Balance amounts of year (J - 1). The problem has been fixed. *(July-29-2009)*

G/L Journal Inquiry - Sub-Ledger Project Adjustment

A new sub-function is available to the G/L Journal Entry Inquiry function. When positioned on a Journal Entry in the grid, right-click to display the pop-up menu. The new pop-up menu item Adjust J-Entry Project Code, provides the opportunity to edit the Sub-Ledger Project Code that had been originally entered. You may also edit the Memo field associated to the Journal Entry. All the conditions for entry of the Project Code with the given G/L Account apply. *(July-03-2009)*

G/L Interface from Subsidiary Systems

A problem has been identified and fixed when loading distributions from the Fixed Asset and Accounts Receivable subsidiary systems. For any G/L Account that was flagged to have it's distributions compressed into a single transaction, either by Date or by Period, after the consolidated transaction was written into the G/L transaction session, it' contributing distributions were not being deleted from the subsidiary systems. *(May-04-2009)*

■ G/L Accounts Select Filters Screen

The generic G/L Account Select Filters screen has been enhanced to now specify as filters, Starting and Ending Sequence Numbers associated to a particular Financial Statement Format Number. All General Ledger applications that provide this selection screen have been revised so that if a range of sequence numbers are specified, then only those G/L Accounts with F/S Sequence numbers falling within the specified range will be included in the report or display. *(April-27-2009)*

G/L Entity Maintenance

When selecting to print a range of Entities, all were being printed starting with the starting one specified. Also, the fields for selecting the starting/ending Entity Codes has been revised so that only the numbers of the entities need be entered. This problem has been fixed. (*April-23-2009*)

Assorted Reports, Journals and Edit Lists

For systems defined with multiple G/L Companies, (Financial Entities), in all the

reports, the Series 5 Company Code and Company Name was not being correctly printed in the legends at the top of each page. This problem has been fixed. *(March-31-2009)*

■ G/L Financial Statements

The rule for setting up the Chart-of-Accounts is that all accounts with a ZERO Profit Center should be designated as a Framework account. That is, they should only be used to format the financial statements, and not be used as accounts that can record journal entries against. The Financial Statements reporting application has been revised so that all accounts with a ZERO Profit Center that are not a Framework account is ignored. (The problem comes to light if there are VS or VP accounts with a ZERO Profit Center, and a P&L is being generated with columns of Profit Center. The system can't handle the ZERO profit centers). (March-25-2009)

G/L Chart-of-Accounts Maintenance

The Chart-of-Accounts maintenance routine has been revised to ensure that no G/L Account may be entered with a ZERO profit Center, and be assigned as a VS or VP account. The basic rule is that all G/L Accounts that have ZERO profit centers must be Functional Framework accounts. *(March-24-2009)*

G/L Chart-of-Accounts Financial Statements Format Report

The function to generate the Financial Statements Formatting report has been enhanced. It is now possible to specify Starting and Ending Sequence Numbers as filters to limit the G/L Accounts that are listed. *(March-24-2009)*

For 2008

■ Sub-Ledger Project Analysis Inquiry (or Project by Period Analysis Report)

The inquiry and associated report has been enhanced with a number of new features:

- An Opening Balance and Total column is now computed and displayed or printed. The Opening Balance is the Life-To-Date totals of all transactions dated earlier than the start of the 1st period that is selected to be reported.
- When selecting to Print the Report, you will now be able to select the type of report that is to be printed. (That is how reported amount are grouped and sorted).
- When selecting to Print the Report, you now will have the option to also print the detail associated to the reported periods

You will have to delete any existing GLPROJWRKnnn.DAT and GLPRJQRYWRKnnn.DAT files before executing this revised routine. (Dec-10-2008)

G/L Company Control Properties

The flag that was used to identify the G/L Company used for "Consolidation", has been enhanced. What used to be a check-box is now 3 radio-buttons to identify whether the Company is the "Consolidated" Company, may have it's transactions copied to the Consolidated, or not used in the consolidation process at all. (*Dec-10-2008*)

■ G/L Company Consolidation

The Company Consolidation function has been enhanced to now be able to handle up to 18 companies at a time. (*Dec-10-2008*)

G/L Financial Statements

Depending on the options chosen, a number of separate Financial Statements may be generated and displayed in the preview grid. Each Financial is typically separated by a page break. To make it a little easier to navigate between reports in the preview grid, new push button icons have been introduced beneath the grid on the left. Clicking these buttons will skip to the prior, or next page break. *(Nov-28-2008)*

Generating Ad Hoc Financial Statements

When generating a particular Financial Statement ad-hoc, (from the Financial Statements drop-down menu selecting Profit & Loss Statement, Balance Sheet, P&L Schedules, Balance Sheet Schedules, or Source and Allocation of Funds), a default set of specifications is used. If you create a Specification Set Numbered 9999, the settings for each of the types of Financial Statements will be used for the ad-hoc generated statements. *(Nov-27-2008)*

Standard Transaction Journal Entry

A new function has been introduced to the pop-up menu presented from the Transaction Entry Grid. You may now Insert a new Standard Transaction at any point in the list of existing transactions. In the grid, position on the transaction you wish to insert in front of. Right-click the mouse, and from the pop-up menu, click on the **Insert Before** item. All sequence numbers of those transactions higher that the one being inserted will be adjusted accordingly. (*Nov-21-2008*)

Standard Transaction Journal Entry

The system will now allow you to enter a Standard Journal Transaction with both the Credit and Debit amounts = ZERO. This allows you to keep the transaction on file without a journal entry being generated for a particular instance when it is not wanted. (*Oct-15-2008*)

■ G/L Financial Statements

The G/L Financial Statements function has been enhanced to offer the capability to automatically send the printed statements to email recipients. When selected to be printed, the operator may choose to have them emailed to one of the following:

- The Email Group defined for the Department or Entity for which the Financial Statements were generated
- The Managers's Email for the Department or Entity for which the Financial Statements were generated
- To a selected Email Group
- To the Email Group that might have been assigned to a F/S Statement Specification

When selected to be sent to the Department or Entity Managers, their respective email addresses must have already been defined in the Department or Entity master record. When selected to be sent to a particular Email Group, these too must have already been defined. *(Sept-22-2008)*

Email Recipients and Email Distribution Groups

Two new G/L Codes have been introduced to the Series 5 system. These are Email Recipients, and Email Groups. An Email Group is used to define a set of Email

Recipients. The Financial Statements function has been enhanced to offer the capability to automatically send the printed statements to Email Groups. *(Sep-22-2008)*

■ G/L Financial Statements

When Variances amounts were being displayed for typically Debit types of Accounts, (ie, Expenses), the (..) were not being correctly displayed. If the Variance = Actual - Budget, and is negative, then (..) will not be displayed around the amount. If the amount is positive, then (..) will be displayed around the amount. *(Sep-16-2008)*

G/L Account Filter Select Screen

When selecting a 'Range" of G/L Accounts after processing a report for "ALL" Accounts, the fields were not being initialized correctly. The problem has been fixed. (Sep-12-2008)

Spreadsheet Layout Codes Lookup

Layouts are defined using a Header record, and a number of Set records. The Lookup routine was displaying both types of records. It has been fixed to display only the Header records. *(Sep-12-2008)*

Printing of Financial Statements

The following fixes and enhancements have been made to the Financial Statements reporting functions. (Aug-25-2008)

- If the Financial Statements Layouts did not have a Hard Page coded, the system did not realize that anything was generated. This bug has been fixed.
- When Variance figures were generated, the rule to displaying parenthesis for typically Debit or Credit accounts was not being applied. This bug has been fixed.
- When Variance figures were generated, a third heading row showing "Variances" was not being displayed. This bug has been fixed.
- When selecting to print a Financial Statement for "Every" profit center, the name of the report being archived was too long and caused a termination. This bug has been fixed.
- The "HF" Financial Statement Framework account has been enhanced to carry a property to indicate whether Page Numbers should be printed on the Financial Statements. The "HF" Format Code is used to signal that a hard page should be inserted. (For P&L and Balance Sheet reports, there should always be an "HF" Account as the 1st sequenced account so when multiple Profit Centers are being reported, you will always get a new page between each set; and you can turn page numbering on or off).
- When displaying Financial Statements to the grid screen, Hard Page codes will be displayed as green bars, to make it easy to distinguish between each type of report.

Spreadsheet Layout Maintenance

The following fixes and enhancements have been made to the Spreadsheet Layout Maintenance functions. (Aug-25-2008)

- Ledger Dates may now be loaded that are defined as MMDDYYYY
- If only 1 set of interface definitions were set up, when invoked, the layout

definition record was not being read correctly. This bug has been fixed.

Financial Statement Specifications Maintenance

Specifications loaded from the old Series 4 system that had Profit Center Entities were not coded correctly. Series 4 identified them with a code of "*Enn*". Series 5 now identifies them as "*Pnn*" codes. You must edit each Specification Code that has an Entity defined, and the system will correct them accordingly. (*Aug-25-/2008*)

Trial Balance Report

The generation of Trial Balances has been enhanced, to allow a date range to be entered. Previously, only a standard accounting period could be selected. *(Aug-25-2008)*

On-Line Help

The General Ledger system now has On-Line Help. You can access these help files from the application. (*Aug-15-2008*)

Transaction Source Analysis

This Inquiry/report analyzes the G/L Journal transactions and accumulated sub-totals by a variety of ways by fiscal periods or fiscal years. Sub-totalling can be done by Journal Entry Source code, Subsidiary System, Subsidiary System's Entry Batch Code, Transaction Type or G/L Account Type. The analysis sub-totals may be viewed, printed or output to a spreadsheet. (May-2008)

New and Different – Enhancements and Fixes in all Series 5 Systems

For 2014

■ Support for Office 365

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. (*Oct-01-2014*)

Series 5 User Logon Profile Maintenance

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. (*Mar-26-2014*)

😔 For 2013

Generating Documents and Reports as MS Word Documents

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and

where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) (July-03-2013)

Attach Supporting Documents function

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). (Jun-27-2013)

Series 5 Outlook Email Reading

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

For 2012

Series 5 Import/Export Functions

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. (*Nov-12-2012*)

Series 5 Import/Export Functions

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. *(Sept-18-2012)*

Series 5 Launching Microsoft Calendar

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing

Series 5. MSCAL.OCX may be found in **\ms\ocx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5\UTIL** . (June 25-2012)

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5\UTIL\MSCAL.OCX

where:

For System	From Directory	Comments
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types
 of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to
 20 different Tab Sets may be defined and activated under program control as the
 page is being populated with text. As the line of reporting text is output, the tabs
 are inserted and any preceding spaces are removed. (This basically now allows
 the use of variable pitch fonts, when outputting columns of data, ensuring proper
 alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 substrings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be pro-

grammatically customized. Contact Sentinel Hill Software Inc., for more information. further details. (*Apr-24-2012*) HS5_Enhancements_to_ALL_Systems-2011-2013.xml

■ All Series 5 Applications offering Export Functions

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exits". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. *(March-09-2012)*

Using Windows' Logon Usernames

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. (If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to "**Repeat User's Logon**", found under the Main Menu's File drop-down menu will be disabled. Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

Bitmapped Images in Series 5

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. (*Feb-28-2012*)

Upper Case Bitmap Files

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. (Jan-30-2012)

Series 5 Directory/Folder Selection "Browse" Feature

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder

browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other that a drive letter designation, would result in only being able to browse descendants of the user's default working directory. (*Jan-18-2012*)

"Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. (*Jan-10-2012*)

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. *(Jan-10-2012)*

For 2011

Series 5 Import/Export Routine

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/ allow quotes around character strings. (*Dec-12-2011*)

"CALLEREQ" Program

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. (*Nov-11-2011*)

Interfacing with MS Office Excel and Word

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in C:\Program Files (x86)\Microsoft Office \Office. (Previously the system only looked in in C:\Program Files\Microsoft Office \Office . (Oct-03-2011)

Series 5 Email Generation

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.

The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client of FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files MUST BE LOCATED in the directory named Email-Templates located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

Importing \$ Numeric Cells from Spreadsheet

A problem has been identified and fixed when importing \$ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed. *(July-25-2011)*

Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. (*June-14-2011*)

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. (June-14-2011)

Generic Search Function

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "*mmddyy*", "*mm/dd/yy*", or "*mm/dd/yyy*", depending on the mood of the operator. (*May-02-2011*)

New Feature to Attach Supporting Documents to assorted Master Code

Records and Transactions

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

Printing to Windows Spooler

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. *(Feb-09-2011)*

System Captured Windows Maintenance

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. *(Feb-09-2011)*

For 2010

Default Reporting Output Destination

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a
variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer
2 - Archived
3 - Both the Printer
4 - To be just
Browsed
17 - To Disk as an MS Word 2003 document
26 - To Disk as an MS Word 2007 document
26 - To Disk as an MS Word 2007 document
26 - To Disk as an MS Word 2007 document
27 - To Disk as an MS Word 2007 document
28 - To Disk as an MS Word 2007 document
29 - To Disk as an MS Word 2007 document

Note that if the applicable application already determined the target output, these defaults will NOT be used. (*Oct-13-2010*)

Data File "Properties" function

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). *(Sept-01-2010)*

Using the Mouse Wheel to navigate Series 5 Grid Screens

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable PERFORM_STACK 384 and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 (July 27-2010)

MS Excel System Error Recovery

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).
- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be

displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). (May-31-2010)

Compiling with INTEL Native mode

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the S5_GCBL.BAT compiler macro that can be found in the S5 \util directory. (Basically replace the **set NATIVE=--intel** command with **set NATIVE=** command. (May-21-2010)

Generating Standard Forms as MS Word Documents

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- WORD2007
- PRINT&WORD2003

ARCHIVE&WORD2003

PRINT&WORD2007ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. *(May-21-2010)*

MS Word System Error Recovery

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.
- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). (May-21-2010)

Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed.

Automatic Sending of Emails

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "LN:" or "Ln:", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "DOS_MAIL_CMD", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable % ATTACHMENT2% will be replaced with the full path to a 2nd attachment, if applicable. *(May-03-2010)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. (*May-03-2010*)

Import/Export Functions

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. (*Mar-24-2010*)

Generating Sub-Documents as MS Word or PDF Files

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document.

These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers. *(Mar-15-2010)*

Import functions from Excel Spreadsheets

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). (*Mar-03-2010*)

Printing of Report as PDF Documents

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. (*Feb-23-2010*)

Browsing to Select Files and/or Directories Functions

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. (*Jan-28-2010*)

Encryption/Decryption Function

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. (*Jan-24-2010*)

For 2009

Printing of Reports in Series 5

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies.** You may select to have up to 9 copies printed. These copies printed will be automatically collated.

Multiple Copies

The ability to have the system print multiple copies is a a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.

This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. (*Dec-22-2009*)

Export functions to Office 2007 Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. (*Dec-16-2009*)

Exporting to Excel Spreadsheets functions

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)
 - For Office 2003 Excel negative numbers are displayed with parenthesis around them
 - □ For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. (*Dec-10-2009*)

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

Selecting Dates from Lookup Calendars

When executing under Windows VISTA, dates were not properly being returned. The

year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. *(Oct-28-2009)*

Automatic Disabling of User who Fail to Correctly Logon

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

User Logon Passwords

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. (Oct-22-2009)

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. *(June-02-2009)*

Outputting Reports and Invoices as MS Word Documents

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the *C:\Documents and Settings\<PC UserName>\Application DataWicrosoft\Templates* folder. For users with Office 2007 these templates need an extension of .DOTX. For earlier versions of MS Office, the templates need an extension of .DOT. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. *(June-02-2009)*

Main Menu User Logon

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. *(April-04-2009)*

Encryption/Decryption Function

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. *(March-11-2009)*

Series 5 Grid Management Screens

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. (*Feb-03-2009*)

For 2008

Using AcuGT Rev 8.1

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs **S5\util\s5_gcbl.bat** must be edited to have the variable NATIVE set to nothing. (*Nov-15-2008*)

User Logon Passwords

The Series 5 system now requires all passwords to be made up of at least 8 nonspace characters, at lease one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. (Oct-7-2008)

Import and Export and User Interface Applications

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"" character in front of the string before inserting to the cell. (*Oct-7-2008*)

User Access Maintenance

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (*Sept-24-2008*)

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.
- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.
- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list

that is presented. (The Copy is basically the reverse of the Enable-Like function)

- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.
- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

User Access Maintenance

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

Print Manager and Browser

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

Import and Export and User Interface Applications

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "—" or a SPACE in the filename or the directory path. (*Aug-25-2008*)

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the ***.XLSX** extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. (*Aug-25-2008*)

On-Line Help

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a dropdown menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) *(Aug-10-2008)*

Broadcast Messages

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. (Aug-10-2008)

Application User Access Analysis Export

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. *(July-15-2008)*

User Access Logging

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. (June-15-2008)

Major G/L Features not Found in Series 4

Sub-Ledger is now integrated into the General Ledger system

Sub-Ledger Projects are now maintained in the G/L system. The G/L Account Inquiry provides for Inquiry by sub-Ledger Project.

New Search and Replace function has been introduced

The G/L Master records, the Standard and General Transaction records, and the YTD Records, may now be processed with a search/replace function.

New Layouts for Financial Statements

Financial Statements may now be generated reporting totalling columns of Fiscal Periods, Fiscal Years, and Profit Centers. Budgets and/or Comparative amounts may now be listed in columns as required. Column Sub-Set % values and %-of-Row Column figures may also be generated. Financial Statement information may be viewed, printed, or output to spreadsheet.

8 Fiscal Years of data is now available

8 Years of data is kept on file and is available for reporting or inquiry.

Transaction Import Layouts have been enhanced

The method for defining standard Layouts for importing G/L transactions from spreadsheet has been enhanced.

Generic G/L Account selections for Reports

All reporting functions now have a generic G/L Account filter screen. It allows you to randomly select different Accounts to be reported.

Revised Coding for Profit Center Entities

Profit Center Entities are now coded with a "P" prefix. In Series 4 they had an "E" prefix.

2.4 Getting Help

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There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the General Ledger.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



• On the Series 5 main menu screen, and each application menu screen on the menubar click **Help** then **On-Line** Help.

Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at <u>support@sentinel-hill.com</u>. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

Summary of Fixes and Enhancements

• For each application, a detailed history of the changes that have been made is available from our website at **2** Series 5 Fixes and Enhancements.

- Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Carl Accounts Receivable	Eixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing



3 G/L Setup and Implementation

The successful implementation of the Series 5 General Ledger system depends on how it's available features are exploited. In particular, the design of the Chart-of-Accounts and the loading of the Opening Account Balances are critical.

Developing the Chart-of-Accounts is the first and most important step in bring the G/L system on line. Every aspect of a functional G/L hinges on the the chart's implementation. Once the Chart-of-Accounts has been designed, the operational data files can be developed and the beginning balances entered.



3.1 Initial Setup Steps

There are certain data files which form the basis of the G/L system. These files, and applicable codes, must be defined before the G/L system can be used. The following table provides the initial steps needed, along with a brief description of the file, and links to the applicable documentation.

Step	Data File	Description
1	G/L Company Control	A separate Company System Control must be created for each company which is to be reported upon. There is a separate set of data files and codes files created for each Company System.
		If you have multiple Company Systems, and you wish to be able to produce "Consolidated" financial reports, you must also create a Consolidated Company System. A Company Consolidation operation is used to copy detail transactions from each company, to the Consolidated Company.
		Refer to the topic titled <u>G/L Company Control</u> <u>Preferences</u> [487] for further discussion.
2	Accounting Fiscal Year Periods	The G/L system can keep up to 8 years worth of detail on file at any time. Inquiries and reports may be obtained for any period within the 8 years. You must

		define the starting and ending dates of each Fiscal Year, and Fiscal Period. You may define up to 13 periods in any given year. When transactions are recorded in the G/L they must fall within one of the defined periods of an Open Fiscal Year. Refer to the topic titled <u>Fiscal Years' Periods</u> <u>Maintenance</u> [481] for further discussion.
3	G/L Departments	The Department Code is used to identify a particular facet of your company. This might be a branch office, a division, or even a product group. G/L Account numbers are comprised of a main account #, and a Profit Center. The Profit Center is basically a Department Code. You must define your
		Departments before account can be added to the Chart-of-Accounts. Refer to the topic titled <u>Department Codes</u> <u>Maintenance</u> [445] for further discussion.
4	Financial Statement Text Codes	Financial Statements may be generated and printed with text notes. These might be used to provide special instructions, explanatory notes, or extra headings. Each Text Code can have up to 1000 characters of text.
		Codes Maintenance 443 for further discussion.
5	Chart of Accounts	The G/L Chart of Accounts defines the financial activities and reporting aspects of a company. The Chart-of-Accounts is the heart of the G/L system. Before any aspect of the G/L or a subordinate application can be used, the Chart of Accounts must first be defined.
		The Chart of Accounts is basically a set of accounts. It is made up of Posting Accounts that are used for recording journal entries, and Financial Framework Accounts for defining the layout of the Financial Statements.
		Refer to the topics titled <u>The Chart-of-Accounts</u> [52], following this topic, and <u>G/L Chart-of-Accounts</u> <u>Maintenance</u> [377] for further discussion.
6	Profit Center Entities	Financial Entities are used to define specific areas of a company that are grouped together for reporting purposes. Profit Center Entities allows you to group

		 sets of Departments or Profit Centers. You might create an Entity that represents a geographical region or types of Costs/Revenues. Financial Statements and Trial Balances, and all other types of G/L reports can be generated for a selected Profit Center Entity. Refer to the topic titled Profit Center Entity Maintenance for further discussion.
7	Account # Entities	Financial Entities are used to define specific areas of a company that are grouped together for reporting purposes. Account Entities allows you to group sets of Accounts based on segments of the G/L Account's Main Number. (The G/L Account Main # can be defined as up to 18 digits broken into up to 4 segments). You might create an Account Entity that represents a a particular Fund identifying types of income or expenses. Financial Statements and Trial Balances, and all other types of G/L reports can be generated for a selected Account Entity
		Refer to the topic titled <u>Account Number Entity</u> <u>Maintenance</u> 453 for further discussion.
8	Load Period Opening Balances	All G/L posting accounts need to have their Account Balance as of the last complete posting period entered. For Balance Sheet accounts, the Balance Forward amounts from the closed Prior Year, must also be entered. In both cases, the <u>General Journal</u> <u>Transaction Entry</u> [224] operation can be used.
9	Financial Statement Specifications	Reporting on the financial position of a company or organization is an integral part of any financial accounting system. There could be many combinations of financial statements and options that you may wish to use repeatedly. Setting up F/S Specifications allows you to predefine the types of reports, along with the different options, and save them for subsequent use or refinement. Each Specification is identified by a 4 digit numeric code so you can define up to 10,000 different specifications. You can associate any particular Specification to up to 6 different Groups.
		For each F/S Specification, you indicate which types of statements are produced, specify the Profit Center or Entity, and if Budgets or Comparatives are to be

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		included with/without Variances.
		When the Financial Statements reporting function is chosen, you can generate financials ad-hoc, or for a given F/S Specification, or for a particular Group of Specifications.
		Refer to the topic titled Financial Statements Specification Sets Maintenance 425 and Generating Standard Financial Statements for further discussion.
10	Sub-Ledger Projects and/ or Categories	The Series 5 systems provides for tracking of Expenses and Revenues by Sub-Ledger Projects. If Sub-Ledger Projects are enabled in the Accounts Payables, or Accounts Receivable, or General Ledger systems, then you must define these Projects in the General Ledger system. When A/P Invoices or A/R Invoices are entered in their respective systems, a Sub-Ledger Project Code may also be entered. When distributions are carried through to the General Ledger system as journal entries the Sub-Ledger Project is carried along for the ride.
		The G/L system offers a Sub-Ledger Project Inquiry function, and a number of different Sub-Ledger Project reports. Refer to the topic titled <u>Sub-Ledger Project Codes</u> <u>Maintenance</u> 462 for further discussion.
11	Auto-Distribution Set Codes	Using Auto-Distribution Codes provides the ability to automatically generate a set of Journal Entries to various G/L Accounts and Sub-Ledger Projects, based on fixed percentages. Up to 999 different sets of Auto- Distributions can be defined.
		Refer to the topic titled <u>G/L Auto Distribution Codes</u> Maintenance 459 for further discussion.

3.2 The Chart of Accounts

The Chart of Accounts defines the financial activities and reporting aspects of a company. It is the core of the General Ledger system, and associated packages. Without a Chart of Accounts, G/L journal entry transactions cannot be entered, and Financial Statements cannot be generated. Before the General Ledger, or any subsidiary systems can be used, the Chart of Accounts must be defined.

For the purposes of the Series 5 systems, the Chart of Accounts will define all G/L Entry accounts to which journal entries may be posted and recorded to. The Chart of Accounts is also used to define Financial Statement Formatting accounts which determine the

appearance of your Financial Statements and Supporting Schedules. (ie., Titles, headers, totals, and sub-totals, etc.).

Designing the Chart of Accounts is like creating a flow chart of each reporting company. The major reporting areas are defined, and within these affiliated reporting levels are identified. The reporting levels are referred to as Profit Centers, Cost Centers, Departments, Funds and Divisions. Once these components have been solidified, the structure of the G/L Account number can be designed.

Account Number formats must be developed in conjunction with your corporate structure and the associated reporting requirements. This structure could include multiple corporate entities, departmental breakdown by Profit Center or Cost Center components, or even a combination of these.

In the Series 5 applications, the G/L account number is made up of two parts - the Main Account, and the Profit Center. The Main Account can range in size from 4 to 18 digits, and the Profit Center as 3, 4 or 5 digits. The Main Account can be further divided into 4 segments, each of which might be used to represent a facet of the organization.



There are two types of accounts

- 1. Postable Accounts All accounts for which journal entries are recorded against. Budgets may be defined for these accounts. Note that "Postable" accounts must have a non-zero profit center.
- 2. Framework Accounts These are non-postable accounts. These are are used to define the framework, or appearance of the Financial Statements. Note that "Non-Postable" accounts should typically have their Profit Center = ZERO. (Although you could choose to have non-zero profit center).

To assist with the task of building the Chart of Accounts, functions are available to export and import G/L Accounts to a spreadsheet such as Microsoft's Excel. Accounts, along with their Financial Formatting information, can be built within a spreadsheet, making it easy to replicate sets of accounts for systems with multiple profit centers. Refer to the topics titled G/L Chart of Accounts Maintenance for further discussion.

Structure of the G/L Account Number

The G/L Account number is made up of two parts - the Main Account and the Profit Center. (Note that the term Profit Center is used to describe the right most segment of the G/L Account number and should not be confused with it's accounting definition). The Main Account # can be defined with from 4 - 18 digits, and the Profit Center can be 3, 4, or 5 digits. The actual size and configuration is user defined as control preference associated to each Series 5 Company System. The following table shows some simple examples:

Sample Accounts					
Main Acct #	Profit Center	Comment			
999999999999999999999999999999999999999	99999	The largest account # definition possible			
9999 —	999	The smallest account # definitions possible			
9999 - 9999	999	A simple account with a 2 segment main #			
99 - 99 - 999 - 99999 -	999	A realistic example, (as used in the following discussions)			

To arrive at the account number in the example, 99-99-999-9999 - 999, current and future reporting requirements were analysed and incorporated into the layout. The main account # is broken into 4 segments representing a Division, a Region, Account Type, and a Description. In doing so, consideration was made in the different ways that either Financial Statements or Trial Balances might be generated.

Depending on the desired results, reports could be generated for:

- A specific Profit Center
- A Profit Center Entity (comprised of a set of profit centers)
- An Account Entity (comprised of groups of account number based on the Main Account segments)

These reporting options furnish a great deal of flexibility to report on assorted facets of a company.

Using the account # format 99-99-999-99999 - 999 the following table provides a breakdown of each segment:

	Profit Center			
Segment 1				
Division	Region	Account Type	Description	Department
99	99	999	99999	999

Once the format of the G/L account # has been decided upon, and each segment of the main account number has been classified, you can define the format to each of your Series 5 Company Systems, and are the ready to start building the Chart of Accounts. You define the account number format for each Company using the Company Systems Maintenance, one of the Systems Managers function. More detail is available under the chapter Company Systems Maintenance in the Systems Manager manual or help files. The account number is defined in the following screen:

🔲 Company System	ns' Maintenance			
Company System:	UCC · Moo	dify the Properties of		2
Company Name	Data Folders Prin	ters GL Account Format		
Define your own G Select a pre-define	L Account Number Form d Template, or specify y	nat for this company. vour own.		
Main Acco	ount Number: 999-99	Profit/Cost Center	k	
The format for and either 3, 4	r the G/L Account may o 4 or 5 Profit/Cost Center	defined with up to 18 Main Number digits.	digits	
The Main Nur which are indi The Main Nur used to indica	mber may be further divid icated by inserting the ¹² mber must be at least 4 o ate valid account digits.	ded into four sub-account numbers, ' character as desired. digits long. The '9' character is Spaces within the number will not t	pe permitted.	
		L	Update	Lancel
The format for and either 3, 4 The Main Nur which are indi The Main Nur used to indica	r the G/L Account may o 4 or 5 Profit/Cost Center nber may be further divic icated by inserting the '' mber must be at least 4 o ite valid account digits.	defined with up to 18 Main Number digits. ded into four sub-account numbers, character as desired. digits long. The '9' character is Spaces within the number will not t	digits be permitted.	Cancel

Defining G/L Account # Format

After a period of time working with your initial definition of the account #, it may be necessary to redefine it's layout. Keep in mind that all G/L Account s are stored as if they were a full 18-5 layout. If you need to add another segment, it should always be to the left of any other segments.

Building the Chart of Accounts

The Account number is composed of segments of numeric values. You should define the

Account Number so that each segment represents something meaningful. You might assign a corporate Division or Region to one or two segments; have one segment indicating the type of account, and another the actual unique expense or revenue. You always have a Profit Center to associate the account to a particular facet of the company. Taking as an example, the layout defined in the previous sub-section.



Then you might assign the following values:

	Division		Region	Ac	count Type	Description		Profit Center	
10	North America	10	USA	010	Assets	01000	Bank of America	100	Administratio n
20	Europe	20	Canada	020	Liabilities	02000	JP Morgan	200	Literature Sales
				030	Equity	01200	Office Rent	300	Consulting
				040	Revenue	03000	Royal Bank		
				050	Expenses				

The only segment that really does not have to be rigorously defined is the account's Description. This segment represents a unique value for each of the given types of accounts that you need to set up.

You might create the following accounts:

G/L Account	Description
10 - 10 - 050 - 01200 - 100	US Operations Rent Expense
10 - 20 - 050 - 01200 - 100	Canadian Operations Rent Expense
10 - 10 - 010 - 01200 - 100	Bank of America Checking
10 - 20 - 010 - 03000 - 100	Royal Bank of Canada Checking

Once the principal sections of each G/L Account segment have been defined, and values assigned, you can start building the Chart of Accounts.

To make the task of defining all the G/L accounts a little less of a burden, they could be built up in a spreadsheet. Devise a column for each segment of the G/L Account, and have a set of rows for each G/L Account segment. This allows you to build all the type of accounts in relatively simple manner. Once set up for a particular Division, Region or Profit Center, the accounts can be duplicated using the functions available to you with the spreadsheet utility.

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Loading G/L Accounts from Spreadsheet

The Series 5 Chart of Accounts Maintenance routines offer a function that will import G/L Accounts from a spreadsheet. Refer to the topic titled Importing G/L Accounts 398.

Some points to note when building the Chart of Accounts, and assigning Account Numbers:

- Set up segments to the G/L Account Main Number, and assign purpose to each segment
- Keep it as simple as you can
- Build the Chart of Accounts in a spreadsheet
- Build the Chart of Accounts for one profit center, then duplicate the accounts for subsequent profit centers
- "Postable", (Functional) accounts, should be assigned to a group, or range, of account numbers, that are simple for data entry
- "Postable" accounts MUST always have a non-zero profit center
- "Non-Postable", (Framework) accounts should be assigned to its' own group or range of account numbers. (le, in the example above, the Account Type segment should always be in the range between 900 and 980)
- "Non-Postable" accounts should always have a zero profit center, (because accounts with profit center ZERO will be included on all financial statements)

3.2.1 Financial Statement Format Codes

Series 5 General Ledger system provides for six separate sets of Financial Statement formats, plus six distinctive Supporting Schedules. Additionally, Source and Application of Fund statements may also be produced. Note that only one Financial Statement format is required when you initially set up the Chart of Accounts.

When setting up an account in the Chart of Accounts, you must assign it a number, a description, a type, whether it' balance is normally a debit or a credit, and how and where it is reported on your financial statements. When you build the account's Format Code(s), you are accomplishing the following properties:

• Indicating the type of account — ie., a Balance Sheet or Profit and Loss account

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- Whether the account is a "postable" or "non-postable" account. (ie., is used for recording journal entries, or is used to format the financial statements)
- Where it is positioned on the financial statement
- For "postable" accounts, whether for a given reporting period, the associated \$ total amount is listed as it's own total, or accumulated as a sub-total with other accounts

All G/L accounts, whether a "posting" account or a Framework "non-postable" account, must be defined with a Financial Statement Code. When developing the various Financial Statement formats, all aspects of the company's current and possible future reporting requirements should be analysed to ensure they are incorporated into one or more of the format structures.

Whether adding a Functional "posting" account, or a Framework "non-postable" account, the same sets of screens are utilized, and both types of accounts require a G/L account number to be assigned.

Finan	inancial Statement & Supporting Schedules Formatting Codes									
Formatt	Formatting Codes are made up of 4 separate fields as follows:									
	A - 999999 - CC - DD									
Each se	egment is o	defined as follows:								
	A	Is a single alpha character indicating the Statement Type on which the account appears on								
999999		Is the Sequence number . Accounts are sorted for each Statement Type code, using this number to determine it's placement when generating Financial Statements								
	cc	Is the Format Code assigned to the account to determine it's purpose								
	DD	Is an Auxiliary Enhancer Code used in conjunction with specific Format Codes								
When th codes c	ne account	is displayed in the grid, you will see the Format Codes as described. When defining the Stmt Code screens, each segment is treated as a separate entry field.								

The Format Code that you choose to assign to an account is determined by the account type, and how it contributes itself to the Chart of Accounts. There are three categories into which an account may fall:

- Functional Accounts G/L Accounts to which journal entry transactions are recorded
- Functional Framework Accounts G/L Accounts used to produce account totals on financial statements. (Journal Entries are NOT recorded to these accounts)
- Framework Accounts G/L Accounts that add structure to the financial

Financial Statement (F/S) and Supporting Schedule (S/S) Codes A - 999999 - CC - DD							
Statement type A	Sequence Number 999999	Format Code CC	Auxiliary Enhancer DD				
 Indicates the type of Statement P - Profit and Loss B - Balance Sheet C - Statement of Cash I W - Change in Working F - Change in Financial An account cannot be formatted to two different statement types 	 maximum of 6 digits Accounts are sorted, for each Statement Type, using this sequence number Determines the accounts' placement on a financial statement 	 2 alpha character code if defined as a Functional Account in at least 1 format, it must be a Functional Account in any other format that is defined. assign either VS or VP to "postable" accounts 	 Used for different purposes, depending on the Format Code Ie., for a LF, Line Feed, is the number of line feeds to insert in the financial statement 				

statements. (le., Headings, legends, underlines, spacing, text etc.)

3.2.2 Functional Accounts

Functional Accounts are those G/L accounts that are used to record Journal Entries against. In the documentation, these are referred to as "Postable" Accounts. These are the ONLY accounts to which journal entries can be recorded.

The following table describes the format codes used for Functional Accounts:



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	statement ✓ Account balances are captured and totalled in the preceding IP or VP account ✓ Used for both Balance Sheet and P&L Statements ✓ Used with non-Zero Profit Center Accounts
VP	- Valid Posting Account
	 ✓ Journal Entries are entered and posted to these accounts ✓ Account balances and descriptions ARE printed on financial statements ✓ It totals and prints the sum of itself and of all VS accounts immediately following down to the next VP or IP account ✓ If no VS account follows, then it's own account balance is printed ✓ Used for both Balance Sheet and P&L Statements

Using VS or VP Format Codes

If either of these Format Codes are used in any one of the 6 Financial Statement Codes, then either of these must also be used in all Financial Statement Codes and Supporting Schedule Codes that you might set up.

Following, we will start creating a sub-set of a Financial Statement. The table displayed will be similar to the layout used for loading your chart-of-accounts from a spreadsheet. This will help you to understand how to format your Financial Statements be setting up the Chart-of-Accounts using 2 different Formats. *Note that this example is intended to cover assorted formatting methods, and may not completely address your company's unique reporting requirements.*

Initially, define the Functional Posting Accounts.

G/L	G/L Account Number (2-2-3-5-3)				F/S Code 1					
Divisio	Region	Туре	Account	Pft Ctr	Description	Туре	Seq#	Fmt	Aux	Paren
n								Code		Code
10	10	500	00010	200	Car Repairs - ABC Co.	Ρ	100	VS	01	D
10	10	500	00010	210	Car Repairs - HW Sales Windows	Р	100	VS	01	D
10	10	500	00010	211	Car Repairs - SW Sales Windows	Р	100	VS	01	D
10	20	500	00020	200	Car Repairs - ABC Co.	Ρ	100	VS	01	D
10	20	500	00020	210	Car Repairs - HW Sales Windows	Ρ	100	VS	01	D
10	20	500	00020	211	Car Repairs - SW Sales Windows	Ρ	100	VS	01	D
10	10	500	00020	200	Gas - ABC Co.	Ρ	110	VS	01	D
10	10	500	00020	210	Gas - HW Sales Windows	Р	110	VS	01	D
10	10	500	00020	211	Gas - SW Sales Windows	Р	110	VS	01	D
10	20	500	00020	200	Gas - ABC Co.	Р	110	VS	01	D
10	20	500	00020	210	Gas - HW Sales Windows	Р	110	VS	01	D
10	20	500	00020	211	Gas - SW Sales Windows	Р	110	VS	01	D

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10	10	500	00030	200	Insurance - ABC Co.	Ρ	120	VS	01	D
10	10	500	00030	210	Insurance - HW Sales Windows	Ρ	120	VS	01	D
10	10	500	00030	211	Insurance - SW Sales Windows	Ρ	120	VS	01	D
10	20	500	00030	200	Insurance - ABC Co.	Ρ	120	VS	01	D
10	20	500	00030	210	Insurance - HW Sales Windows	Ρ	120	VS	01	D
10	20	500	00030	211	Insurance - SW Sales Windows	Ρ	120	VS	01	D

3.2.3 Functional Framework Accounts

D01Functional Framework Accounts are used to enhance the presentation of the Financial Statements. These codes are used to introduce sub-totals, section totals and grand totals into the statements. They also provide the means to inserting computed Net Profit/Loss and/ or Retained Earnings amounts into the statements.

The following table describes the format codes used for Functional Framework Accounts used for accumulating totals on the Financial Statements:

	Functional Framework Accounts (Totalling Codes: IP, SS, ST, TT, GT)
IP	- Introduction to Posting Sub-Accounts
	 ✓ Strictly used to accumulate and print a sub-total ✓ Totals all, and only, the VS accounts immediately following up to the next IP or VP account ✓ Prints the accumulated total along with the description of the Account ✓ If no VS accounts follow an IP account, that have themselves accumulated amounts, nothing is printed ✓ Journal Entries are not posted to these accounts ✓ Used on Balance Sheet, P&L Statements and Supporting Schedules
SS	- Section Sub-Total
	 ✓ Totals and prints the sum of all VS and VP accounts since the prior SS, ST, TT or GT account ✓ The total and the description of the account is printed on a separate line ✓ The SS total is set to ZERO after being printed ✓ Used on Balance Sheet, P&L Statements and Supporting Schedules
ST	- Sub-Total
	 ✓ Totals and prints the sum of all VS and VP accounts since the prior ST, TT or GT account ✓ The total and the description of the account is printed on a separate line

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	(The OT and any address of the OC total and a state 7500 attack in a state 1
	✓ The ST and any subordinate SS total are set to ZERO after being printed
	✓ Used on Balance Sheet, P&L Statements and Supporting Schedules
TT	- Total
	✓ Totals and prints the sum of all VS and VP accounts since the prior TT or GT account
	/ The total and the description of the appaulat is printed on a congrete line
	The total and the description of the account is printed on a separate line The TT and environments of and 00 total are act to 7500 after heir r
	✓ The TT and any subordinate ST and SS total are set to ZERO after being printed
	✓ Used primarily on the Balance Sheets for Total Liability and Total Equity
	amounts, but can be used on P&I. Statements
	(De not use it for Total Associa , otherwise the Association will be assumulated
	Do not use it for Total Assets , otherwise the Asset total will be accultulated
	into Total Liabilities and Equity
GT	- Grand Total
	\checkmark Totals and prints the sum of all VS and VP accounts since the prior GT
	(The total and the description of the approximatic printed on a concrete line
	The total and the description of the account is printed on a separate line
	\checkmark The GT and any subordinate TT, ST and SS total are set to ZERO after
	being printed
	✓ On the Balance Sheet it should only be used for Total Assets and Total
	Liabilities and Equity It could be used on the P&L Statement to produce a
	arond total
	yranu totai

The following table describes the format codes used for Functional Framework Accounts used for outputting Net Profit/Loss totals and Unclosed Prior Year's Retained Earnings amounts, that are accumulating when Financial Statements are generated:

Functional Framework Accounts

 Implementation
 Implementation

 (Net Profit/Loss or Retained Earnings Total Codes: NT, NP, NS, RP, RS)

 NT
 - Net Profit/Loss (P & L Statement)

 Used only on the P&L for printing the Net Profit amount
 The total and the description of the account is printed on a separate line
 The NT total DOES NOT get set to ZERO after being printed
 Further accounts may be processed after, so as to modify the Net Income total. (You could print a Net Income total before and after listing Tax Totals)
 The final NT account total will determine the amount that is transferred to the Balance Sheet, where it will be picked up and printed by the NP or NS accounts

 NP
 - Net Profit/Loss (Balance Sheet)

 To be used only on the Balance Sheet for reporting the Net Profit and Loss

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	 ✓ The total is passed from the P&L's NT account ✓ The total and the description of the account is printed on a separate line ✓ It serves the same function as a VP account except that it's balance is determined by the computation of the Net Income ✓ No posting is allowed to this account ✓ Either an NP or an NS may be used on the Balance Sheet, BUT DON'T USE BOTH. The Net Profit Amount from the P&L would be posted twice if both codes are used.
NS	- Net Profit/Loss (Balance Sheet) Sub-Account
	 To be used only on the Balance Sheet for reporting the Net Profit and Loss The total is passed from the P&L's NT account and is added to the associated IP or VP account It serves the same function as a VS account except that it's balance is determined by the computation of the Net Income each time Financial Statements are generated No posting is allowed to this account Either an NP or an NS may be used on the Balance Sheet, <i>BUT DON'T USE BOTH</i>. The Net Profit Amount from the P&L would be posted twice if both codes are used.
RP	- Unclosed Prior Year Retained Earnings (Balance Sheet)
	 To be used only on the Balance Sheet when executing in the "Next Fiscal Year" when prior years have not yet been formally closed The total of each of the Unclosed Prior Year's ending balance of the P&L accounts is printed on a separate line It serves the same function as a VP account except that it's balance is determined by the calculation of each Unclosed Prior Year's ending Net Income No posting is allowed to this account Either an RP or an RS may be used on the Balance Sheet, <i>BUT DON'T USE BOTH</i>. Net Profit from the prior year would be posted twice if both codes are used. Use the RP if you want to show the Unclosed amount as a separate line on the Balance Sheet
RS	- Unclosed Prior Year Retained Earnings (Balance Sheet) Sub-Account
	 ✓ To be used only on the Balance Sheet when executing in the "Next Fiscal Year" when prior years have not yet been formally closed ✓ The total of each of the Unclosed Prior Year's ending balance of the P&L accounts is added to the associated IP or VP account ✓ It serves the same function as a VS account except that it's balance is determined by the calculation of each Unclosed Prior Year's ending Net Income ✓ No posting is allowed to this account ✓ Either an RP or an RS may be used on the Balance Sheet, BUT DON'T USE BOTH. Net Profit from the prior year would be posted twice if both codes are

used.

✓ Use the RS if you DO NOT want to show the Unclosed amount as a separate line on the Balance Sheet. Rather it gets rolled up into your Retained Earnings IP account.

The following table describes the format codes used for Functional Framework Accounts used for outputting Net Profit/Loss totals and Unclosed Prior Year's Retained Earnings amounts, that are accumulating when Financial Statements are generated:

	Functional Framework Accounts (Ratio Control Set Codes: SR, ER, SC, EC)
SR	- Start Ratio Basis Control Set
	 ✓ Must be used paired with an ER account ✓ All amounts reported for VS and VP accounts that fall between the SR and ER accounts will be summed to be used as a basis from computing ratios ✓ Is assigned to a Ratio Control Set ID Number, (Up to 20 Control Sets may be created) ✓ Ratios will be computed for all totals printed that fall between the SC and EC accounts that have been assigned to the same Ratio Control Set ID Number ✓ You may have more that one SR/ER pair of accounts defined having the same Ratio Control Set ID Number
ER	- End Ration Basis Control Set
	 To be used paired with a matching SR account
SC	- Start Ratio Calculate/Display Control Set
	 ✓ Must be used paired with an EC account ✓ All amounts reported for VS, VP, SS, ST, NT, NP and TT accounts that fall between the SC and EC accounts will have a Columnar % Ratio amount computed ✓ Is assigned to a Ratio Control Set ID Number, (Up to 20 Control Sets may be created) ✓ The Ratio computed will be a % of the total accumulated from the VS and VP accounts that were included within the SR and ER accounts having the same Ratio Control Set ID Number ✓ You may have more that one SC/EC pair of accounts defined having the same Ratio Control Set ID Number
EC	- End Ratio Calculate/Display Control Set
	\checkmark To be used with a matching SC account

Example 1 — Formatting P&L Statements with **IP** Accounts

Continuing with another example, Functional Format codes will be added in order to produce sub-totals on the Format 1 P&L Statement.

(An extra column is shown which would be the totals of journal entries for the particular account)

G/L Account Number (2-2-3-5- 3)			F/S Code 1					Account Balance			
Divisi on	Regio n	Туре	Accoun t	Pft Ctr	Description	Туре	Seq#	Fmt Code	Aux	Paren	
10	10	500	00010	000	Automotive	Р	100	IP	01	D	
10	10	500	00010	200	Car Repairs - ABC Co.	Р	100	VS	01	D	500.00
10	10	500	00010	210	Car Repairs - HW Sales Windows	Р	100	VS	01	D	250.00
10	10	500	00010	211	Car Repairs - SW Sales Windows	Р	100	VS	01	D	250.00
10	10	500	00020	200	Gas - ABC Co.	Р	110	VS	01	D	350.00
10	10	500	00020	210	Gas - HW Sales Windows	Р	110	VS	01	D	475.00
10	10	500	00020	211	Gas - SW Sales Windows	Р	110	VS	01	D	675.00
10	10	500	00030	200	Insurance - ABC Co.	Р	120	VS	01	D	120.00
10	10	500	00030	210	Insurance - HW Sales Windows	Р	120	VS	01	D	480.00
10	10	500	00030	211	Insurance - SW Sales Windows	Р	120	VS	01	D	720.00
10	10	501	00010	000	Bank Charges	Р	130	IP	01	D	
10	10	501	00010	200	Service Charges - ABC Co.	Р	130	VS	01	D	75.00
10	10	501	00010	210	IService Charge - HW Sales	Р	130	VS	01	D	135.00
10	10	501	00010	211	Service Charge - SW Sales	Р	130	VS	01	D	85.00

Example 1

Then when a P&L Financial Statement is generate using Format 1, the following sub-totals are listed:

Choose ALL Profit Centers (for the Consolidated Statement):

Automotive	\$ 3,820.00
Bank Charges	295.00

When selecting Profit Center 200:

Automotive	\$ 970.00
Bank Charges	75.00

When selecting Profit Center 210:

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Automotive	\$ 1,205.00
Bank Charges	135.00

When selecting Profit Center 211:

Automotive	\$ 1,645.00
Bank Charges	85.00
Dank Charges	03.00

Review of Example 1

- ✓ In this example, only two IP accounts were required to capture and total account balances under broad headings Automotive and Bank Charges
- ✓ IP accounts created with a ZERO profit center allowed us to produce two statement types - Consolidated and for specific profit centers - using only F/S Code 1
- ✓ The same Sequence Number is assigned to both the IP account and those accounts contributing to it's total.

Example 2 — Formatting P&L Statements with **IP** Accounts with 2 F/S Codes

Now if we were to have set up a 2nd Format, the original would be as it was, but when Format 2 is selected different results are listed on it's P&L Statement.

(Financial Statement Layout 2 codes are introduced)

G/L Account Number (2-2-3-5-3)		ber		F/S Code 1				F/S Code 2					Accou nt		
Div	Reg	Туре	Acct	PfCtr	Description	Typ Seq# FmtCo Aux T		Тур	Seq	FmtCo	Au	Pare	Balan		
						е		de		е	#	de	X	n	се
10	10	500	00010	000	Automotive	Ρ	100	IP	01					D	
10	10	50	00011	000	Car Repairs					Ρ	100	IP	01		
10	10	500	00010	200	Car Repairs - ABC Co.	Ρ	100	VS	01	Ρ	100	VS	01	D	500.00

Example 2

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10	10	500	00010	210	Car Repairs - HW Sales	Ρ	100	VS	01	Ρ	100	VS	01	D	250.00
10	10	500	00010	211	Car Repairs - SW Sales Windows		100	VS	01	Ρ	100	VS	01	D	250.00
10	10	500	0020	000	Gas					Ρ	110	IP	01	D	
10	10	500	00020	200	Gas - ABC Co.	Р	110	VS	01	Р	110	VS	01	D	350.00
10	10	500	00020	210	Gas - HW Sales Windows	Ρ	110	VS	01	Ρ	110	VS	01	D	475.00
10	10	500	00020	211	Gas - SW Sales Windows	Ρ	110	VS	01	Ρ	110	VS	01	D	675.00
10	10	500	00030	000	Insurance					Ρ	120	IP	01	D	
10	10	500	00030	200	Insurance - ABC Co.	Ρ	120	VS	01	Ρ	120	VS	01	D	120.00
10	10	500	00030	210	Insurance - HW Sales Windows	Ρ	120	VS	01	Ρ	120	VS	01	D	480.00
10	10	500	00030	211	Insurance - SW Sales Windows	Ρ	120	VS	01	Ρ	120	VS	01	D	720.00
10	10	501	00010	000	Bank Charges	Р	130	IP	01	Ρ	95	IP	01	D	
10	10	501	00010	200	Service Charges - ABC Co.	Ρ	130	VS	01	Ρ	95	VS	01	D	75.00
10	10	501	00010	210	IService Charge - HW Sales	Ρ	130	VS	01	Ρ	95	VS	01	D	135.00
10	10	501	00010	211	Service Charge - SW Sales	Ρ	130	VS	01	Ρ	95	VS	01	D	85.00

Then when a P&L Financial Statement is generate using Format 1, the following sub-totals are listed:

All Profit Centers: Format 1

All Profit Centers: Format 2

Automotive \$: Bank Charges

... no output

For Profit Center 200: Format 1



For Profit Center 200: Format 2



For Profit Center 210: Format 1

Automotive Bank Charges For Profit Center 210: Format 2

\$ Bank Charges Car Repairs Gas	\$ 1 2 2
Insurance	2

For Profit Center 211: Format 1



For Profit Center 211: Format 2

Bank Charges	\$
Car Repairs	2
Gas	6
Insurance	7

Review of Example 2

- ✓ In this example, we used 2 Financial Statement layouts, F/S Code 1 and F/ S Code 2, to provide a generalized and a detailed P&L financial statement.
- ✓ IP accounts were created for F/S Code 2 for each account category, splitting the Automotive section into distinctive components
- ✓ The sequence number for IP account 10–10–501–10–000 was changed, along with the it's G/L subordinate posting accounts to have then repositioned to the beginning of the expense segment of the statement. Because each F/S Code is independent of the other, re-sequencing one format has no effect on any other
- ✓ Again, using IP accounts with a ZERO profit center permitted us to create individual P&L statements.
- ✓ The use of IP accounts with a ZERO profit center to accumulate posting account totals allows the IP accounts to server more that one purpose within a single F/S Code set.
- ✓ Sequence Numbers should be incremented by at least 10 digits. (If you ever run out of space, a function is provided within the Chart-of-Accounts Maintenance routines to have the sequence numbers re-sequenced).
- ✓ VS accounts have their totals accumulated into the IP account that has a sequence number Equal-To or Less-Than their own. It's a good idea to assign the same sequence number to each of the VS accounts that add up into a single IP account.
- ✓ The formatting technique demonstrated here should be employed for each of the types of Financial Statements that may be generated, including the Balance Sheet, the Profit & Loss Statement, and Supporting Schedules.

Example 3 — Formatting Statements with **IP**, **SS**, **ST** and **TT** Accounts

Now we will look at a new example with more Framework accounts to introduce some Section Sub-Totals and Totals to enhance the financial statements.

(SS, ST and TT Framework accounts are introduced)

G/	'L Ac (coun 2-2-3	t Num -5-3)	ber	F/S Code 1 F/S Code 2						Accou nt				
Div	Reg	Туре	Acct	PfCtr	Description	Тур	Seq	FmtCo	Aux	Тур	Seq	FmtCo	Au	Pare	Balanc
						е	#	de		е	#	de	X	n	е
10	10	400	00000	000	Hardware Sales	Ρ	100	IP	01					С	
10	10	400	00010	000	Hardware Sales - Computers					Ρ	100	IP	01	С	
10	10	400	00010	210	Computers	Ρ	100	VS	01	Ρ	100	VS	01	С	65,000. 00
10	10	400	00015	000	Hardware Sales - Monitors					Ρ	110	IP	01	С	
10	10	400	00015	210	Monitors	Ρ	100	VS	01	Ρ	110	VS	01	С	34,000. 00
10	10	400	00020	000	Hardware Sales - Printers					Ρ	120	IP	01	С	
10	10	400	00020	210	Printers	Р	100	VS	01	Ρ	120	VS	01	С	18,000. 00
90	10	400	00050	999	Total Sales - Hardware					Ρ	130	SS	01	С	
10	10	401	00000	000	Software Sales	Р	110	IP	01					С	
10	10	401	00010	000	Software Sales - MS Excel					Ρ	140	IP	01	С	
10	10	401	00010	211	MS Excel Sales	Ρ	110	VS	01	Ρ	140	VS	01	С	15,000. 00
10	10	401	00015	000	Software Sales - MS Word					Ρ	150	IP	01	С	
10	10	401	00015	211	MS Word Sales	Ρ	110	VS	01	Ρ	150	VS	01	С	42,000. 00
90	10	400	00060	999	Total Sales - Software					Р	160	SS	01	С	
90	10	400	00070	200	Total Sales	Р	120	SS	01	Ρ	170	ST	01	С	
10	10	402	00000	000	Office Rent	Р	120	IP	01	Ρ	180	IP	01	С	
10	10	402	00010	200	Office Rent - Hardware Sales	Ρ	120	VS	01	Ρ	180	VS	01	С	3,500.0 0
10	10	402	00015	200	Office Rent - Software Sales	Ρ	120	VS	01	Ρ	180	VS	01	С	5,700.0 0
90	10	400	00080	000	Total Revenues	Р	130	ST	01	Р	190	TT	01	С	

Example 3

Then when a P&L Financial Statement is generate using Format 1, the following sub-totals are listed:

All Profit Centers: Format 1

All Profit Centers: Format 2

Hardware Sales	\$ 11
Software Sales	5
Total Sales	174
Office Rent	
Total Revenues	\$ 18

Hardware Sales - Computer Hardware Sales - Monitors Hardware Sales - Printers **Total Sales - Hardware** Software Sales - MS Excel Software Sales - MS Word **Total Sales - Software Total Sales** Office Rent **Total Revenues**

For Profit Center 200: Format 1

Office Rent	\$
Total Revenues	\$

For Profit Center 210: Format 1

Hardware Sales	\$ 11
Total Revenues	\$ 11

For Profit Center 200: Format 2

Office Rent **Total Revenues**

For Profit Center 210: Format 2

Hardware Sales - Computer Hardware Sales - Monitors Hardware Sales - Printers **Total Revenues**

For Profit Center 211: Format 1

Software Sales	\$5
Total Revenues	\$ 18

For Profit Center 211: Format 2

Software Sales - MS Excel Software Sales - MS Word **Total Revenues**



✓ In addition to the IP accounts created with a ZER account was used to produce the <i>Total Sales</i> lin assigned a profit center of 999 which means it wi consolidated, All Profit Centers financial statement	O profit center, an SS e. This account was ill only appear on the nt.
To produce the Total Revenue amount print line ST account was added with a ZERO profit cente framework accounts with profit center of ZERO a statements).	for every statement, an r. <i>(Remember that</i> re used on all financial
✓ The financial framework accounts (SS and ST), numbers starting with 90. By delegating a certain numbers for functional framework accounts, it is errors or inconsistencies.	were given account bank, or range, of easier to spot formatting
✓ When the banks of numbers were assigned to th account number, (see the section titled <u>Structure</u> <u>Number</u> [54]), the 400 series was given to the <i>Ac</i> retain consistency, functional framework account section of the P&L were also assigned the numb	e components of the e of the G/L Account count Type segment. To ts within the Revenue er 400.
When developing the remainder of the P&L and E statements formats, this account numbering met to be utilized.	Balance Sheet financial hodology should continue
✓ In this example, for Format 2, IP accounts were of category, splitting the various revenue sections in components.	created for each account nto their distinctive
✓ The SS and ST accounts were added with the pr associated totals would only print on the consolid	ofit center of 999 so their lated statement.
 Again, using the IP accounts with the profit cente create individual profit center statements without additional functional format accounts. 	r of ZERO permitted us to having to create any

Example 4 — Formatting the Balance Sheet with NP, NT and NS Accounts

On the Balance Sheet, to have the Retained Earnings printed in the Equity section, with the Net Profit amount broken out to be listed – or not –, set up the following framework accounts:

G/L Account N	umber (2-2	-4-5-3)			F/S C	ode 1		Account
Divisio Region Ty	ype Account	Pft Ctr	Description	Туре	Seq#	Fmt Code	Aux	Balance

Example 4

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10	10	2500	00000	000	Retained Earnings	В	100	VP	01	72,650.00
10	10	2600	00010	000	Net Profit (Loss)	В	101	NP	01	
10	10	9000	00010	000	Net Profit (Loss)	В	102	NT	01	8,744.00

Then in the Equity section of the Balance Sheet, the following will appear with the Net Profit being listed separately:

Retained Earnings	\$ 72,650.00
Net Profit (Loss)	8,744.00

However, if you wish to hide the Net Profit amount, and have it roll up into the Retained Earnings total, change the **NP** account to an **NS** account:

G/L Account Number (2-2-4-5-3)			ber (2-2	-4-5-3)		F/S Code 1				Account
Divisio	Region	Туре	Account	Pft Ctr	Description	Туре	Seq#	Fmt	Aux	Balance
n								Code		
10	10	2500	00000	000	Retained Earnings	В	100	VP	01	72,650.00
10	10	2600	00010	000	Net Profit (Loss)	В	101	NS	01	
10	10	9000	00010	000	Net Profit (Loss)	В	102	NT	01	8,744.00

Then in the Equity section of the Balance Sheet, the following will appear without the Net Profit:

Retained Earnings	\$ 81,394.00					

Review of Example 1

✓ The Net Profit amount is always computed and assigned, in this case, to account 10–10–9000–0010–000. This amount then rolls up into the preceding NP or VP account.

3.2.4 Framework Format Accounts

Framework Accounts are used to enhance the presentation of the Financial Statements. These codes are used to print headings, underlines, text and spacing. No postings are made to these accounts. It's a good idea to set up your Framework Format accounts using a range of G/L Account numbers that fall within a given range. For example if your G/L Account is defined as **999 - 99 - 9999 - 999**
and the 2 bank represents the type of account, assign these Format accounts with the send bank = 96, 97 and 98.



The following table describes the format codes used for Framework Accounts used for headings and spacing:

	Framework Format Accounts (Headings & Spacing: LF, HF, GH, TX, HL, LG, HD)
LF	- Line Feed
	 ✓ Use to insert one or more blank lines ✓ Set the Auxiliary Enhancer to the # of lines to output ✓ The description does not print
HF	- Page Feed
	 ✓ Forces a new page on the financial statement ✓ Includes the Start/End Reporting Dates, the Company name and Page numbers ✓ Not needed at the end of the P&L, or between different Supporting Schedules ✓ The Auxiliary Enhancer is used as a flag to turn Page numbering on or off
GH	- Group Header Text Line
	 ✓ May be used as a heading to describe a section of the report ✓ The description is printed on the report indented by 3 spaces ✓ A blank line is automatically inserted immediately afterwards
TX	- Single Line of Text
	 ✓ Inserts a single line of text in the report ✓ The account's description is the text inserted ✓ If the G/L Account Main # = ZERO, then is used to define the name of a Profit Center. If the report is for a Profit Center or Account Entity, then it will be printed only if the option to list the names of Profit Centers is checked
HL	- Header Line

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	 ✓ Defines a major heading on the Balance Sheet or Balance Sheet Schedules ✓ The description of the account is centered in the first 80 columns of the report
L	- Legend
	 ✓ A legend is printed ✓ Includes headers for each of the reported columns of data
H	- Main Financial Statement Header
	 ✓ Used to print a headings line for a statement ✓ The description is printed indented ✓ If reporting a Profit Center Entity, the description from the Entity is printed immediately on the line following

The following table describes the format codes used for Framework Accounts used for Text sets and Underlines:

	Framework Format Accounts (Underline Codes: DS, UL, AL, DL)
DS	- Text Record Description
	 ✓ Retrieves and prints the text associated to one of the defined F/S Text Codes ✓ The Auxiliary Enhancer code holds the number that was assigned to the Text Code ✓ Use to insert lengthy comments, opinions, observations, or explanations of accounting practices anywhere within a financial statement
HH	- Date and Author Line
	 ✓ Inserts a single line with the Date and Time that the Financial Statement was generated ✓ The username of the person generating the report is optionally printed as well ✓ The Auxiliary Enhancer code holds the flag to indicate whether the line is printed justified right or left, with or without the Author
UL	- Underline
	 ✓ Inserts a single Underline beneath the amount printed for the previous account ✓ The underline is printed only if the VS or VP account total immediately before had a non-zero value
AL	- Always Underline
	Same as for a UL account, except the underline is always printed regardless of the value of the immediately preceding VS of VP account total

DL - Double Underline

✓ Same as a UL account except a double underline is printed, using the "=" character

Example 1 — Formatting Financial Statements with UL and DL, (Underline Accounts)

It's nice to be able to insert underlines into the financial statements, along with the occasional Line Feed.

G/L Account Number (2-2-4-2- 3)			F/S Code 1				Account Balance				
Divisi on	Regio n	Туре	Accoun t	Pft Ctr	Description	Туре	Seq#	Fmt Code	Aux	Paren	
10	10	4000	00	000	Cost of Sales	Р	100	GH	01	D	
10	10	4100	10	ххх	Beginning Inventory	Р	101	VP	01	D	4,360.00
10	10	4200	10	ххх	Purchases	Р	102	VP	01	D	12,670.0 0
10	10	4300	10	ххх	Ending Inventory	Р	103	VP	01	D	6,800.00
10	10	4400	10	000	Underline	Р	104	UL	01	D	
10	10	4401	10	000	Line Feed	Р	105	LF	01	D	
10	10	4450	10	000	Cost of Goods Sold	Р	106	SS	01	D	
10	10	4451	10	000	Underline	Р	109	UL	01	D	
10	10	4499	10	000	Gross Profit	Р	110	ST	01	D	
10	10	5000	10	000	Line Feed	Р	111	LF	01	D	
10	10	5000	10	000	Operating Expenses	Р	112	GH	01	D	

Example 1

Then when a P&L Financial Statement is generate using Format 1, the following will appear:

Choose ALL Profit Centers (for the Consolidated Statement):

Cost of Sales	
Beginning Inventory Purchases Ending Inventory	\$ 4,360.00 12,670.00 (6,800.00)
Cost of Goods Sold	10,230.00
Gross Profit	X X,XXX.XX



Review of Example 1

- ✓ The underline is only printed if the VS or VP accounts above it have a value, searching back to the previous UL.
- ✓ Notice also that totals for VP posting accounts, are printed as their own totals. They don't get rolled up to IP accounts.
- ✓ This example also shows the use of the LF framework account to have a Line-Feed inserted into the output.

Example 2 — A Balance Sheet with LG - Legends, HF - New Pages and a DL - Double Underline

This is a more complete example of a Balance Sheet with a Legend and headers.

G/L Account Number (2-2-4-2-3)			oer (2-2-4	1-2-3)		F/S Code 1			
Divisio	Region	Туре	Account	Pft Ctr	Description	Туре	Seq#	Fmt Code	Aux
n									
10	10	9000	00	000	Legend	В	010	LG	01
10	10	9900	10	000	Assets	В	015	HL	01
10	10	9990	10	000	Current Assets	В	020	GH	01
10	10	1000	10	000	Cash	В	025	IP	01
10	10	1500	10	000	Pre-Paid Expenses	В	100	VP	01
10	10	1501	10	000	Underline	В	105	UL	01
10	10	1510	10	000	Total Current Assets	В	110	ST	02
10	10	1520	10	000	Skip Two Lines	В	115	LF	02
10	10	1550	10	000	Plant Property & Equipment	В	120	GH	01
10	10	1600	10	000	Office Furniture and Fixtures	В	125	VP	01
10	10	1900	10	000	Accumulated Depr & Machinery	В	200	VP	01
10	10	1990	10	000	Underline	В	205	UL	01
10	10	1995	10	000	Net Plant, Property & Equipment	В	210	ST	02
10	10	1999	10	000	Underline	В	215	UL	02
10	10	2000	10	000	Skip Line	В	220	LF	01
10	10	2100	10	000	Total Assets	В	225	GT	03

Example 2

					G/L Set	G/L Setup and Implementation			77
10	10	2110	10	000	Double Underline	B	220	וח	03
10	10	2199	10	000	New Page	B	240	HF	01

Then when a Balance Sheet Statement is generate using Format 1, the following will appear (although with applicable numbers):

Choose ALL Profit Centers (for the Consolidated Statement):

	Company Name Balance Sheet As of Z9/99/99			
	Assets			
Current Assets Cash		\$		
Prepaid Expenses		99,999,999.9 9		
	Total Current Assets	99,999,999. 99	\$ 99,999,999.9	
Plant Property &			9	
Equipment Office Furniture & Fixtures Accumulated Depr				
Machinery	Net Plant, Property & Equipment	\$		
		99,999,999.9 9	\$	
	Total Assets	(99,999,999. 99)	9	\$ 99,999,999.99
				=======================================

Review of Example 1

- ✓ For ST and GT sub-totals and formatting, the Auxiliary code is used to indicate which column the values are printed in.
- ✓ For LF Line Feeds, the Auxiliary code is used to indicate the number of line-feeds to ouptut.
- $\checkmark\,{\rm GH}$ Headings are printed indented a few spaces.

3.2.5 Supporting Schedules

Series 5 General Ledger system provides for six separate sets of Financial Statement formats, plus six distinctive Supporting Schedules.

This section describes how to define and use Supporting Schedules. Supporting Schedules are defined independently from the Financial Statement Codes. It's not necessary to set up additional functional framework accounts for any Schedules that are designed, but you may find it useful to do so.

Supporting Schedules vs Financial Statements

Supporting Schedules are used to produce reports that are sub-sets of the formal Financial Statements. You might wish to have a simple report, using the power of the Financial Statements reporting functionality, to report on some aspect of Expenses or Revenues for your company.

Supporting Schedule coding is completely independent from the Financial Statements. Though many accounts are used in both, there is no relationship between the two.

The coding for the Supporting Schedules, however, is similar to that used for Financial Statements. Each G/L account has separate fields for defining Financial Statements and Supporting Schedules.

When setting up an account in the Chart of Accounts, you must assign it a number, a description, a type, whether it' balance is normally a debit or a credit, and how and where it is reported on your financial statements. When you build the account's Format Code(s), you

Whether adding a Functional "posting" account, or a Framework "non-postable" account, the same sets of screens are utilized, and both types of accounts require a G/L account number to be assigned.



999999	Is the Sequence number . Accounts are sorted for each Statement Type code, using this number to determine it's placement when generating Financial Statements	
CC	Is the Format Code assigned to the account to determine it's purpose	
DD	Is an Auxiliary Enhancer Code used in conjunction with specific Format Codes	

The Format Code that you choose to assign to an account is determined by the account type, and how it contributes itself to the Chart of Accounts. There are three categories into which an account may fall:

- Functional Accounts G/L Accounts to which journal entry transactions are recorded
- Functional Framework Accounts G/L Accounts used to produce account totals on financial statements and supporting schedules. (Journal Entries are NOT recorded to these accounts)
- Framework Accounts G/L Accounts that add structure to the financial statements and supporting schedules. (le., Headings, legends, underlines, spacing, text etc.)

Supporting Schedule (S/S) Codes A - 999999 - CC - DD									
Schedule Statement Code A	Sequence Number 999999	Format Code CC	Auxiliary Enhancer DD						
 Used to identify each unique Schedule associated to the given Format A total of 36 Statement Codes are available for use Any alphabet letter or numeric digit character may be used. Codes 0 - 9 and A - H are reserved for P&L Schedules 	 maximum of 6 digits Accounts are sorted, for each Statement Type, using this sequence number Determines the accounts' 	 2 alpha character code if defined as a Functional Account in at least 1 format, it must be a Functional Account in any other 	 Used for different purposes, depending on the Format Code Ie., for a LF, Line Feed, is the number of line feeds to insert in 						

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 Characters I - Z are reserved for Balance Sheet Schedules 	placement on a financial statement	format that is defined.	the financial statement
 0 - 9 - Profit and Loss A - H - Profit and Loss I - Z - Balance Sheet When Schedules are generated they are separated and sorted by the Statement Code. 		 A single account may have different format codes assigned for the F/S Code and the S/S Code. VS - may be a VP SS - may be ST or TT GH - may be an HL 	

When Profit & Loss Schedules are printed, they are generated using the same look as P&L Financial Statements. Likewise when Balance Sheet Schedules are printed, the look like Balance Sheet Financial Statements.

Example 1 — A P&L Supporting Schedule

A simple P&L Supporting Schedule used to produce a more detailed variation to the standard P&L Financial Statement.

			F/S Code 1					
Account	Profit Ctr	Description	Туре	Seq#	Fmt Code	Aux		
3000	000	Sales	Р	020	HL	01		
3010	000	Product A Sales	Р	025	IP	01		
3010	100	Product A Sales - Division 1	Р	025	VS	01		
3010	200	Product A Sales - Division 2	Р	025	VS	01		
3010	300	Product A Sales - Division 3	Р	025	VS	01		
3020	000	Product B Sales	Р	030	IP	01		
3020	100	Product B Sales - Division 1	Р	030	VS	02		
3020	200	Product B Sales - Division 2	Р	030	VS	02		
3020	300	Product B Sales - Division 3	Р	030	VS	01		
3030	000	Underline	Р	035	UL	02		
3040	000	Total Sales	Р	040	SS	03		

Example 1

Then when the P&L Financial Statement is printed, this segment would appear as follows:

Choose ALL Profit Centers (for the Consolidated Statement):

	Sales
Product A Sales Product B Sales	\$ X,XXX,XXX.XX X,XXX,XXX.XX
	\$ X,XXX,XXX.XX

To set up a detailed schedule, insert an HD account the the schedule's description, (ie., Schedule 1 -- Sales) and code the existing accounts, and the new account, for Supporting Schedule 1.

			F/S Code 1					S/S	Code 1		
Accoun	Profit	Description	Туре	Seq#	Fmt	Aux	Туре	Seq#	FmtCod	Aux	
t	Ctr				Code			040	е	04	
2990	000	Schedule 1: Sales	_				1	010	HL	01	
3000	000	Sales	P	020	HL	01	1				
3010	000	Product A Sales	P	025	IP	01	1	020	GH	01	
3010	100	Product A Sales - Division 1	Р	025	VS	01	1	025	VP	01	
3010	200	Product A Sales - Division 2	Р	025	VS	01	1	030	VP	01	
3010	300	Product A Sales - Division 3	Р	025	VS	01	1	035	VP	01	
3011	000	Underline					1	036	UL	01	
3012	000	Total Sales - Product A					1	040	ST	01	
3013	000	Skip Lines					1	045	LF	01	
3020	000	Product B Sales	Р	030	IP	01	1	050	GH	01	
3020	100	Product B Sales - Division 1	Р	030	VS	02	1	060	VP	01	
3020	200	Product B Sales - Division 2	Р	030	VS	02	1	070	VP	01	
3020	300	Product B Sales - Division 3	Р	030	VS	01	1	075	VP	01	
3030	000	Underline	Р	035	UL	02	1	080	UL	01	
3035	000	Total Sales - Product B					1	085	ST	01	
3036	000	Skip Lines					1	090	LF	01	
3040	000	Total Sales	Р	040	SS	03	1	100	TT	01	
3041	000	Underline					1	110	DL	01	

There would be no change in the appearance of the P&L. The Supporting Schedule would appear as follows:



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Product A Sales - Division 1 Product A Sales - Division 2 Product A Sales - Division 3	\$ XX,XXX,XXX.XX XX,XXX,XXX.XX XX,XXX,XXX.XX XX,XXX,X
Total Sales - Product A	\$ XX,XXX,XXX.XX
Product B Sales Product B Sales - Division 1 Product B Sales - Division 2 Product B Sales - Division 3	\$ XX,XXX,XXX.XX XX,XXX,XXX.XX XX,XXX,XXX.XX XX,XXX,X
Total Sales - Product B	\$ XX,XXX,XXX.XX
Total Sales	\$ XX,XXX,XXX.XX ========



4 The Basic User Interface

Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

4.1 General Ledger Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

The instructions below explain the features available and how to customize some of the subscreens. For detailed instruction on the actual application, refer to the related topics in the General Ledger Menu Functions [199] and The G/L Menu [199] chapters.

Here is the G/L menu that will be used to identify the different functions available to most other applications' menus.

🔲 SHSI Series V General Ledge	r				
File Trx Inquiry Operations Financi	ial Statements Reports	Codes Maintenance	Wizards l	Jser Functions	Control Options
Window Help					
User: USER				1	Rev: 5.08
	IPCAJ Sentinel H	III Sottware Inc.			
General Ledger	July 05, 2008 0	16:09 PM			
1 Scheduled for Today	2 Overdue Fun	ctions 3 Comir	na Due	4 My Favo	rites
5 Daily Functions 6	Monthly Functions	7 Year-End Funct	tions 8	Transaction	Entry
Typically Daily Functions:					_
G/L Account	t Inquiry	Chart of Ac	count Mair	ntenance	
Trial Balance	e Report	Repo	orts Manag	let	
Balance S	Sheet				
Profit and Loss	Statement				
Pre-Defined Finance	al Statements	~			
				E	ĸit
					~
			_		;;

- Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.



The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For General and Standards Transaction Entry, Interfacing from Sub- Subsidiary Systems and other typically daily, monthly or annual functions
Financial Statements	For generating and printing G/L Financial Statements (only found in the G/L application)
Reports	For the generations of reports
Code Maintenan ce	Maintenance functions for defining and updating master code files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining preferences for the operation of the General Ledger system; and for defining User Access rights to each menu item
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Customer Codes Maintenance function:

1. Click Codes Maintenance in the menu bar.



2. Select Customers... from the drop-down menu and the Customer Codes Maintenance screen will be displayed.

 Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provide on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:

Help SER			
20	[01] Sentinel Hi	ll North America	
U General Ledger	June 30, 2008	05:30 PM	
1 Scheduled for To	day 2 Overdue Fur	actions 3 Coming Due	4 My Favorit
5 Daily Functions	6 Monthly Functions	7 Year-End Functions	8 Transaction Er
G/L Acc	ount Inquiry	Chart of Account M	Aaintenance
Trial Bala	ance Report	Reports Mai	nager
Balan	ce Sheet		
Profit and L	oss Statement	···	

- 1. Click on the applications' Daily Functions tab.
- **2.** Click on the desired function push button.

4.1.1 Multi-Threaded Windows

The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

Execute multiple functions from the Applications' menu simultaneously

• The functions that have been launched are displayed in the frame at the bottom on the application menu

🔵 1 A/B	Aging Report	• 4 Customer Open Item Inquiry	
🔵 2 Cust	omers		
😑 3 Sale	s and Credit Entry	1	
<u>.</u>			

• If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.

	1 Customers	
<u> -</u>	Hide this Item's Window	
	Restore this Item's Window	
	Terminate this Function	
		- h

• The functions that have been launched are visible as items under the menu bar's Window sub-menu 90



• You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's Window sub-menu



 You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

4.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

Refer to the section on <u>Users Scheduled Menu Functions</u> under the <u>User Access</u> Management [177] Chapter for the steps to set up the Scheduled functions.

Scheduled Menu Sub-Screen Examples

• For menu functions that are scheduled to be launched today:

SHSI Seri	ies V Genera	l Ledger							
ile Trx Inqu	iry Operations	Financial S	tatements Repo	orts - Codes M	laintenance	Wizards	User Functions	Control Option	ns
Vindow Help)								
Jser: USER							1	Rev: 5.08	
Rite			U1] Sentinel	Hill North A	America				
	Conselled		July 01, 2008	05:33 PM					
	General Leo	ger							
5	Daily Function	ns 6 Ma	nthly Function:	7 Year	-End Func	tions 8	Transaction	Entry	
1	Scheduled fo	or Today	2 Overdue F	unctions	3 Comi	ng Due	4 My Favo	rites	
Tł	ne following Sch	eduled Menu	items are due for :	selection today	<i>r</i> .				
-				7				_	
09:	:00 am P	rofit & Loss	Statement						
06:	00 pm 🛛 Inte	rface from S	Sub-Systems						
07:	00 pm Ba	ance Shee	t Schedules	₹					
	-				-		· · · · ·		

• For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

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🔲 SHSI Series V General Ledger
File Tr× Inquiry Operations Financial Statements Reports Codes Maintenance Wizards Use Window Help
User: USER
[01] Sentinel Hill North America
July 01, 2008 05:52 PM
5 Daily Functions 6 Monthly Functions 7 Year-End Functions
1 Scheduled for Today 2 Overdue Functions 3 Coming P
The following Scheduled Menu items are overdue and need to be addres
6/30/08 Year-To-Date Trx Export

• For menu functions that are scheduled, but for a date in the future:

USER	[01] Se	ntinel Hill	North America			Rev: 5.08
General	July (Ledger	01,2008 05	55 PM			
5 Daily Fun	ctions 6 Monthly Fu	unctions	7 Year-End Funct	ions	8 Transaction I	Entry
1 Schedule	ed for Today 2 Ov	erdue Func	in the Near Future:	ng Due	4 My Favor	rites
7/02/08	Balance Sheet					_
7/07/08	Trial Balance Repo	rt				

Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.

🗖 Re-Schedule this Function ? 🛛 🗖 🗖 🔀
Re-Occurring: Daily (Mon-Fri) V Next Scheduled For: 7/02/08 at 8 0 AM
Yes with New Date Shown
Yes with Original Date
Remove as a Scheduled Item

- 1. The fields will default so the function will be scheduled as defined.
- 2. You may have the item rescheduled using one of the following intervals:



3. Click on the applicable push button as required.

4.2 Grid Processing Screens

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The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- Master Code Maintenance routines
- □ Transaction Entry routines
- Data Inquiry routines
- Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. (In this case there are 2 rows in information for each data item being displayed).

Standard Journal Transaction El File Edit View Help	ntry		Coloured frame of Push But	tons of	Click to Exit	Click to hide the Window
Standard Journal Trap J-Entry Session: APAC appicable fund	of Select to ac ctions t an Edit	ld, modify t List. To have	major functions that can be p	erformed rager, select	bession. You may also Exit	
New Modify	Dele	ete	Print Full Edit List	Print	Exception Edit List Post	
List by: Journal ID # 🖌 Go	To Trxs with JID #		îse (ste	M Re	resh Transaction Ledger Date: 2 Transaction Document Date: 2	/29/08 /29/08
JID # G/L Type Accr List By drop-down list	S/L Project Refresh the grid record of the key t	display with th that is entered h	e C edit	Ref Batch Ref Doc #	Click to Refresh the grid display to the 1 record satisfying and filters and update a applicable status fields	Acr Aut CtB st ny
to have the items displayed sorted in different orders		2/29/08	Ulick to display a sea window to enter a search search	n string	DATA & IMAGE PURCHASE	Y
15 064-3222-040	AFACCH	2/29/08	22,500,00		MICS COBBESPONDENT INV ACCBUAL	Y
GL-ST UCC ON DEMAND CORR FEE	APACCR	2/29/08				
17 064-3310-040		2/29/08	6,603.60	(Grid Navigation Push Buttons to position to the next/prior Item or Screen	√ Y ±
GL-ST DIRECT ACCESS-GROSS CHAF	APACCR	2/29/08	N		or to the Start/End of the list	
18 3310 040		2/29/08	12,1 6		CHARLES JONES LLC RUYALTY ACCRUAL	Y
GL-ST Double click any given row to have the associated record edited		2/29/08 2/29/0	Right click a field in any give to have a pop-up menu disp offering applicable function	en row Ilayed s that	CONSULTANT FEE-IT HOUSTON	Y
23 064-4910-060	ArAddri	2/29/08	can be executed		CONSULTANT FEEJT GLENDALE	¥
GL-ST_CONSULTANT FEES IT	APACCB	2/29/08				
27 021-2690-100		2/29/08			TRADE ACCOUNTS PAYABLE ACCRUAL	
GL-ST ACCRUED EXPENSES UDS - A/	APACCR	2/29/08	83,759.29			
Totals applicable to items displayed in the	e grid					
				Status bar disp	lays the Sort	
Control Totals: 8 of	Transactions.	Total [Debits: \$ 83,759.2	otion, and the of Field and	String	
WAHNING: The Ledger and not been updat	Document Dat ed since the la	es assigned st time this S	to these Transactions have tandard Trx Set was Posted		dit and Update Session and Trx Dates	Now
Items are listed by JID # (order entere	d).		Search:	for:		

- List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.

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G, ✓ Order by Account # .p Order by Profit Center Order by Description	oort Bui Acc	G/L Trial Bala	ance Inquiry/Repo	t Build J Accou
Order by Type Order by F/S Code 1 Order by F/S Code 2	(Re)Build Pr	Print Trial	Balance (F	te)Build Previ
Corder by F/S Code 3 Order by F/S Code 4 Order by F/S Code 5 Order by F/S Code 6 Order by S/S Code 1 Order by S/S Code 2 Order by S/S Code 3 Order by S/S Code 3 Order by S/S Code 4	Cription SE GENEF PAYM JSF	Or List by: Accord G/L Act Profit 042-076 Accord 043-076 Fin St 043-076 Fin St 043-076 Fin St 043-076 Fin St	unt Description cccount # Center unt Description unt Type timnt Code 1 timnt Code 2 timnt Code 2 timnt Code 3 timnt Code 4 timnt Code 5	Go ption RISDICTIO RISDICTI RISDI RISDI
Order by S/S Code 5 Order by S/S Code 6 OL - Order by S/S Code 6 OU - Order by S/S Code 6 OU - Order by S/S Code 6 OU - Order by S/S Code 5 OU - Order by S/S Code 6 OU - O		043-076 Fin St 042-079 Sup S 001-011 Sup S 042-167 Sup S 042-167 Sup S 042-162 Sup S 011-2031-100	mnt Code 6 joched Code 1 Joched Code 2 Joched Code 3 Joched Code 4 Joched Code 5 Joched Code 6	ri șç

A description of the sort order is displayed in the status bar at the bottom of the screen.

011-2027-100	01-505 FILMO-ACH	างง.88	+,U32.UU
Trial Balance Totals for 408 Accounts.	Opening Balance: \$	0.00 To To	otal Debits: \$ 42,1 tal Credits: \$ 42,128,
Items listed by G/L Accoun	t #.	Search	•

- "Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.

P/I Invoice Processing		
The Help Invoice Generation These are the You may choo	Invoices that have been generated, but not yet posted to A/R. se to view those generated by yourself or for the system as a whole.	Exit 🕒
Generate Invoices Print Proofs	Print/Post Finals Paytech Reconcile	Post to A/R
Processing Invoices For: Private Access (Local Only to this PC) Public Access (Server Side to All Users)	Go To Invoice #:	M 所 的

Or for another example:

Chart-of-Accounts Mainter	ance	
File Reports Edit View Help		
Define G/L Accounts	Select to modify, delete or add G/L Accounts for recording General Ledger transactions. Accounts are also used for formatting Financial Statements.	
New Modify	Delete Print Import Export	
List by: Account Number	Go To the Account with Number:	

Note that different types of functions have different frame background colors.



- Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.

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File View Help 1. 2. Open Item Inquire These are the un-Purged Invoices and Payments associated to each will appear on each Customers' Statement.
Open Item Inquire These are the un-Purged Invoices and Payments associated to ear will appear on each Customers' Statement.
And Take Disk Sidness Contract
Aged Totals Print/Grid Items Export
Customer: 001461 Customer: 001461 And
Doc # Type Doc Date Lor Date Apply To Due Date An
868689 I 1/01/08 1/02/08 868689 1/31/
875936 2/01/08 2/01/08

In this example there are three ways that a given Customer may be selected:

- 1. Enter the Customer Code whose items are to be displayed in the grid.
- 2. Click on the icon to have the Customer "Lookup" window displayed and select the desired customer.
- 3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.



2. The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.

Searc	h Task Codes		
Find:	Search String		~
In:	Description	V	Find
Пм	Description Units		Count
<u>М</u>	Charge Rate NonCharge Rate	р Тор	
🗹 St	Unit Cost Rate Tax Group Flag	'n	Cancel
<mark>iing oni</mark>	Invoice Section Invoice Group	LA	

- 3. Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button
- 4. If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



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5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.

0.00	Total Debits: \$ 4 Total Credits: \$ 42,1	2,128,369.07 28,369.07Cl	Net Change: \$ [Closing Balance: \$ [0.00	
Se	arch: Description	for: Search String			

- Grid Navigation Buttons

To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	Keyboard Key or Mouse Click	Graphic
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you	

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel		<u>}</u>		
The main and a second	towards you		ted		
i ne prior grid row	Cursor-Up Key or rotate			Exit 💾	_
	the mouse wheel away				
Up 4 grid rows	Hold the Ctrl-key and		21.407 × D-		
	rotate the mouse wheel		31707 K Fe	nou usi realizhu Dec/2007	
	away				
The 1st row of the next screen	Click bottom down button			M M Refr	esh
		-	Code	Ref Company/Item	
			017	JPMC/BNY AMENDMENT PR	
			3	CROWN CREDIT COMPANY	
			1	THE REYNOLDS & REYNOLD	
The 1st row of the	Click top up button		1	WESTOVER FINANCIAL INC.	
current screen or the			3		-
row just before the					
1 st row of the current				CREAT AMERICA LEAGING	
			10	GREAT AMERICA LEASING	1
Screen			<u>-</u>	RATMUND LEASING LURP	
			13	BB&I	_
The least your of the	Dava Davva kav, ar aliak		4	BB&I	
The last row of the	Page-Down key, of click	-	3	BB & I	
next screen	the lower dbi-down bullon		1	WELLS FARGU FINANUAL L	÷
		-	3	CITICAPITAL	
		,	U	PATTERSUN DENTAL CUMP	_
			<i>52</i>	LEASE CURPURATION OF AI	
		-	036	LANDMARK FINANCIAL CUR	
The 1st row of the	Page-I In key, or click the		J14		*
nier scroop	r age-op key, or click the		J11	BANK OF AMERICA CB OPS F	
			67		
		±			>
			Net Ch	ange: \$ 15,104.00CR	_
					_
			-		_
The 1st record on file	Hold the shift key and				
	click the top up button	_			
		I			
The last record on file	Hold the shift kev and		1		
	click the bottom down				
	button				
		z			

Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a popup menu of the functions that would be applicable to the record represented in the row.

G/L Journ	al Entry In	quiry											×
ile Reports	Edit View	Help											
G/L Transa	ction Journ	al Inquiry	View Ledger Tra Accounts or Pro	insactions u jects; Add a	using a variety of attachments, Corr	methods; Print ments or Follo	or export tra v-Up flags ti	nsactions for se p individual item	elected s.	Exit 📑			
Set Filter	s I	Print Grid Items	Export Y1	D Transa	actions	For Fisca	l Period	3/01/07 - 3	/31/07 < Pe	riod 03 Year End. Dec.	/2007	- 1	
G/L Account:	008-5100	040	- เป คป คป			O For Selec	ted Dates					_	
CCH LEGA	L SERVICE	s	Go To T	Trxs Dated:		List t	y: Accour	it / Date (Newe	st first) 🔒	• <u>M mi M</u>	Refrest	h	
Lgr Date	Doc Date	Debit	Credit	JE Source	се Туре	Sub-Ledge	r Project	Ref Doc #	Ref Code	Ref Company/Item	B	Π	
3/30/07	3/30/07	1,690,000.00	/	901281	PI-WIP					NS TO HARRIS FOR	3/30/07		
3/30/07	3/30/07	103,000.00		901283	View Original Do	ocument				NSFER TRACE#2007	0330-00	-	
3/22/07	3/22/07	2,009,000.00		:278	odd Sam Office	harant				NSFER TO HARRIS F	OR 3/2:		
3/15/07	3/15/07	1,940,000.00		901277	Add/View Comp	ninenc				NSFER TO HARRIS E	BANK 37		
3/08/07	3/08/07	1,588,000.00		901271	Set/Clear Flags					NSFER TO LASALLE	FOR 3/{	Π	
				-	Sub-Query by J	E Source							
					_							*	
				-			Elliptic o						-
E. S	and a state of		and the second	-		ليفي والمار					╶╶╤┥╽		F)
				_					and the second s	-	-		

Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under Edit in the menu-bar, click the desired function. (In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).

Customer Type Codes Maintenance	A/P Accounts	Maintenance		
D Undo Delete e Codes Select to modify or delete	File Edit Help			
Undo Modify You may also generate Cut Copy Paste	Define A/P Acc	ounts used Se Yo	ect to modify or delete; or u may also generate a repo	adi ort li
Go To Cust Type with C	New M	lodify Delete	Print Load	Fr
Co Delete ion				
AGNT REGAGENT BK BANKING ESCRO		Go To /	Account with Code:	2
FN FINANCIAL	Account	Desc	cription	r.,
	001-0110-040	Cut A/P Account Reco	ord OPERATIN	
	001-0120-040	Copy A/P Account Re	cord GENERA	
	001-0310-040	Paste A/P Account Re	ecord EDI I	
	001-0400-040	Modify		
	001-0420-040	Delete		
	001-0430-040	Cut Field	A A	
	001-0440-040	Copy Field		
	001-0470-040	Paste Field	and the second second	
	001-0900-040	PET		
	002-0231-040		E	
	902-0225-040			

Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

Most Recently Accessed Items Menu

In the drop down menu under File in the menu-bar, most grid screens will provide a list of the

last 6 items that were added or edited . You can click on any one these to position to it.

Custon	ner Maintenance			
File Edit	View Help			
Properties		Select to modi.		
Print		Enter options f		
Import		Delete		
Export		Delete		
Bulk Email to Customers		Go To Cu		
1 00000	0			
2 W17428 - LASALLE NATIONAL				
3 017930 - LASALLE BANK NATI		ACE T		
4 017931 - ABN AMRO SERVICES				
5 017938 - ABN AMRO SERVICES				
6 266368 - 1346 RAILROAD ASS				
Exit				
200300				
265239	1751 E BAYSHORE INVECT	-		
017103	1ST AARAN'S FINANCI			
020289	1ST CAPITA	•		
	1ST-CARL			

- Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found In the drop down menu under File in the menubar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.

Series V File Properties				
GL YTD Transaction File	e			
Folder: d:\s4\test\U(CC\data			
Disk File: GL8YR	TRX40.DAT			
# of Records: 1,352, 1 File Size: 636,51	128 6,352 Bytes			
Last Modified: Friday,	July 04/2008			
_				

- Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view the hidden columns of data.

If there is an icon in the lower right corner of the screen, clicking on this will expand the screen laterally to it's full size. (You will need to have a wide screen for this to be effective).

A/R Period Analysis Inquiry and/or Report							
A/R Period Analysis Inquiry/Report Build and preview summary totals by selected Periods for Customers, A/R Accounts, Customer Types by G/L Fiscal Years Sales Reps and Sub-Ledger Projects. From the display, generate either a report or a spreadhsheet.							
Print Analysis Report (Re)	Build Preview Print Previe	w Export					
Show Totals for: A/R Accounts Go to Main Account #:							
A/R Account Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/1
000-1010-100 CshRcp	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.0
000-1020-100 CshRcp	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.0 =
001-0110-040 CshRcp	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.0
001-0110-040 NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.0
001-0200-040 PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.0
003-0100-040 Invoic	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.0
003-0100-040 Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.0
003-0100-040 CshRcp	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.0
003-0100-040 PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.0
004-0400-040 AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.0
011-0661-060 CshRcp	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.0 ₹
011-0698-040 NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.0
011-2042-100 NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.0
011-2057-100 NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.0
013-1524-040 NonARC	iLien CL. DEPOSITS ON ACCO	500.00	0.00	0.00	0.00	•0.00	0.0
013-2002-040 NonARC	ALLUWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.0 ±
015-1090-100 NonARC	REAL PROPERTY DISBURSE	0.00	40.00	0.00	0.00	0.00	0.0
015-1091-060 NonABL	DES DISBURSEMENTS	61,594.67	63,837.91	32,356.30	0.00	0.00	
Period Tatels used for display last accumulated 3/31/08 based on Ledger Date.							
tems listed by A/R Account.		Search:	for:				

4.3 Code "Lookup" Window

Throughout each of the Series 5 applications there may be master codes that must be

entered into a field on a screen. In most cases there will be an icon in of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.

ero, an Mannellas, a	
Project: 10086 CITY BANK - FORNEY	
Description Notes Billing G/L Accounts Depos	
Enter the Project Code, Description (This project belongs to the Lock Broject Code: 100000 Project Code: 100000)
Client Code: 010086 A CITY BANK - FORNE PO BOX 5 FORNEY, TX	
Project Type: Regular Master Sub-Ordinate N	
Partner-In-Charge: 40RGT M R G THOMSON Project Leader: 006 M 006-TSM	
ed Fielde	

- Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.

🔲 Employ	yee Codes Lookup			×
Select	M m P Reset	Cancel		
				- 1
Code	Description	Job Code	Location	
105	105-RM/TSM		40	
106	106-RM/TSM		40	
107	107-RM/TSM		40	
108	108-RM/TSM		40	
109	109-RM/TSM		40	
10ANH	A N HOLMES		10	
10CHA	C H AGUERO		10	
10EJR	E J ROBINSON		10	
10ELM	E L MAGUSIAK		10	*
10FMC	F M CANCINO		10	
10GGS	G G SORENSEN		10	
10GLC	G L CONRAD		10	
10JAM	J A MCDONELL		10	
10JPC	J P CASEY		10	
10LIR	LAURA I. ROBINSON		10	Ŧ
10LMB	L M BONILLA		10	
110	110-RM/TSM		40	
200	200 - DNA		40	
200000	DUCUMENT RESUURCES		40	
ZUUASL	ASSUMED NAME-LUCAL		LASN	
ZUUASR	ASSUMED NAME-REMOTE		RASN	-
ZUUBKL	BANKRUPTCY-LUCAL		LBKY	
ZUUBKH	BANKRUPILY-REMUIE		HBKY	
ZUUCUL	LIY COURT RECORDS-LOCAL		LUUH	
Gala	'our			-
00101	vey.	_		_

- Select a particular code by navigating to it in the window and double clicking the row, or clicking the Select push button
- To exit the Lookup window without selecting an item, click on the Cancel push button
- $\checkmark\,$ A Search window may be activated by clicking on the \fbox binoculars icon
- Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the Goto Key that you have typed. (To reset the Goto Key string, strike the ESC key, of click the Reset pushbutton).


- G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

🔲 F/A Accounts Lookup 🛛 🔀			
Select 🖍 🕅	Reset Cancel		
Account	Description		
0725-95-001700-00-900	Projrct Expense-R & D		
0725-99-000355-00-100	Travel & Entertainment		
0725-99-000355-00-200	Travel & Entertainment		
0725-99-000355-00-300	Travel & Entertainment-168		
0725-99-000355-00-400	Travel & Entertainment		
0725-99-000355-00-900	Travel & Entertainment		
0725-99-000360-00-100	Utilities		
0725-99-000360-00-200	Utilities		
0725-99-000360-00-300	Utilities	*	
0725-99-000360-00-400	Utilities		
0725-99-000360-00-900	Utilities-Corp 0/H		
0725-99-000365-00-300	Utilities-168		
0730-90-000010-00-900	Payroll-Eng Admin		
0730-90-303020-00-400	Payroll-Cahuenga-Syndication K		
0730-95-101012-00-100	Payroll-TV-Guest Svcs	Ŧ	
0730-95-101014-00-100	Payroll-TV-Up's Admin		
0730-95-101016-00-100	Payroll-TV-Post Coordinators		
0730-95-101017-00-100	Payroll-IV-Account Managers	-	
0730-95-101018-00-100	Payroll-1V-Reception		
0730-95-202012-00-200	Payroll-Studio-Guest SVCs		
0720 05 202015 00 200	Payroli-Studio-Upis Admin Upis 710 00 202102 00 200 pm/s	-	
0730-33-202013-00-200	Dise 7 10-60-2021 35-00-200 Only Devral Studia Client Suga		
0720.05.202022-00-200	Payroll Stu Client Sec Dep) / P		
0730-33-202023-00-200	rayion-stu-client ser hep-wb		
GoTo Key: 0730-00-900	0000-00-***		

The main difference is the entry of the GoTo Key:

- As each numeric digit is entered, the system will attempt to redisplay showing the closest Goto Key account
- For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- In the above screen example, you could have entered 730- or 073090 to have the system position itself in the grid as shown
- Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

4.4 Date "Lookup" Window

Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon icon of a calendar located to the right of the field.

	Udfax	
əbit Amount: \$		1
Ledger Date:	2/29/08	4
ncument Date:	2/29/08	-
Original Trx Entry	Reference Fields:	
Patch Coo	le:	.

If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

Date entry "Lookup" Window

Here is the "Date Lookup" window.

elect Lo	edger D	ate				
Feb 2008			Fel	b	2008 🗸	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1
2	3	4	5	6	7	8
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$						

- Select a particular date by double-clicking it on the calendar
- Select a particular Month or Year by selecting it from the given drop down list fields
- Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom

Exit without selecting a date by clicking on the Cancel push button

4.5 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon i of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

Set Display Filters
Set G/L Transaction Selection Filters
G/L Transaction Select Filters
Transactions for this function will be included based on whether their respective fie
With Ledger Date: All Inclusive Between: 3/01/07 3/31/07 With Document t
Entered as:
Credits Durban

If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).

🔲 Select Ledger Dates Date Range 🛛 🛛 🔀				
Current Month	From: To: 7/01/08 7/31/08			
0	<= Prior Month Next Month =>			
	OK Cancel			

You may choose, or set, a given date range using a variety of methods:

- Enter the dates in the From and To fields
- Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- Click on the Prior or Next push buttons to adjust the dates accordingly
- Choose a particular date range from the drop down list





5 Starting and Using the G/L System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

- 1. Signon using the users assigned User Code and Password.
- **2.** Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).



- **3.** From the Main Menu screen, click the General Ledger icon.
- **4.** For systems that have defined "Multiple G/L Companies", choose the G/L company to process.

5.1 User Logon

Each user must first log in to use any of the Series 5 applications.

Key Information

Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.



1. Click on the Series 5 application icon that has been set up on your desktop.



2. Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the SHSI_USER_NAME DOS Environment Variable.

- You must enter the correct password to get into the system.
- You will have five attempts at entering the correct Username and Password combination
- Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.
- **3.** If you have defined more that one Company System, select the company to be worked with:

Select Company System		
Code : SHSI	Sentinel Hill Software Inc.	
	OK Cancel	

Defining	а	New	Password	
----------	---	-----	----------	--

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:

ne my new Password			
Old Password:		OK	
New Password:		Cancel	
Confirm New Password:			
Passwords must contain at least 8 non-space alphanumeric characters, with at least one being a numeric digit and one an alpha character. You cannot use the same password you have had for the past 3 times.			

- 2. Enter your old password
- 3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:
 - ✓ The password must contain at least 8 non-space characters
 - ✓ The password must contain at least 1 numeric digit and 1 alpha character
 - ✓ You cannot use the same password that you have used for the last 3 times
 - ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)

✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled. 4. Click **OK** to proceed.

5.2 Series 5 Main Menu

The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.



Launch the G/L application by clicking it's associated graphic.



6 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and it's related subtopics.

6.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- > Jobs may be queued to one of 5 different Job Queues
- > Jobs may be queued with different Priorities
- Jobs may be queued to execute after a specified time of day (for Night Processing)
- > Jobs may be defined as "Re-Occurring" at a variety of time intervals
- A Batch Job Manager can control and/or change individual jobs waiting to be executed
- > Each Job has a Parameter Control file that can be edited
- > Each completed Job has an Execute Audit Log file that may be viewed
- > Multiple Batch Job Processor may execute simultaneously

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation MUST be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.

6.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.

Processing Note

Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*

Report: ARAGING.RPT	Print ar	n A/R Aging Report				Ż
Report Options Good/Bad Customer	Customer Selects	Demographic Selects	Print Options		· · · · · · · · · · · · · · · · · · ·	1
Select where to have this report printed to. Reports that are 'Archived' to the Reports M	You may choose any con anager can be browsed o	nbination of the possible dest or reprinted at a later date.	inations.			
Direct Generated Document(s) to:					زم کې	F
Screen Browser	~ A	Archive to Reports Mana	iger			
Print Queue: WPRINT1	V Line	es/Page 60				
Save to: C:\Documents ar	d Settings\\My Docu	iments\SHSI\UCC				
Save as: MS WORD Docum	ent \vee	E	Irowse		1	
Send a copy to E-Mail Recipie	nt					
- Benort Header User Note:						
(This text will appear at the top of the	1st page and may be use	ed so you can personalize yo	ur report).			ŧ.
Execute as a Batched Background Job	C Back	Create Benort	Cancel			£
	(back	create report	Cancer			
4						
			_	_		

If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:

	Batch Execution Setup - Job #: 00000072
You may select to have the job executed in a different job queue	You have chosen to have this process executed by the Background Processor. You can have it execute later, and/or you can mark it as a recurring job. Job Name: A/R Aging Report Batch Queue: BATCH_INPUT Program: ARAGERPT Program: ARAGERPT
You also can designate to have this job execute on a re-occurring basis, or delayed until a specific time.	Scheduled Processing: Delay Hours: 4 Minutes: 0 For After: 6:14 PM (Today) Re-Occurring: No
	<u>D</u> K <u>C</u> ancel

Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

 Batch Execute Setup Field Definitions 					
Job Name	X(30)				
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.					
Batch Queue	drop-list				
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	REPORTING V BATCH_INPUT BATCH_INPUT REPORTING PRODUCTION NIGHT_PROCESS				
Program					
This field defines the name of the Series 5 pro- changed.	gram this is executed. It may not be				
Priority	radio-buttons				

The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	 Low Normal High 				
Delayed Processing	check-box				
Should you wish to have this job execute at sol check-box. You will then be able to set the Del default such that the job would executed after 6	me designated time of the day, set this ay Hours and Minutes. The delay will 5:00 pm today.				
Re-Occurring	drop-list				
When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	No No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly				

6.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

+ Accessing the G/L Batch Job Manager

From either the G/L Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.



Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.

🔲 Batch Q	(ueue Job Mai	ntenance								×	_		
File Edit V Manage \	/iew Show Me Your Batch Job	s	Moc files	lify or 'Hold' jo . Jobs are dis	bs; or view thei played in the o	Execu der 'As	tion Log and/or Parameter due to be executed'.	Exit]	1	"Fast Buttons"		
Hold	Modify	Delete	Ja	b Params	Output Log	Pu	rge Select	Refresh			H	old	Put a Hold on the the selected Job
Job # 00000061 00000062 00000063 00000064 00000065	User USER USER USER USER USER USER	Company UCC UCC	Pri 050 050 050 050 050 050	Schedule Mar 10/200 Mar 10/200	Id After 06 10:18:17 A 06 11:19:11 A 06 11:19:36 A 06 11:19:37 A 06 11:52:25 A 06 11:52:44 A	Sys M PI M PI	Job Name Clear All Prior Selections General Select for Billing Print Pre-Invoicing Report Generate Invoices Print "Proof" Invoices Print/Post Final Invoices	Stat Hold Done Done Done Done Done	Reocur No No No No No No No No	-	Мо	dify	Modify the properties of the selected job
0000067	USER		050	Mar 10/200 Sep 08/200	06 1:17:27 P	M PI	Post Invoices to A/H Batch Load User WIP/Recap Charg	Done K Wait	No No	÷	De	lete	Delete the selected Job
Jobs are list	ted in the order	that they w	ill be	processed.	S	earch	: for:				Ja Par	ob ams	Display and edit the Job's execution parameters with Notepad
											Ou L	tput og	View the output log generated when the selected job was executed.
											Pu	irge	Have those jobs satisfying a number of filters deleted from the system
											Se	lect	Set filters for the items that are displayed in the grid

- Modifying a Job in the Batch Queue

- 1. In the grid, navigate to the row listing the job that is to be modified.
- 2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

🖬 Batch Queue Job Maintenance	×					
Job #: 00000062 - Modify the Properties of						
Properties Command Line Jobs may be rescheduled to be executed at a different time and priority; And they may also be marked as Re-Occurring.						
Job Name: General Select for Billing System: PI Submitted By: USER Company: UCC Program: BILLSELECT						
Batch Queue: BATCH_INPUT Priority:						
Re-Occurring: No O Low O Normal O High						
Queued for Execution: On: 3/10/06 at: 11 19 AM Reset Status to 'WAITING' Last Executed: On: Friday, March 10/2006 at: 1:22:37 PM						
Update Cancel						

- 3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.
- 4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.
- 5. Click the **Update** push button at the bottom of the screen.

- Batch Job Properties Screen Field Defini	tions
Batch Queue	drop-list

The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	REPORTING V BATCH_INPUT BATCH_INPUT REPORTING PRODUCTION NIGHT_PROCESS
Re-Occurring	drop-list
A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	No No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly
Priority	radio-buttons
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	LowNormalHigh
Queued for Execution - Date and Time	(mm/dd/yy)
You can set to have this job execute at some d	esignated time of a particular date.
Reset Status to "WAITING"	check-box
If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. (Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options).	

- Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

n	₿₿Ĵ	6A)
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Search icon.

A search string may be entered for the following fields:

Job Name

Click on the

Job Number

Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

Systems:	Batch Execute Queue:
All Selected	All Selected
Company System:	Execute Date:
All Selected Sentinel Hill Software Inc.	All From: Selected To:

- 2. Set the applicable filters
- 3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systemsradio-buttons & drop down listClick the All button, or the Selected button with a specific application from the drop down
list. Only those jobs generated from the selected system will be listed.

Company System	radio-buttons & drop down list				
Click the All button, or the Selected button with a specific Company for which job records are to displayed or processed.					
Batch Execute Queue	radio-buttons & drop down list				
Click the All button, or the Selected button with a specific Batch Queue. Only those job generated and processed by by the selected queue will be listed.					
Execute Date radio-buttons & (mm/dd/yy) entry fields					
Click the All button, or the Selected button with a date range. Only those jobs that executed within the range of dates entered will be listed.					

Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

- 1. In the grid, navigate to the row listing the Job to be put on-hold.
- 2. Right-click the row to have a drop-down menu displayed, then click **Hold**, or just click on the **Hold** button in the "Fast Button" frame.
- 3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
- 4. The Job's status will be set accordingly.
- 5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

- 1. Click on the **Purge** button in the "Fast Button" frame.
- 2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
- 3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

6.1.3 The Batch Job Processor

In order to process any General Ledger function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

Some of the features of Batch Processor Utility:

- The Processor Utility is launched from the File drop-down menu from the Batch Job Manager
- Multiple instances of the Processor Utility may execute at the same time on different client terminals
- Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue
- Each Processor Utility may be set up to service jobs generated for a particular Company Systems
- Each Processor Utility may be set up to service jobs generated for a particular application
- An Execution Log screen is available that displays the last 10 jobs that have executed
- The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen

Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.



2. Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. (By default All jobs will be processed).

Systems: O All Selected Company System: O Selected Company System: Company System: C	ed Batch Job Service Handler	
Systems: Image: All Imag		for Company: AL
Systems: O All O Selected Company System: O Selected Company System: Company System:		Clature Labellaine
Systems: O All O Selected Company System: O All O Selected Selected	essing Status Execution Log J	ob Select Filters Status: Initializing
Systems: O All O Selected Company System: O All O Selected Selected		
O All O Selected Company System: O All O All O All O Selected	Systems:	Batch Execute Queue:
O Selected O Selected O Selected	⊙ All	⊙ All
Company System:	O Selected	O Selected
Company System:	0.000000	
 O Selected 	Company System:	
○ Selected	O All	8
	O Selected	
		OK Quit Servicing Requests
OK Quit Servicing Requests		7
OK Quit Servicing Requests		

3. Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.



The Batch Job Processor, when launched, is executed as an entirely new task in it's own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.

Queued Batch Job Service Handler	
Batch Queue: ALL for Company: ALI for System: ALI	L L
Processing Status Execution Log Job Select Filters	s Status: Executing Job # 00000075
EXECUTING THIS	5 JOB
There are 0 job(s) waiting to be 1 Jobs have executed so far.	e executed.
Executing: Job #: 00000075	System: AR
Job Name: A/R Aging Report	Company: PCA
Submitted By: USER	Re-Occurring: No
Started at: 10:07:09 PM Elapsed time	e: 22 Hrs 7 Min 21 Sec
Switch to Brief Displa	ay Quit Servicing Requests

Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.

Queued Batel Batch Queue:	Queued Batch Job Service Handler						
Processing St. Here are the las	Processing Status Execution Log Job Select Filters Status: Waiting Here are the last 10 Batch jobs that were executed from this Execution Session						
Job #	User	Job Name	Sys	Company	Finished		
0000075	00000075 USER A/R Aging Report				Jul 15/2008 10:07:26		
		Switch to Brief Display		Quit Servi	cing Requests		

- Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.

🔲 Queued Batch Job Service Han	dler 📃 🗖 🔀					
Status: Waiting						
Started: 9:50 pm on Tuesday, July Total Requests serviced: 1 ☐ Show the detail for requests being ☑ Enable Night-Time Hibernation (11	y 15/2008 serviced I:45 pm - 5:30 am)					
Switch to Expanded Display Quit Servicing Requests						
7						

 Job Select Filters Screen Field Definitions 			
Systems	radio-buttons & drop down list		

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.

 Company System
 radio-buttons & drop down list

 Click the All button, or the Selected button with a specific Company for which job records are to be executed.
 records are to be executed.

 Batch Execute Queue
 radio-buttons & drop down list

 Click the All button, or the Selected button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.

6.2 Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

A number of different data formats are supported. These include:

- > MS Excel Workbooks
- > Tab Delimited Text
- Lotus Text (Comma Delimited with quotation marks)
- > Slash "\" Delimited Text
- CSV Text (Comma Delimited)

6.2.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.

When selected, the following options screen is presented:

🔲 A/R Open Iter	n Inquiry	
Customer: 0	00224 JPMORGAN CHASE BANK-LIEN	Export Open Items to Spreadsheet
<u>E</u> xport Optio	ns About Exporting	
Select the Di You may also	rectory and Filename of the file that your data is is to be specify the format of the file and whether output is app	Output to. bended to an existing file or not.
File <u>T</u> ype:	EXCEL 2007 Workbook	
<u>F</u> older:	C:\Users\Larry\Documents\SHSI\UCC	
<u>F</u> ilename:	Cust_000224_OpenItems.XLSX	Browse
	ন Bed	Create C Append
and the second		a service and a service of the servi
		9

Selecting Export Format Options

Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	Comments
⊶ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
⊶ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
→ Tab Delimited Text	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.</tab>
→ CSV Comma Delimited Text	The columns of data are output separated with a comma <,> character. Strings are output within the

	double quote, <">, character. A maximum of 99,999 rows may be processed.
→ 20/20 Text	Formatted for an older spreadsheet utility.
⊶ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
Slash Delimited Text	The columns of data must be separated with the "\" character.

You may then select the folder to which the file is created and the name of the file. You can click the Browse push button to locate or change the location.

der:	C:\Documents and Settings\I	arry Carlsen\My Doc	uments\SHSI\	.UCC	1
me:	GL_Accounts.XLS			Browse	
	N	Re-Create	O Append		

Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type:

drop-down list

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. (Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).

Folder:

X(90)

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C**:\ in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename:

X(50)

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

P Distributio	ons Inquiry		
oort A/P Distr	ibutions to Sprea	dsheet & Optionally email to recip	oient
xport Filters	Export Options	About Exporting	1
For your informa	tion The I	ollowing Spreadsheet Output fiel	ds are gei
Column	Field	Format	- 7
А	Acct Main 1	9(3)	
B	Acct Main 2	9(4)	1.00
E	Acct PfLtr	9(5)	100 C
F G	Lgr-Date Doc-Date	MM/DD/YY MM/DD/YY	
H	Amount	-99,999,999,99	S
Î.	Туре	×(4)	
J	Project	×(10)	
ĸ	Narrative	×(30)	
L M	Ref-Batch Bef-Doc#	×(6) 9(10)	
N	Ref-Code	×(6)	
0	Vendor-Name	-99,999,999.99	
P	Currency	×(4)	
U B	Exch Hate Foreign Amt	-99,99999	
	roroigir Aint		
		and the second se	
		and the second	
	- development		

The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
"→ X(30)	30 character alphanumeric
→ 9(6)	6 digit numeric integer
→ MM/DD/YY	6 digit date in mm/dd/yy order
→ -9,999,999.99	signed numeric amount with 2 decimal places

140

••	9(8)-9(5)	G/L Account # 99999999999999999999999999
•••	S9(9)	signed 9 digit integer

6.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.

When selected, the following options screen is presented:

A/R Open Item	ns Load	
Import Open It	ems from Spreadsheet with Doc # Remap Report: REMAPARDOC.LST	^
Import <u>R</u> ema	p Option Print Options Import Options About Importing	
Select the Din You may also	ectory and Filename of the file that is to be Input. specify the format of the file.	2
- Input From:		-
File <u>T</u> ype:	EXCEL 2007 Workbook	
<u>F</u> older:	C:\Users\Larry\Documents\SHSI\UCC	
<u>F</u> ilename:	AR_OpenItems_In.XLSX Browse	

Selecting Import Format Options

Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	Comments
⊶ EXCEL 2007/2010	An Office 2007 or 2010 MS Excel workbook is opened,
Workbook	and data is read directly from the 1st worksheet's

	designated rows and columns. A maximum of 950,000 rows may be processed.
⊶ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
→ Tab Delimited Text	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.</tab>
⊶ CSV Comma Delimited Text	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
→ 20/20 Text	Formatted for an older spreadsheet utility.
→ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
→ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the Browse push button to locate or change the location.

iput From: - "∋- <u>T</u> ype:	EXCEL Worksheet	
<u>F</u> older:	C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC	
me:	AR_TaxCodes_In.XLS Browse	100
1.		- 1 A
1		

Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read

into the system).

Field Definitions

File Type:

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. (Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).

drop-down list

Folder:

X(90)

Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

Filename:

X(50)

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

Tax Codes Maintenance							
Import Tax Code Information:							
Im	port Optio	ns About Importing					
F	or your infor	mation					
When loading Tax Codes from spreadsheet, you may							
specity pre-defined Processing Directives in column 1: %RADD% - All Tax Codes for rows following will 1st be deleted, then updated with							
	%DELE%	6 - All Tax Codes for ro	ws following wi	II be deleted from the A/R system.			
	Column	Field	Format				
	1	Tax Code Description	×(6) ×(30)				
	3 4	Percentage Liability Acct (Bank 1)	99.999 9(i)				
	5	Liability Acct (Bank 2) Liability Acct (Bank 3)	9()) 9(k)	and the second se			
		Liability Acct Pft Utr	9(5)	and the second se			
			_				
tir.		lin					
	100	-					

The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
→ X(30)	30 character alphanumeric
→ 9(6)	6 digit numeric integer
⊶ MM/DD/YY	6 digit date in mm/dd/yy order
→ -9,999,999.99	signed numeric amount with 2 decimal places
→ 9(8)-9(5)	G/L Account # 99999999999999999999999999999999999
→ S9(9)	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

Pseudo Command	Comments
⊶ %RADD%	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
→ %DELE%	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

6.3 Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

6.3.1 G/L Account Filters

Most reporting and inquiry functions available in the General Ledger application, are based on the G/L Account Master record. These routines provide the operator an opportunity to set filters such that only selected accounts are reported or inquired. The following screen is presented where applicable:
ĺ	Chart-of-Accounts Maintenance				
	Report GLACCOUNTSOOLLST Print a listing of the Chart-of-Accounts				
	Report Options 6/L Account Select Filters Print Options				
	Accounts for this report or operation will be included based on whether their respective fields match the selections made below.				
Click to have a window displayed from which specific accounts may	Profit Centre(s)				
be selected.	Selected Selected				
	Selection decourts of the following Tunes:				
	Clear Al P & L Accounts:				
	Set P&L V Income V Bank V Accounts Payable Earnings Accounts				
	Set Asset Image: Constraint of the current Assets I				
	Set Liability Cost of Goods Sold I Other Assets I Long Term Liability				
	F for Accounts				
	Associated to Entity. With F/S Code Sequence Numbers				
	Al Account Entity Code: P Al Account Entity Code: P Al A Range				
	UNLY Marked as inactive UNLY with a Counter Braiance Account defined ONLY Not Marked Inactive ONLY with an Auto Distribution Code defined				
	(Fields left blank are NOT considered.)				
	C Back Next Cancel				

In particular, for G/L Accounts and Profit Centers, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Account(s)		radio-buttons		
Click to inclu	de all, selected c	r a range of G/L Account that are to be processed.		
۲	All	All Accounts are considered		
0	Selected A	A window is displayed from which specific items may be chosen		
0	A Range	Specify a Starting and Ending Account for a range of items to be processed		
Profit Cente	er(s)	radio-buttons		
Click to inclue be processed	de all, selected c d.	r a range of G/L Profit Centers, (Departments), that are to		

		A 11	All Profit Centers are considered
	0	All	A window is displayed from which specific items may be
	\sim	Selected	chosen
	0	A Range	Specify a Starting and Ending Profit Center for a range of items to be processed
Select	Αссοι	unts of Types	check-boxes
Each G those ty accoun actually	i/L Acc /pes o ts are / have	count is defined f accounts that those that defir journal entries	as being a particular type of account. Set the check-box of are to be processed. Note that Format Framework he the layout of your Financial Statements, and do not recorded against them.
Associa	ated t	o G/L Entity	radio-buttons
To cons Entity, c	sider o click th	only those account ne appropriate ra	unts associated to a particular Account Entity or Profit Cent adio button. When clicked, then choose the Entity.
	۲	All	All Entities are considered
	0	Account Entity	Only those accounts belonging to the selected Accound Entity will be processed.
	0	Profit Center E	Entity Only those accounts with a profit center belonging to the selected Profit Center Entity will be processed.
With F/	S Coo	le Sequence	radio-buttons
To cons fall with Numbe Code N entered	sider o in a sp r. Clic lumbel l.	only those accor becific starting/e k the Range ra r may be select	unts that have a Financial Statement Sequence Number that ending range of numbers for a particular Financial Statemen dio button, and fields will be displayed from which a F/S red, and starting and ending Sequence numbers may be
	۲	All	All Entities are considered
	0	A Range	Only those accounts with specified F/S Code Sequence numbers within the range entered are included
With C	urren	cy Code	X(4)
Currend may be accoun <i>implem</i>	cy Coo define ts that ented,	des are defined ed as being for a will be process and is intended	by the Series 5 Accounts Payable system. G/L Accounts a particular currency. Specify the Currency Code of those sed. (Note that the use of Currency Codes has not been d for a future enhancement).

Only Marked as Inactive or Not	check-box	
G/L Accounts may be flagged a one or the other type of accour process all accounts.	as being Inactive. Click either check-box to ONLY have nt processed. You would normally leave both unchecked to	
Only with a Counter Balance Account defined	check-box	
Each G/L Account may have a ONLY include those accounts	Counter-Balance account defined. Click the check-box to that have a Counter Balance account.	
Only with an Auto Distribution Code defined	check-box	
Each G/L Account may have a Distribution Code defined. Click the check-box to ONLY include those accounts that have a Distribution Codes set up.		

- Selecting Specific G/L Accounts for Reporting

If you clicked to have **Selected** Accounts from the **G/L** Account Select Filters screen, the following window is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



- 1. Double click an item in the left pane to have it included.
- 2. The codes of those Items that have been chosen are displayed in the right pane.
- 3. Search for a particular code by clicking on the *binoculars icon*.



- 4. Click on the will push button icons to position to the previous or next item, in the left pane, that has already been selected.
- 5. Click to have "ALL" items selected or unselected.
- 7. Use the grid navigate buttons to move through the list of possible items.
- 8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

6.3.2 Journal Transaction Filters

Many reporting and inquiry functions available in the General Ledger application, are based on the G/L Journal Transaction record. These routines provide the operator an opportunity to set filters such that only selected Journal Entries are reported or inquired. The following screen is presented where applicable:

Print Trial Balance Report	
Report: GLTRIALBAL01.RPT Generate Trial Balance	e Report
Report Uptions G/L Account Select Filters	7L Trx Select Filters Print Uptions
Transactions for this function will be included based on v	whether their respective fields match the selections made below.
- With Ledger Date:	r With Document Date:
○ All Between: 10/01/07 ⊙ Inclusive 10/31/07	All Between:
	Selecting Transactions:
Entered as:	Originating As/From:
Credits Debits	Manual Journal Entry Accounts Payable Purchasing
With Follow-Up Flag:	Standard Journal Entry Accounts Receivable Other Spreadsheet Fixed Assets
▼ Not Flagged ▼ Blue	Vear-End Processing
Red Green	Compressed Journal Entry Professional Invoicing
- With Matching	
Breft Canton	Currency Code: 44
Sub Lodes:	
	Recorded for Transactions:
J-Entry Source	With Document Number:
Entry Operator ID:	For Company/Item/Employee
(Fields left blank are NOT considered.)	
	: Back Next Cancel

The filtering fields for the filters will generally be defaulted to values applicable to the type of report of query. In particular, the Ledger Date fields will be set to the current reporting period.

– Field Defin	nitions				
With Ledg	er Date		radio-buttons		
Click to inc	Click to include all or a range of items as dated.				
۲	All Journal Entries for All Ledger Dates are considered				
0	Inclusive	Only Journal Entries specified are chose Range" Lookup wind	with Ledger Dates that fall within the range n. Click on the calendar to display the "Date low		
With Docu	ment Date	<u>,</u>			
Click to incl		, a range of itame as d	radio-buttons		
		a range of items as u	aled.		
() All	Journal Entries for A	Il Document Dates are considered		
Inc) clusive	Only Journal Entries specified are chose Range" Lookup wind	with Document Dates that fall within the range en. Click on the calendar to display the "Date dow		
Entered as	s Credits o	or Debits	check-boxes		
Click to sel	ect transad	ctions recorded as De	ebits or Credits.		
With Follow	With Follow-Up Flag check-boxes				
G/L Journa transaction	l Entries m s that have	ay be marked with di e been flagged, click t	fferent colored flag. To select only those the applicable check-boxes.		
Originating	g As/From	1	radio-buttons		
All Journal from which transaction	All Journal Entries are marked with a code to indicate as to how it was entered and/or from which subsidiary system it was generated from. To select only specific applicable transactions, click the applicable check-boxes.				
with Matcl	hing - Prof	fit Center	9(5)		
Select only the field bla	those tran ank if it is N	sactions for accounts	s that match the entered Profit Center. <i>Leave</i> as a filter.		

with Matching - Sub-Ledger Code	X(10)
Some of your Journal Entries may have be To select only those Journal Entries with a Leave the field blank if it is NOT to be con-	een recorded with a Sub-Ledger Project Code specific Project Code, enter is in this field. sidered as a filter.
with Matching - J-Entry Source	X(6)
All Journal Entries are marked with a Journ the Standard or General Journal Entry Ses Entries that were posted to the G/L with a Leave the field blank if it is NOT to be con-	hal Entry Source code. These are, by default sion Code. To select only those Journal given Journal Entry code, enter it in this field. sidered as a filter.
with Matching - Entry Operator ID	X(15)
All Journal Entries are entered as a transact When these are posted, the operator's us select only those Journal Entries that were field. Leave the field blank if it is NOT to b	ction in a Standard or General Journal Sessi- er ID code is recorded with the transaction. posted by a particular operator, enter it in the be considered as a filter.
with Matching - Currency Code	X(4)
with Matching - Currency Code Specify the Currency Code of those Journ field blank if it is NOT to be considered as has not been implemented, and is intended	X(4) nal Entries that will be processed. <i>Leave the</i> <i>a filter. (Note that the use of Currency Code</i> <i>d for a future enhancement).</i>
with Matching - Currency Code Specify the Currency Code of those Journ field blank if it is NOT to be considered as has not been implemented, and is intended with Matching - Document Number	X(4) nal Entries that will be processed. Leave the a filter. (Note that the use of Currency Code d for a future enhancement). 9(8)
 with Matching - Currency Code Specify the Currency Code of those Journ field blank if it is NOT to be considered as has not been implemented, and is intended with Matching - Document Number All Journal Entries originating from one of t document number associated with it. (le., To select only those Journal Entries that we Number, enter it in this field. Leave the field 	 X(4) nal Entries that will be processed. Leave the a filter. (Note that the use of Currency Code d for a future enhancement). 9(8) he subsidiary systems generally have a A/R Invoice Numbers, A/P Check Numbers) rere recorded with a particular Document eld blank if it is NOT to be considered as a file
with Matching - Currency Code Specify the Currency Code of those Journ field blank if it is NOT to be considered as has not been implemented, and is intended with Matching - Document Number All Journal Entries originating from one of t document number associated with it. (le., To select only those Journal Entries that w Number, enter it in this field. Leave the field with Matching - Company/Item/ Employee	X(4) nal Entries that will be processed. Leave the a filter. (Note that the use of Currency Code d for a future enhancement). 9(8) he subsidiary systems generally have a A/R Invoice Numbers, A/P Check Numbers) rere recorded with a particular Document eld blank if it is NOT to be considered as a file X(8)

6.3.3 SubLedger Project Filters

Some of the reporting and inquiry functions available in the General Ledger application, are based on the Sub-Ledger Project record. These routines provide the operator an opportunity to set filters such that only selected accounts are reported or inquired. The following screen is presented where applicable:

	Sub-Ledger Project Codes Maintenance	
	Report: SLPROJECTS01.LST Print a list of the Sub-Ledger Projects on file	
	Report Options Sub-Ledger Project Select Filters Print Options	
	Sub-Ledger Projects for this function will be included based on whether their respective fields match the selections made below.	2
Click to have a window displayed from which specific Projects may	Project(s): All Selected Arange	
be selected.	Contracted Amount: Not Considered Greater Than Less Than or Equal To	
	Life-to-Date Revenues Total:]
	Life-to-Date Expenses Totat: Ont Considered Greater Than Less Than or Equal To \$.)
	< Back Next Cancel	

In particular, for Projects, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field De	efinitions			
Project	:(s)	radio-buttons		
Click to include all, selected or a range of Sub-Ledger Projects that are to be processed.				
	All Projects are considered			
	Selected	A window is displayed from which specific items ma be chosen		
	-			

Contracted Amount	radio-buttons		
To select Projects based on their c considered, or click if based relative	original Contacted Amount. Click if not to be e to a specified \$ amount.		
Not Considered	ot Considered All Projects are considered		
Greater Than	The field to specify an amount is enabled. If the Contract Amount > the amount entered, the Project is selected for consideration		
Less Than or Equal To	If the Contract Amount <= the amount entered, the Project is selected for consideration		
Life-To-Date Revenues Total	radio-buttons		
To select Projects based on their L G/L. Click if not to be considered, o	ife-To-Date Revenues that have been recorded in the or click if based relative to a specified \$ amount.		
Not Considered	All Projects are considered		
Greater Than	Greater Than Greater Than The field to specify an amount is enabled. If the Life to-Date Revenues Amount > the amount entered, the Project is selected for consideration		
C Less Than or Equal	If the Life-to-Date Revenues Amount <= the amount entered, the Project is selected for consideration		
Life-To-Date Expenses Total	radio-buttons		
To select Projects based on their L G/L. Click if not to be considered, o	ife-To-Date Expenses that have been recorded in the or click if based relative to a specified \$ amount.		
Not Considered	All Projects are considered		
Greater Than	The field to specify an amount is enabled. If the Life- to-Date Expenses Amount > the amount entered, the Project is selected for consideration		
Less Than or Equal To	If the Life-to-Date Expenses Amount <= the amount entered, the Project is selected for consideration		
For Projects with Starting Date	radio-buttons with (mm/dd/yy)		
To select Projects based on when click if based relative to a given dat	they were started. Click if not to be considered, or a range.		
Not Considered	All Projects are considered		
Started	The fields to specify a Starting and Ending date is enabled. If the Starting Date of the Project falls within		

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	the date range entered, the Project is selected for consideration				
For Pro	oject v	with Completion Dat	te	radio-buttons with (mm/dd/yy)	
To sele click if t	To select Projects based on when they were completed. Click if not to be considered, or click if based relative to a given date range.				
	۲	Not Considered	All Proje	ects are considered	
	0	Not Yet Completed	If the Pr selected	oject has not been marked as completed, it is d for consideration	
	0	Completed	The fields to specify a Starting and Ending date is enabled. If the Completion Date of the Project falls within the date range entered, the Project is selected for consideration		
Include	e Proj	ect with Project Ma	nager	X(25)	
Each P whose	Each Project may have a Project Manager defined. Enter the name of the Manager whose Projects are the ONLY ones to be considered.				
Include	Include Project with User Type Code X(5)				
Each Project may have a User Type Code defined. Enter the name of the User Code associated to those Projects that are included to be selected.					

- Selecting Specific Sub-Ledger Projects for Reporting

If you clicked to have **Selected** Projects from the **Project Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



- 1. Double click an item in the left pane to have it included.
- 2. The codes of those Items that have been chosen are displayed in the right pane.
- 3. Search for a particular code by clicking on the *binoculars* icon.



- 4. Click on the will push button icons to position to the previous or next item, in the left pane, that has already been selected.
- 5. Click to have "ALL" items selected or unselected.
- 7. Use the grid navigate buttons to move through the list of possible items
- 1. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

6.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

- Viewed by the Series 5 Report Browser
- Printed to a selected printer
- "Archived" for later reference
- Saved as an ASCII text file or MS Word file
- Emailed to specified recipients
- > Any combination of the above

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on **Defining Series 5 Print Queues** in the Systems Management Help or manuals).

6.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:

Vendor Type Codes Maintenance
Report: VENDTYPE.LST Print a list of the Vendor Type Codes currently on file
Print Options
Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.
□ Direct Generated Document(s) to: □
Image: Print Queue: PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 WinPrint (Courier-10 Compressed) Standard Courier 10 pt (Compressed) PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 # of Copies: 1
Save to: C:\Users\Larry\Documents\SHSI\PCA
Save as: MS WORD (Printed) To Captured Printer: Browse CanonPortrat
Send a copy to E-Mail Recipient hp LaserJet 1300 PCL 6
Report Header User Note:
A list codes for Rembrandt (This text will appear at the top of the 1st page and may be used so you can personalize your report).
Create <u>R</u> eport

Selecting Report Generation Options

Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

1. Determine where the generated report is to be directed. Click the appropriate checkbox. You may choose one or more from the following:

Output To	Comments			
Screen Browser	Output is displayed to the screen using the Series 5 Report Browser [162].			
Archived to Report Manager	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 <u>Report Manager</u> 163. It will remain on the system until purged.			

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Print Queue	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
Saved to Disk as an MS Word Document	The output is written to an MS Word Document in the specified folder.
Saved to Disk as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
Saved to Disk as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
Saved to Disk as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. (*The list will contain each of the printers that has been assigned to the particular Company System that you are working in*). When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.

	⊻ Screen Browser / Archive to noporto <u>m</u> anager	
- E	Print Queue: WPRINT3 WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed)	Ľ.
	PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 # of Copies:	The second
·	Mar II	

3. When selected to direct the report Saved To Disk you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled

as the **User's "My Documents" folder Pathname**. You can click the Browse push button to locate or change the folder where the file is to be stored.

Save to:	C:\Documents and Settin	gs\Larry Carlsen\My Documer	hts\SHSI\UCC
Save as:	MS WORD (Printed)	To Captured Printer:	Browse
Send a co	py to E-Mail Recipient 🗌	hp LaserJet 1300 PCL 6	

4. If saving to an MS Word Document Printed, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on *Defining Series 5 Captured Windows Printers* in the Systems Management Help or manuals).

Setup Tip

If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable **MSWORD-DEFAULT-SPECS**. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter **Setting up for MS Word** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the C:\Documents and Settings \<PC UserName>\Application Data\Microsoft\Templates folder. On Windows VISTA and Windows 7 clients, these must be saved to the C:\UserS\<PC UserName>\AppData\Roaming\Microsoft\Templates folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.

🚘 Report: TERMCODE.LST 4:00 pm on 7/03/08 - Message (Pla	in Text) 📃 🗖 🔀			
Eile Edit View Insert Format Tools Actions Help				
🗄 🖃 Send Accounts 👻 🚆 👘 🕌 👘 🖌 📔	青春日律律 🖁			
This message has not been sent.				
To				
Subject: Report: TERMCODE.LST 4:00 pm on 7/03/08				
Attach ITTERMCODE.LST.DOC (20 KB)	Attachment Options			
Attached to this email is the AR report TERMCODE.LST, as a Microsoft WORD document, generated by USER at 4:00 pm on 7/03/08 for Company UCC.				

Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

- Field Definitions

Screen Browser:	check-box			
Set the check mark to have the report dis utility.	played to the screen using the Screen Browser			
Archive to Reports Manager:	check-box			
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.				
Print Queue:	check-box			
Set the check mark to have the report out	put to a printer.			

Frint Queue:	arop-aown list
Select the the Series 5 Printer Que	ue to which the report is to be output to.
# of Copies:	9
When outputting to a Printer Queue You can print up to 9 copies. This is and Windows 7, and is dependent of copies are chosen, they are printed	, you may specify how many copies are to be prints a feature that is offered only on WIndows XP, VIs on the type of printer and it's drivers. When multiple collated.
Save To:	check-box
Set the check mark to have the repo either an MS Word Document, a PD	ort output to a disk file, or folder, on your system as DF Document, or a simple ASCII text file.
Save To:	X(90)
This will default to the directory path your Systems Manager. You may click on the Browse button which are descendants of the root of can be displayed. So if you wish to Save-To field before clicking the "Br path that does not have a drive lette browse descendants of the user's of	n to locate the desired directory. Only those folder directory, of that which is defined by the Save-To fir choose a folder on your "C" drive, enter C:\ in the rowse" button. Setting the Folder field blank, or to er designation, would result in only being able to default working directory.
Save As:	drop-down list
Select to have the output saved as a that is printed from Word, as a PDF to "MS Word Printed", then you mus be printed.	an Office Word document, an Office Word docum document, or as an ASCII text file. If chosen to Sa st select the Captured Printer to which the report is
To Captured Printer:	X(12)
If chosen to Save to "MS Word Print which the report is to be printed. The using the Captured Windows Printe	ted", then you must select the Captured Printer to his must be a valid network printer that was capture ers maintenance function available from the Series

Send a copy to E-Mail Recipient:	check-box
If chosen to save the report to a disk file, y the generated disk file as an attachment.	ou may also select to have an email sent with Set the check mark to have the report emailed.
Report Header User Note:	X(100)
If you need to personalize the report, the te 1st page.	ext you enter here will be printed at the top of the

6.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.

Report Browser	
Report: ARACOUNT.LST	Exit
Page 1 of 12 Search for:	🖌 4월 4월 60 To Page: 1 👔 🚯
RUN DATE: 7/03/2008 16:39	UCC DIrect DFS Test Company
AUTHOR: USER	/ R A C C Click for the Prior or Next
Enter a string to be	page to be displayed
Searched for, then click	
the binoculars	
001-0200-040 - VISA Paymentech Clearing Heet	
003-0100-040 - ACCOUNTS RECEIVABLE	N Drag the outer slide bar to move through the pages of the report
964-9499-949 - INVOICED REVENUE CONTROL	N
004-9000-040 - INVOICED REV ADJ CLEARING 005-0100-040 - UNBILLED REIMBURSABLE EXPENSES	A
011-0657-060 - ALL FIRST BANK - DFS	N
011-0660-020 - FIRST UNION BANK - DR 011-0661-060 - FIRST UNION BANK - DFS	N
011-0690-040 -	
011-0098-040 - DEPUSIIS - ILIEN 011-0702-040 - CHASE HOUSTON COUNTY SEARCH	N
011-2020-060 - DE-SOS FILING-DEPOSIT	N
011-2021-060 - TX-SOS FILING-ACH	N
011-2021-100 - TX-SOS FILING-ACH	N
011-2022-060 - NC-SOS FILING-ACH	N
011-2022-100 - NC-SOS FILING-ACH 011-2023-060 - MO-SOS FILING-ACH	N
011-2023-100 - MO-SOS FILING-ACH	N
011-2024-040 - MS-SOS FILING-ACH 011-2024-060 - MS-SOS FILING-ACH	N
011-2024-100 - MS-SOS FILING-ACH	Ň
011-2025-000 - HK-SUS FILING-HCH 011-2025-100 - AK-SUS FILING-ACH	N
011-2026-060 - OK-SOS FILING-ACH	N
011-2027-040 - UT-SOS FILING-ACH	N
011-2027-060 - OK-SOS FILING-ACH	N
011-2028-060 - KY-SYS FILING-DEPOSIT	N
011-2028-100 - KY-SOS FILING-DEPOSIT	N.

You may navigate around the report in number of ways:

Graphic or Control to click	Action
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
Search for: IMAGES VIEWED	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
<u>an</u>	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
104 [104]	Search Forward or Backward for the entered search string.
Go To Page: 1	Display the select Page.
	Display the Prior or Next page of the report.

6.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

Accessing the G/L Reports Manager

From either the G/L Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.

🔲 Archived							×		
File Edit He	elp								
All reports	by USER	You	ı may browse	or re-print any of the following rep	iorts.	Exit]		
Re-Print	Brow	se Delete	Purge	Selections				"F	ast Buttons"
					n 🕅	Refresh			
Seg tt [*]	Sustem	Benort Name [][]	Author	Created []	Time	t of Pages		Re-Print	Print the selected
000183	PI	PAYTEK BEVIEW JBN	LISEB	June 15/2006 Thu	2:15:45 PM	3			report
000184	PI	PIABPOST JBN	USEB	June 15/2006 Thu	2:24:42 PM	12	•		
000185	AB	SALES 000071.JRN	USER	June 15/2006 Thu	2:48:21 PM	14			
000187	PI	PI 20060620A.INV	USER	June 20/2006 Tue	10:51:25 AM	21		Browco	Browse the selected
000188	AB	ARACOUNT.LST	USER 🔥	September 29/2006 Fri	1:08:44 PM	12		DIOWSE	DIOWSE INE SEIECIEU
000189	PI	GENWIPTRXJRN	USER	December 05/2006 Tue	12:57:06 PM	2	±		report
000191	PI	PI_071024_204540.INV	USER	October 24/2007 Wed	8:45:46 PM	4			
000195	PI	PIUSERIFAC.JRN	USER	November 01/2007 Thu	4:40:37 PM	21			
000196	GL	STD_DRDISB00.JRN	USER	November 02/2007 Fri	10:33:31 AM	1		Delete	Delete the selected
000197	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	11:19:14 AM	2	÷	Delete	
000198	PI	PIUSERIFACJRN	USER	November 02/2007 Fri	11:32:31 AM	2			Archived report
000200	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	11:41:34 AM	2	_		
000202	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	12:00:54 PM	2			
000203	PI	GENWIPTRXJRN	USER	November 02/2007 Fri	12:03:03 PM	47	-	Purae	Have reports
000204	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	4:15:33 PM	2			acticfuing a number
000205	PI	GENWIPTRXJRN	USER	November 02/2007 Fri	4:17:05 PM	47			sausiying a number
ltems are list	ed in ord	er by Sequence Numb	er.	Search:	for:				of filters deleted from
									the eveter
									the system
									Cat filtana fan tha
								Selection	Set liners for the
								e	items that are
								3	
									usplayed in the grid

Viewing an Archived Report

- 1. In the grid, navigate to the row listing the report that is to be viewed.
- 2. Double-click the row.
- 3. The <u>Report Browser</u> window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

- 1. In the grid, Navigate to the row listing the report that is to be printed.
- Right-click the row to have a drop-down menu displayed, then click Re-Print, or just click on the Re-Print button in the "Fast Button" frame. The Re-Print options screen will be displayed.

🗖 Archived Reports Manager				
6 page Archived AR Report: ARDIST.RPT Created: Thursday, June 15/2006	9:38 AM			
Re-Print Options				
Select where to have this report Re-printed to. You may choose any combination of the possible destinations. You may also select a range of pages, and have the Archived Report deleted afterwards.				
Direct Generated Document(s) to:	1			
Screen Browser Archive to Reports Manager				
Print Queue: WPRINT3 WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed) PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6				
Save to: C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC Save as: MS WORD Document				
Send a copy to E-Mail Recipient				
Re-Print Options: Re-Print from page: 1 to: 6 Delete the Archived Report after being printed ?				
Reprint Report Cancel]			

3. Enter the reprint options. Basically you can either print the report, or save it to disk as

an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.

4. Click the **Reprint Report** push button at the bottom of the screen.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the Search icon. A search string may be entered for the following fields:

- Sequence #
- Report Name

Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a [.] can be used. The column that is currently used for the sort has [*] displayed.

	\sim						111 111	Refresh	
- (Seq # [.]	ystem	Report Name [.][.]	Author	Created [*])	Time	# of Pages	ור
	000513	AR	STATMENT.STI	USER	May 21/2008	Sat	2:15:49 PM	2,174	
_	000486	AB	SALES_000086.JRN	USER	April 02/2008	Wed	2:38:55 PM	5	1
	nn#		58_000043.JP*		1.02/2018	Wed	-1-52.52.54	- 2	

Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

chived Reports Inquiry Selection Parameter You may specify selected parameters to limit the li	ers: st of Archived Reports that are displayed.	
Systems: All Selected	Users: O All O Selected	
Report Types:	Date Generated: ○ All From: 4/01/08 ● Selected To: 6/30/08	J
Report Name(s) Matching Template: (Ent cha mat	er the name of report(s) to be selected where "\$" matches any aracter and a single "*" may be placed before and/or after the ich any string. Ie., CASH*.JRN *110507.JRN or CASH_\$, ''.'' to \$\$\$04.*)
	Cancel	

- 2. Set the applicable filters
- 3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

- Filters Screen Field Definitions

Systems	radio-buttons & drop down list				
Click the All button, or the Selected button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.					
Report Types	radio-buttons & drop down list				
Click the All button, or the Selected button w the drop down list. Only those reports with the	vith a specific report name extension from neir report name extension matching that				

which was selected will be listed.					
Users	radio-buttons & drop down list				
Click the All button, or the Selected button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.					
Date Generated	radio-buttons & (mm/dd/yy) entry fields				
Click the All button, or the Selected button with a date range. Only those reports generated within the range of dates entered will be listed.					
Report Name Template	X(20)				
Enter a template to be used to match the report names to be listed. The "\$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.					

Delete an "Archived" Report

- 1. In the grid, navigate to the row listing the report that is to be deleted.
- 2. Right-click the row to have a drop-down menu displayed, then click **Delete**, or just click on the **Delete** button in the "Fast Button" frame.
- 3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
- 4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

- 1. Click on the **Purge** button in the "Fast Button" frame.
- 2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
- 3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

6.5 Search and Replace

In each Series 5 application, there is normally a function that provides a Search and Replace operation on a variety of different records. (The replace phase of the function is optional). This function is particularly useful if you need to change a code that exists within a great number of, say for example, G/L Accounts or A/R Customer master records.

The operation of the screen controls available to these Search/Replace functions are the same for all types of records for each of the Series 5 applications for which it exists. Only the field names for each type of record may differ.

🔲 SHSI Series	V General Ledger
File Trx Inquiry	Operations Financial Statements Reports Codes Maintenance
Window Help	General Journal Trx Entry Standard Journal Trx Entry
	Interface from Sub-Systems G/L Company Consolidation
Ge	Year-To-Date Trx Export 08 03:02 PM
5 Dai	Project Trx Adjustment Year End Processing pns 7 Y
1 Sc	Rebuild Acct Period Summary
The fo	Search/Find and Replace
The second second	and the second se

For the General Ledger system, the Search and Replace function is provided for the following record types:

- ➢ G/L Account Master
 - Records
- Sub-Ledger Project Records
- Standard Journal Entry Transactions
- General Journal Entry Transactions
- Posted Year-to-Date Journal Entries

Process Warning

Access to this menu item should only be granted to those in that know what's going on. Malicious or ignorant use of this could cause a great deal of grief.

6.5.1 Search and Replace Options Screen

For the Search and Replace function, you must 1st select the record that is to be searched.

🗖 G/L Find and	Replace	
Searching: Ch	art-of-Account Master Records	
Record Selec	t	
Select the rec	ord set that you wish to have Searched, and as an option, Replacements performed.	
Search	Chart-of-Account Master Records Chart-of-Account Master Records Sub-Ledger Project Records Standard Transaction Records General Transaction Records Year-To-Date Journal Entry Records	
- Jack Surgers		

Once selected, the Search and Replace Options screen will be displayed. At this point you must enter the Search options and the Replace options. This requires the operator to choose the field to be tested, it's test value, and the field which is to have a new value assigned along with it's new assigned value.

The Series 5 system basically breaks the Search/Replace function into three main phases.

1. Search Phase	 Read through the chosen set of records examining the selected search field for the test string or code that was entered. After all records have been processed, those records found will be displayed in the grid.
2. Preview Phase	- You can then browse through the list if records that have been identified as having the search field matching the given test field.
3. Replacement Phase	- The last phase is the Replacement pass. Note that this pass is started only if initiated by the operator by clicking on the Start Searching push-button.

Processing Tip

You may use the Search and Replace function, identifying a particular field to be replaced, in order to have its' existing value displayed in the preview grid without actually having new values assigned. JUST MAKE SURE YOU CHECK THE Preview Items Before Replacement BOX, AND CLICK ON THE Cancel BUTTON AFTER BROWSING THE PREVIEW GRID.

- Search and Replace Options Screen

🔲 G/L Find and Replace 3 2 Searching: Chart-of-Account Master Records Search and Replace Options Select the Field to search by, the Search String and the Replacement String. When Field: Test Account Select m Equals Account Main # * All Accounts Replacing: Of Field: With the Integer The Contents Account Pft Ctr * 0 Nothing Preview Items Before Replacements ? .ccounts Found: 5 8. Start Searching Cancel

The Search and Replace Options and Preview widow screen is displayed as follows:

To have a search executed on the select record, referencing this screen, you need to perform the following steps:



	binoculars icon will be displayed, and may be used to select a particular code that is to be test for.	
4)	In the Replacing frame, click on the The Contents radio-button. Note that you may choose to select a "replacing" field to have it's current value displayed, but not actually proceed with the replacement phase.	
5)	From the Of Field drop-down list, select the field that is to have it's value replaced.	
6)	In the field provided, enter the value to be assigned to the selected field. If the field is for a standard code that is defined by the system, the binoculars icon will be displayed, and may be used to select a particular code that is to be assigned.	
7)	The Preview Items check-box should always be checked. After the "search" phase, if this check-box is set, then the system will display a list of those records that have matched the test successfully. If this box is not checked, and you have chosen to actually have a field's values replaced, then the system will just go ahead and do it without first asking.	Preview Items Before Replacements ?
8)	Before the replacement pass, the records that have been selected will be displayed in the grid. Use the standard grid navigation buttons to view those selected records. It's an opportunity to verify that you have entered the correct search values.	
9)	Initially, after the Search and Replacing options have been entered, click on the Start Searching push-button to start the search.	
10)	After the selected items have been displayed to the grid, you may choose to proceed and have all records found updated, or you can select those items	Revise Search Replace AS Stat Replacing Count

	that are to be updated. Click the Replace All push-button to have all records updated.	
	To select specific items, double click each of the records' entries in the grid. Once all items have been checked off, then click the Start Replacing push- button to proceed with the "replacement" phase.	
	Should you want to revise the search, click on the Revise Search push- button.	
11)	To exit without having any records updated, click on the Cancel push- button.	

Sample Search/Replace Preview Screen

Here is an example of the Search screen after finding some records matching the search criteria.

elect	the Field to search	but he Search String and the	Benlacemen	011								
				L'affind								
		by, the obtaining and the	ropideenion	o ang.								
Search	i:											
(i) S	elect	When Field:			Test String:		_					
O A	Il Accounts	Description	×	Contains 💉 🚩	INTEREST							
				Case Sensitive								
Replac	ing:											
	ha Contonta	Of Field:		With the Integer:								
	lothing	Account Pft Ctr	~	0								
	roaning				Preview Ite	ms Before Replacement	ts ?					
Accour	nts Found:											
	Accoun	L D										
	rioooun	t Description	Туре	FinStmt Code	Scheds Code 1	Account Pft Ctr						
	00001300-00	1 Accrued Interest	Туре	FinStmt Code 8-000500-VS-02	Scheds Code 1	Account Pft Ctr						
	00001300-00 00001300-00 00004090-40	Accrued Interest Accrued Interest Accrued Interest - CDN Interest Income	Туре	FinStmt Code 8-000500-VS-02 8-000525-VS-02 8-003475-VS-01	Scheds Code 1	Account Pft Ctr 1 2 406	•					
	00001300-00 00001300-00 00004090-40 00004090-64	Accrued Interest Accrued Interest Accrued Interest - CDN Accrued Interest - CDN Interest Income Interest Income	Туре	FinStmt Code B-000500-VS-02 B-000525-VS-02 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01	Account Pft Ctr 1 2 406 640	•					
	00001 300-00 00001 300-00 00004090-40 00004090-64 00004090-64	Description Accrued Interest Accrued Interest Accrued Interest Interest Income Interest Income Interest Income	Туре	FinStmt Code B-000500-VS-02 B-000525-VS-02 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01	Account Pft Ctr 1 2 406 640 641						
-	00001300-00 00001300-00 00004090-40 00004090-64 00004090-64 00004090-64	Accrued Interest Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income	Туре	FinStmt Code 8-000500-VS-02 8-000525-VS-02 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01	Account Pft Ctr 1 2 406 640 641 642	Select All					
	00001300-00 00001300-00 00004090-40 00004090-64 00004090-64 00004090-64 00004090-64	Accrued Interest Accrued Interest Accrued Interest Accrued Interest Interest Income Interest Income Interest Income Interest Income Interest Income	Туре	FinStmt Code B-000500-VS-02 B-000525-VS-02 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01	Account Pft Ctr 1 2 406 640 641 642 643	Select All					
-	00001300-00 00001300-00 00004090-40 00004090-64 00004090-64 00004090-64 00004090-64 00004090-65	Accrued Interest Accrued Interest Accrued Interest Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income	Туре	FinStmt Code B-000500-VS-02 B-0003475-VS-02 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650	Select All Clear All					
•	00001300-00 00001300-00 00004090-64 00004090-64 00004090-64 00004090-64 00004090-65 00004090-65 00004090-75	Accrued Interest Accrued Interest Accrued Interest Accrued Interest Accrued Interest - CDN Interest Income	Туре	FinStmt Code B-000500-VS-02 B-000525-VS-02 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000300-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752	Select All Clear All					
, ,,,,	00001300-00 00001300-00 00004090-64 00004090-64 00004090-64 00004090-65 00004090-65 00004090-65 00004090-55 00004090-55	Accrued Interest Accrued Interest Accrued Interest Accrued Interest Accrued Interest Interest Income	Туре	FinStmt Code B-000500-VS-02 B-000525-VS-02 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001000-VS-01 1-001000-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 643 650 752 901	Select All					
1 111 1	00001300-00 00004030-40 00004090-64 00004090-64 00004090-64 00004090-64 00004090-65 00004090-55 00004090-55 00004090-30 00004090-30	Accrued Interest Accrued Interest Accrued Interest - CDN Interest Income	Туре	FinStmt Code B-000500-VS-02 B-0003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001000-VS-01 1-00100-VS-01 1-001000-VS-01 1-00100-VS-01 1-000-VS-01 1-000-VS-01 1-000-VS-01 1-000-VS-00 1-000	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 901	Select All Clear All					
1 111 11	00001300-00 00001300-00 00004090-40 00004090-64 00004090-64 00004090-64 00004090-65 00004090-65 00004090-65 00004090-90 00004090-90	Accrued Interest Accrued Interest Accrued Interest - CDN Interest Income	Type	FinStmt Code B-000500-VS-02 B-0003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001350-VS-01 1-001000-VS-01 1-00100-VS-01 1-000 1	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 903 903	Select All Clear All					
1 111 111	00001300-00 00004090-40 00004090-64 00004090-64 00004090-64 00004090-64 00004090-64 00004090-65 00004090-75 00004090-75 00004090-90 00004090-90 00004090-90	Accrued Interest Accrued Interest Accrued Interest Accrued Interest Accrued Interest Accrued Interest Interest Income	Type	FinStmt Code B-000500-VS-02 B-0003475-VS-02 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001000-VS-01 1-00100-VS-01 1-00100-VS-00 1-001000 1-001000 1-001000 1-00100 1-00100 1-00100 1-00100 1	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905	Select All Clear All					
1 111 111	00011300-00 00011300-00 00004090-64 00004090-64 00004090-64 00004090-65 00004090-65 00004090-65 00004090-65 00004090-90 00004090-90 00004090-90 00004090-90 00004090-90	Accrued Interest Accrued Interest Accrued Interest Accrued Interest Accrued Interest Accrued Interest Interest Income	Type	FinStmt Code B-000500-VS-02 B-0003475-VS-01 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001000-VS-01 1-00100-VS-01 1-0000-VS-00 1	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 903 904 905 915	Select All Clear All					
1 111 111	00011300-00 00001300-00 00004090-64 00004090-64 00004090-64 00004090-65 00004090-65 00004090-95 00004090-90 00004090-90 00004090-90 00004090-90 00004090-90	Accrued Interest Accrued Interest Accrued Interest - CDN Interest Income	Type	FinStmt Code B-000500-VS-02 B-0003475-VS-02 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001000-VS-01 1-00100-VS-01 1-001000-VS-01 1-00100-VS-01 1-0000 1-000	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905 915 915	Select All Clear All					
1 111 111	00001300-00 00004090-40 00004090-64 00004090-64 00004090-64 00004090-65 00004090-65 00004090-65 00004090-65 00004090-90 00004090-90 00004090-90 00004090-90 00004090-90 00004090-92 00004090-92	Accrued Interest Interest Income	Type	FinStmt Code B-000500-VS-02 B-0003475-VS-02 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001000-VS-01 1-00100-VS-01 1-0010 1-00100-VS-01 1-00100-VS-01 1-00100-VS-01 1-00100 1-0010	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 903 904 905 915 921 921	Select All Clear All ✓					
1 111 111	00001300-00 00004090-40 00004090-64 00004090-64 00004090-64 00004090-64 00004090-64 00004090-65 00004090-65 00004090-75 00004090-75 00004090-90 00004090-90 00004090-90 00004090-92 00004090-92 00004090-92	Accrued Interest Interest Income Interest Income	Type	FinStmt Code B-000500-VS-02 B-0003475-VS-02 P-003475-VS-01	Scheds Code 1 1-000825-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-000350-VS-01 1-001000-VS-01 1-00100-VS-01 1-00100 1-00100-VS-01 1-00100-VS-01 1-00100 1-001 1-0010 1-001 1-	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905 915 921 922 922	Select All Clear All ✓					

A couple of things to note:

- The number of records with the Search field matches the test string is displayed at the top of the screen.
- You may **Select All** or **Clear All** by clicking the buttons to the right of the display grid.
- Double clicking a row in the grid selects that particular item to have it's Replace field updated in the "replacement" pass

<u>_</u>

- Click on the Previous/Next Selected icons item that has already been selected
- Once ready, click on the **Start Replacing** button to proceed to have those items that have been checked processed.
- To exit without having anything replaced, click the **Cancel** button.

6.6 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

	Data	Accessed From	Comments
1.	User Logon Profile Record	The main menu's System Maintenance drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The G/L menu's Control Options drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those General Ledger systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on <u>Scheduled Menu Functions</u> and under the <u>General Ledger Application Menu</u> and <u>Baber</u> Chapter for further information and the topic following.

Accessing G/L Users' Access Maintenance Function

From the G/L menu, select **User Access Privileges** from the **Control Options** dropdown menu.



Processing Tip

If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

6.6.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

G/L User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.



"Fast Buttons"	
Enable	Setup to give the highlighted "Red Head" user access rights
Enable Like	Use the highlighted "Green Head" user's access rights to initialize one of the other users.
Modify	Modify the General Access properties of the highlighted "Green Head" user.
Remove	Remove all access rights of the highlighted "Green Head" user.
Export	Generate a spreadsheet of all users' menu access rights showing Users in each column, and the applications' menu items in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the 🗄 next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the I next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.
 - All users always have access
 - Full access
 - O Restricted access
 - No access
- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected menu item
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the icons.



Establishing Access for a User

- First make sure that the user's User Code is visible in the tree as a series red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down submenu. (Refer to the chapter on *Defining Series 5 User Logon Profiles* in the Systems Management Help or manuals).
- 2. You can Enable the User using one of four methods:
 - I. Double click the 🛃 red head, or
 - II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or
 - III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, or
 - IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

- If the user is to have access to all menu items, set the Full-Access checkbox
- Select, if any, the Print Queue that this user is most likely to be using. This will be displayed as the default when they generate a report.
- Click on the Add It push button
- 3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.

 - Expand the tree of each of the application's menu bar topics
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - Click the applicable Access Rights radio-button
- If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
- If this menu item is to be scheduled, select the desired Re-Occurring frequency and set an initial scheduled date
- Click the OK push button
- o Repeat for the next menu item
- 4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:
 - o Highlight the read head of the User that you wish to enable access for
 - o Click on Enable Like in the "Fast Button" frame or in the pop-up menu
 - Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
 - Click on the Select User push button
 - o Keep the same access rights values, or change them as required.
 - Click on the Add It push button again
 - o The new user is now set up with the copied user's access rights
 - You may now go ahead and change any of the Access Rights of the menu items as needed

Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- Allowed The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- Not Allowed The user may not select to execute the job using the Job Processor
- Forced When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed
- Delayed The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.

	Menu Item Access Properties:
1	[Reports] Sub-menu Item: A/R Aging Report
	Access Rights:
À	Batch Execution: Allowed O Not Allowed O Delayed O Forced
	Show in the 'Favorites' Tab Menu
	Recurrin

Modifying Access for a User

- 1. Highlight the 🛃 green head of the User to modified
- 2. If you wish to modify the General Access properties
 - Click Modify in the "Fast Button" frame, or right-click and click on Modify in the pop-up-menu
 - \circ The right pane of the window will be activated
 - o Make the necessary changes and click the Update push-button
- 3. If you wish to change the Access properties of a particular menu item
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
 - Make the necessary changes and click the **OK** push-button.
- 4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner
 - $_{\odot}$ Highlight the menu item of interest, and right-click to display the pop-up menu.

- You can either give full access, or remove access totally, depending on the already assigned access
- \circ Make the necessary changes and click the $\ensuremath{\text{OK}}$ push-button.

Removing Access for a User

1. Highlight the 🜆 green head of the User to removed.

General Access tab sub-screen Field Definitions.

- 2. Click **Remove** in the "Fast Button" frame, or right-click and click on **Remove** in the pop-up-menu:
- 3. Click the Yes push-button in the prompt.

Full Access to All Menu Selections	check-box
For the user if checked, then he/she will have	e full access to all menu items.
Default Print Queue	X(20)
Select the Series 5 Printer Queue that this u the reporting functions are executed, this prin Queues are defined by a System Maintenance Management Help if required).	iser would typically by using. When any of nter will be displayed as the default. Print be function. <i>(Refer to the Systems</i>)
Batch Execution - Default Queue	drop down list
Jobs submitted by this user to the Series 5 B Queue	atch Job Processor will use the selected
Batch Execution - Priority	radio-buttons
Jobs submitted by this user to the Series 5 B priority	atch Job Processor will have the selected

Menu Item Access Property sul	b-screen Field Definitions
Access Rights	radio-buttons
Click Full, Semi-Restricted, Restric Restricted or Restricted as options not be granted to the user.	ted, or None. Those menu items that offer Semi- generally have multiple functions, some of which will
Show in the 'Favorites' Tab Menu	check-box
If checked, the corresponding menu General Ledger application's menu	i item will be displayed as a push-button on the on the My Favorites tabbed sub-screen.
Scheduled Function - Re- Occurring	drop down list
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the General Ledger application's menu.	No No Hourly (9-5) Daily (Mon-Fri) Every Day Weekly Monthly Quarterly Annually
Scheduled Function - Next Scheduled For	(mm/dd/yy)
Enter the date and time at which this	s particular scheduled function is to be executed.

Screen Additional G/L Access Properties - Options Tabbed Sub-Screen

A number of special access properties must be are defined for each user of the General Ledger system. These are presented with the following screen:

,	
odify, or delete fine Schedule	e User Access priviledges for this application. ed functions for ALL or a given user.
Fehove	Export
fy User:	USER Access Rights
	General Access G/L Access Properties
	Default Journal Entry Session Prefix:
ĸ	 This User may Approve the posting of General Journal Entry Sessions Posting Approval Password: MYDOGSHEP1
	Update

G/L Access Properties Screen - Field Definitions				
Default Journal Entry Session Prefix	X(2)			
If a character code is entered in this field, then when this user creates a new General Journal Transaction Session, the code will be applied to the first 2 characters of the J-Entry Session Code.				
This User may Approve Posting of Journal Entry Sessions	X(80)			
If the G/L system is configured to require General Journal Transactions Sessions to be approved before they can be posted, then you need to identify those users that have that privilege. Set this check-box if this user has that right.				
Posting Approval Password	X(12)			
When approving the posting of a General Journal Entry Session, the opera a password. This is the field to hold the password. It must contain at leas and it must have both characters and numbers.	tor must enter t 8 characters,			

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6.6.2 Users Scheduled Menu Functions

Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the General Ledger menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

My Scheduled Menu I tems Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is displayed listing each menu-set and sub-functions.

- 1518	beich etholized were level to be excluded as "Tarvarley", or sandy from fail find as to be Scheduled or a re-source glasm.
The Af Schedule Team Af Sched	New Constraining Cale and New Constraining C

Characteristics of the screen to note:

- Click on the imes next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the ♀ icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with

access by clicking the **E** icons

Defining a Scheduled Menu Item

- 1. When the screen is displayed, click on the green "Plus-sign" of the expand the tree structure to show each menu item.
- 2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.
 - If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - o Select the desired Re-Occurring frequency and set an initial scheduled date
 - Click the OK push button

o Repeat for the next menu item

3. The menu item will appear on the applicable General Ledger tabbed sub-screen when next refreshed displayed.

le Tro /indow	× Inquiry Operations I Help	Financial Sta	tements Report	s Codes Ma	aintenance	Wizards	User Functions	Control
Jser: U	JSER		[40] UC	C Direct				Rev: P
	General Ledge	r	July 05, 2008	04:17 PM				-
	5 Daily Functions	6 Mon	hly Functions	7 Year-	End Functio	ons	8 Tr	
	The following Schedu 08:00 am Prof	iled Menu ite	2 Uverdue Fu ms are due for sel	nctions ection today:		g Due		

- Menu Item Access Property su	b-screen Field Definitions
Show in the 'Favorites' Tab Menu	check-box
If checked, the corresponding menu General Ledger application's menu	u item will be displayed as a push-button on the on the on the My Favorites tabbed sub-screen.
Scheduled Function - Re- Occurring	drop down list
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the General Ledger application's menu.	No No Hourly (9-5) Daily (Mon-Fri) Every Day Weekly Monthly Quarterly Annually

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Scheduled F Scheduled F	unction - Next or	(mm/dd/yy)
Enter the date	e and time at which thi	s particular scheduled function is to be executed.

6.7 Wizard Management

Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.

Basic properties and features of a Wizard:

- ✤ Wizards are user defined
- Define up to 20 Wizards for each application
- Each Wizard can be created with up to 10 menu functions
- Wizards can be launched from the applications' menu
- As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

Accessing the G/L Wizard Functions

From the G/L menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.

Processing Tip

If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.



6.7.1 Maintaining Your Wizards

Screen Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.

PI Wizard Codes Maintenance PI Edit Heb Manage Processing Wizards Select specific Menu functions that are to be performed in a particular order. Evit	3
Modify Delete Modify Delete	"Fast Buttons"
ID Title Bgrnd ? Last Invoked I General Interface WIP and Recap: Generate Invokees and Posting to A/R Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DPS Charges, Pre-Bill Report, Select to Invokee, and Pre-Inv Rpt Load DP	New Add a new Wizard
	Modify Modify the Wizard highlighted in the grid
	Delete Delete the Wizard highlighted in the grid
Items are listed in order by Id Number. Search: for:	

Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter it's properties, then secondly, define each of the application's menu items that are to be executed by the wizard.

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- 1. In the grid, click on the **New** button in the "Fast Button" frame.
- 2. The **Properties** screen will be displayed.
- 3. Enter a Wizard #, description, and any instructions to be displayed when it executes.
- 4. Click the **Next** > button at the bottom of the screen to proceed to the next tabbed subscreen to define each step to be performed.
- 5. The **Processing Steps** grid screen will be displayed.
- 6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.
- 7. Select the item from the list and click the **OK** button. Each item selected will be displayed in the **Processing Steps** grid.

Modify an existing Wizard

- 1. In the grid, navigate to the row displaying the wizard that is to be modified.
- 2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
- 3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Delete an existing Wizard

- 1. In the grid, navigate to the row displaying the wizard that is to be modified.
- 2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
- 3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.

🖬 GL Wizard Codes Maintenance
Wizard ID #: 01 · Modify the Properties of
Properties Processing Steps
Enter the properties associated to this Wizard. The Description identifies it in the drop down. The Title, and any comments you enter will be displayed with the Wizard does it's magic.
Wizard #: 1 Menu Bar Description: Daily AP Interface
Title: Load from AP with Trial Balance
Launch Time Instructions:
Verify the cutoff date when interfacing, and ensure no illegal Accounts or Dates The Trial Balance needs only to be output as an Archived Report
This Winerd aspide it's practice uses the Prack around Europhics Processor
Send an Email confirming this Wizard's successful completion 7/07/08 @ 11:58:27
Email Address: by USER
Update Cancel

- Wizard Properties Screen Field Definitions

Wizard

This is a unique # used to identify the wizard.

Menu Bar Description

This is the description that will be displayed on the applications menu.

Title

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions

These instructions are displayed on the Wizard's execution screen

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4 lines of X(90)

X(70)

9(2)

X(25)

Background Execution

Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. (The feature associated to this field has not yet been implemented).

check-box

Confirmation Email

check-box and X(40)

Set to have an email sent when the wizard is finished processing. (The feature associated to these fields has not yet been implemented).

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.

🔲 GL Wizard Codes Maintenance 📃 🗖 🔀		
Wizard ID #: 01 - Modily the Properties of Properties Properties Processing Steps		"Fast Buttons"
Up to 10 Operations may be defined for this Wizard. New Modify Remove Move Up Move Down Step Title Menu Item Sub-Function	New	Add a new Process Step
Trid Barce Report	Modify	Modify the Process Step highlighted in the grid
	Remove	Delete the Process Step highlighted in the grid
Update Cancel	Move Up	Shift the highlighted Process Step up 1 row in the grid
	Move Down	Shift the highlighted Process Step down 1 row in the grid

The following functions are provided for using the push-buttons:

- New To add a new step to the table
- Modify To change the currently selected grid item
- Remove To delete the currently selected grid item

□ Move Up - To move the currently selected grid item up in the table

Deve Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those G/L system menu items that have been configured to be executed using the Wizard.

Modify Wiza	d Process St	ер 01				
Process Step #	for Wizard:	Load from AP with Trial Balance				
Menu Item:	Operation Operation	General Journal Trx Entry Standard Journal Trx Entry	<u>^</u>	2		
	Operation Operation Operation Operation	G/L Company Consolidation Year-To-Date Trx Export Rebuild Acct Period Summary Profit & Loss Statement				
	Operation Operation Operation Operation	Balance Sheet Profit & &Loss Schedules Balance Sheet Schedules Source Allocation of Funds				
Title: Interface from AP Sub-System						
OK Cancel						

Wizard Steps Screen Field Definitions

Menu Item

list-box

The list is made up of those menu items that may be selected as a step by the Wizard.

Title

X(40)

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

- Grid Display Search Options

You may search for specific records displayed in the grid using a number of relevant fields.



Search icon.

A search string may be entered for the following fields:

- Title
- Wizard ID #

6.7.2 Wizard Execution Screen

Click on the

When a Wizard is launched from a given applications' menu, the following screen is displayed.

🔲 SHSI Serie	V Profession	nal Invoi	cing						
File Trx Inquiry	Operations F	Reports	Iodes Maintenance	Purging	Wizards	User Functions	Control Options	Window	Help
User: USER	Professional Inv	voicing	JCC Direct DF July 07, 2008	S Test C	ompany		B	ev: 5.08	
Proces	sing Wizard #	1							
	Genera	Make sure RECAP file designate Good Luc al Interfa	e you have the inter es are for the same d printer when appli k on your journey. ce WIP and Rec	face files in set. Also, I cable :ap; Gene	the correc have the c erate Inve	t directory and tha orrect invoicing fo Dices and Post	at both WIP and irms ready in the ing to A/R		
1	Load G	eneral W	IP/Recap from	Sosheet					
2		Have	he General WIF	Posted			_		
3		Ensure r	o other WIP is :	selected					
4			Select WIP fo	or Billing					
5			Generate I	nvoices					
6		Print	and Post Final I	nvoices					
7	Post the I	nvoices	to Accounts Ree	ceivable					
			Laur	ich this W	'izard	Car	ncel		
						¥.			

Click on the Launch this Wizard push-button to have it started. As each step is executed it's status is displayed in the table.

	RECAP files are for the same set. Also, hav designated printer when applicable Good Luck on your journey.	te Invoices and Resting to A	dy in the
1. L 2. 3.	oad General WIP/Recap from Spsheet Have the General WIP Posted Ensure no other WIP is selected	Completed Completed Completed Completed	
4. 5. 6.	Select WIP for Billing Generate Invoices Print and Post Final Invoices	< NEXT Step	
7. PO	at the involces to Accounts necelyable		
	Proceed with the Nex	tt Step Cancel	-7-

As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.

6.8 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.

This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



The following is an example of the Monitor display screen:

S	/stem	Access Monitor								1000
	These a	are the users current	ly accessing th	ne syste	m as of 10:35:08 am					
			1 -			L				
	PID	Username	Company System	Sys	Function	GL Company	Started		Elapsed Time	Access Code
	101-0 101-1 251-0 251-1 251-2 351-0 351-1 351-2	SHSI4.LARRY SHSI4.LARRY USER USER SHSI4.LARRY SHSI4.LARRY SHSI4.LARRY		IM AR AR GL GL GL	IM Menu Inventory Item Master Monitor System Usage Customers Customer Open Item Inquiry GL Menu Trial Balance Report G/L Account Trx Inquiry	40 40 40	10:33:42 10:33:45 10:34:38 10:33:01 10:33:06 10:34:21 10:34:26 10:34:31	7/04/08 7/04/08 7/04/08 7/04/08 7/04/08 7/04/08 7/04/08	0:01:26 0:01:23 0:00:30 0:02:07 0:02:02 0:00:47 0:00:47 0:00:37	0 1 1 1 1 1 1
L	Refresh Exit									

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).



7 General Ledger Menu Functions

All functions for theG/L system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

7.1 The G/L Menu

The General Ledger Menu screen provides your access to all functions offered in the G/L system.

😔 General Ledger Main Menu

Prior to the Menu being displayed, if the G/L system was configured for multiple G/L Companies, then you will be presented with a window, from which, you must select the G/L Company that is to be worked with.

Select G/L Reporting Company	
Code : 01 Sentinel Hill North America	
OK Cancel	

Vindovi He	p	
lar USE	IPCAJ Sentinel Hill Software Inc.	
	Scheduled for Teday 2 Overdae Functions 3 Coming Due 4 My Favorites	
1	picely bely functions a frankaction Entry	
i	G/L Account Inquiry Chart of Account Maintenance	
	Trial Balance Report Reports Manager	
	Balance Sheet	
, I		
1	Pre-Defined Financial Statements	
-		
	Exit	

- All functions associated to the Series 5 General Ledger system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled
 Scheduled for Today, Overdue Functions, or Coming Due
- The **My Favorites** tab sub-screen will have any menufunctions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper
- You can select up to 9 menu item functions at a time, each executing in their own window
- Access to specific menu items may be granted or denied from the User Access privileges function. (Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)

Menu Bar Headings

The menu bar is divided into major categories of functions. (Follow the link in each item below for further information on each function).

	For selecting a different a G/L Company; accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations 224	For those menu items that provide basic operational functions.

Financial Statements	For generating and printing Financial Statements.
Reports 342	For generating all the reports associated to the General Ledger system.
Codes Maintenance	Those menu items for maintaining the assorted master codes used in the General Ledger system.
Wizards 188	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options	For setting up control preferences and User Access rights to the General Ledger system.
<u>Window</u> ८८।	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

7.2 File Management

The topics in this chapter describe functions and procedures that are a available under the **File** drop down menu on the General Ledger menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

These functions are available from the G/L Menu Bar as shown:

SHSI Series V General Ledger									
File Trx Inquiry Operations	Financial Statements Reports Codes Maintenance Wizards User Functions	Control Options							
G/L Company Reselect									
Reports Manager		Rev: 5.08							
Batch Job Processing	[PCA] Sentinel Hill Software Inc.								
Exit	June 27, 2008 06:30 PM	1							
General Ledger									

7.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are a available under the **Trx Inquiry Options** drop down menu on the General Ledger menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to query your Journal Entries is found here.

These functions are available from the G/L Menu Bar as shown:



7.3.1 GL Journal Transaction Inquiry

The Account Transaction Inquiry function provides easy access and display of the Journal Entries that have been posted to the General Ledger. It offers a variety of different ways of selecting and displaying the transactions. Some of the features of the Inquiry function are as follows:

- Items may be displayed for selected G/L Account, Journal Entry Source Code, or Sub-Ledger Project
- Items may be displayed for a given Fiscal Period, or for an operator entered date range
- A number of different Transaction filters may be set to assist in locating a particular set of items
- Journal Entries may be output to a report, or exported to a spreadsheet
- A Sub-Query may be launched for a particular Source Code, or Reference Code
- Word or Excel, or any type of file, may be attached to a particular Journal Entry
- A Comment may be recorded and attached to a particular Journal Entry
- The Sub-Ledger Project Code assigned to a Journal Entry may be edited

When setting display filters, printing a Journal Entry report, or exporting transactions, the operator is presented with the standard <u>G/L Transaction Select Filters</u> ¹⁴⁹. This allows you to select specific ranges of Dates, Sub-Ledger Projects, Profit Center, or types of transactions

that are to be included.

When exporting transactions to a spreadsheet, the operator is presented with the standard \underline{G} / <u>L Account Select Filters screen</u>. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included.

The Account Inquiry function is launched from the G/L Menu's Trx Inquiry drop-down menu.



7.3.1.1 Journal Entry Inquiry Grid Screen

G/L Journal Entry transactions are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the list of journal entries for a specific G/L Account, Sub-Ledger Project, or Journal Entry Source code. As an alternative, the data can also be easily exported to a spreadsheet for further analysis, or output to a report to be printed.

Sournal Entry Inquiry Grid

G/L Journal Entry Inquiry										
G/L Transaction Journal Inquiry View Ledger Transactions using a variety of methods; Print or export transactions for selected Accounts or Projects; Add attachments, Comments or Follow-Up flags to individual items.										
Set Filte	s	Print Grid Items	Export Y	D Transact	ions	For Fiscal Period	1/01/07 - 1	/31/07 Pe	iod 01 Year End Dec/2007	
G/L Account:	1430-001	•	- m [m] m]		Ľ	O For Selected Dates	·			
Prepaid Fringe Benefits Go To Trxs Dated: List by: Account / Date (Newest first) Refresh										
Lgr Date	Doc Date	Debit	Credit	JE Source	Туре	Sub-Ledger Project	Ref Doc #	Ref Code	Ref Company/Item F	3
1/31/07	1/29/07	70.00		AP0107	AP-Expense		134018	22257	AMERICAN EXPRESS 7	7
1/31/07	1/29/07	1,645.00		AP0107	AP-Expense		134017	22257	AMERICAN EXPRESS 7	7 1 -
1/31/07	1/26/07	792.82		AP0107	AP-Expense		134010	10202	ARAMARK BUSINESS SERVI 7	7
1/31/07	1/19/07	418.05		AP0107	AP-Expense		133881	17479	HINCKLEY SPRINGS 7	7
1/31/07	1/09/07	6,011.53	N	AP0107	AP-Expense		133854	10202	ARAMARK BUSINESS SERVI 7	7
1/31/07	1/16/07	850.00	М	AP0107	AP-Expense		133774	23600	SIDLEY AUSTIN BROWN & V 7	<u>'</u>
1/31/07	1/04/07	309.38	~	AP0107	AP-Expense		133765	18799	VILLAGE OF SKOKIE (ATTN: 7	71 ±
1/31/07	1/23/07	9,245.34		AP0107	AP-Expense		133761	21691	SUN LIFE ASSURANCE COM 7	<u>7</u>
1/31/07	1/15/07	6,335.50		AP0107	AP-Expense		133678	23110	GUARDIAN LIFE INSURANCE 7	
1/31/07	1/17/07	72,162.24		AP0107	AP-Expense		133649	21499	BLUECROSS BLUESHIELD 7	<u> </u>
1/31/07	1/31/07	0.00		STDUU5	GL-Standrd				AMT REIMBURSED BY EMPL	- 1
1/31/0/	1/31/07	0.00		STD005	GL-Standrd				SDI/SULADJUSTMENT	Ŧ
1/31/07	1/31/07	0.00		STD005	GL-Standrd				ADJ FRINGE-NECSA MU INV	
1/31/07	1/31/07	0.00		STD003	CL Chanded					
1/31/07	1/31/07	0.00		STD003	GL-Standrd				ANTE FOR HON - FILMULEXPE	
1/31/07	1/31/07	0.00		STD003	GL-Standrd				INSUBANCE CLAIMS NY SUF	I
1/31/07	1/31/07	0.00		STD003	GL-Standrd				CTL TRANSFER-MED STOP	
1/31/07	1/31/07	0,00		STD003	GL-Standrd				INSUBANCE CLAIMS - ACPA	
<		5.00	Ш							>
Account T for 43	otals Items.	34 Debit 9 Credit	s: \$ 207 s: \$ 372	,953.30 ,777.38	Opening I Closing I	Balance: \$ 100,000 Balance: \$ 264,824	.00CR .08CR	Net Ch	ange: \$ 164,824.08CR	
or Account,	tems listed	by Date (most re	ecent first).		Search:	f	or:			

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

"Fast Buttons"					
Set Filters	To limit the list of transactions displayed by setting a number of different filters of related fields.				
Print Grid Items	To have the selected Journal Entries printed to a report				
Export	To have the selected Journal Entries output to a spreadsheet				

Some of the special features of this "Inquiry" grid are as follows:

Г







7.3.1.2 Journal Entry Sub-Query

One feature of the Inquiry function is the ability to right-click on a particular cell of the display grid to have a pop-up menu displayed. One of the menu items is the sub-query sub-function. Depending on the particular column chosen, the system will list all Journal Entry transactions, regardless of account, that has the same value of the cell of the column originally clicked. The sub-query function is offered for the following grid columns:

- Journal Entry Source
- Source Transaction Type
- Reference Document Number (ie., Invoice Number, Check Number, etc.)
- Reference Document Code (ie., Vendor Code, Customer Code, Asset Code, Employee Code, etc.)
- Reference Name (ie., Customer Name, Vendor Name, Part Description, etc.)
- Reference Batch
- Operator Code, (of the individual who entered the transaction into the system)



A screen will be displayed that lists each Journal Entry with the applicable code that matches that of the value of the cell the pop-up was launched from.

isting items Dated: In the Current Fiscal Year 1/01/08 · 12/31/08										
G/L Account		Lgr Date	Doc Date	\$ Amount	S/L Project	JE-Source	Ref-Doc#	Ref-Code	Ref-Batch	Ref-Company/Item
11 03-001 2600-001 1430-001 2600-001 1103-001 2600-001 2520-102 3520-103 3520-200 3520-360 3520-360 3520-362 3520-363	6	1/03/08 1/03/08 1/31/08 1/31/08 2/14/08 2/14/08 4/30/08 4/30/08 4/30/08 4/30/08 4/30/08 4/30/08 4/30/08 4/30/08 4/30/08	1/03/08 1/29/08 1/29/08 2/14/08 2/14/08 4/28/08 4/28/08 4/28/08 4/28/08 4/28/08 4/28/08 4/28/08 4/28/08 4/28/08 4/28/08	70.00CH 70.00 1,470.00CR 1,470.00CR 1,470.00CR 1,470.00 535.00 535.00 535.00 535.00 10.216.31CR 347.50 865.00 388.50 470.00		APU108 AP0108 AP0108 AP0108 AP208 AP208 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408	203291 203291 141731 141731 203995 203995 143034 143034 143034 143034 143034 143034 143034 143034 143034	22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257	APCHEK APCHEK 7330 APCHEK APCHEK 7358 7358 7358 7358 7358 7358 7358 7358	AMERICAN EXPRESS AMERICAN EXPRESS
101 Items on file. Total Debits: 111,402.63 Total Credits: 111,402.63CR Net Change: 0.00										

The push buttons to have the detail printed or exported:

Push Button functions				
Print	To have the listed Journal Entries printed to a report			
Export	To have the listed Journal Entries output to a spreadsheet			

Listing Items Dated	drop-down list
All Journal Entries with Ledger Dates	For ALL Dates
available to be listed in the table.	In the Current Reporting Period In the Current Fiscal Year From the Beginning of the Prior Fiscal Year

7.3.1.3 Attachments, Comments and Flags

The Series 5 G/L Journal Entries are recorded as records when entered and posted. For each Journal Entry, that has already been posted, an Attachment or a Comment may be assigned. As well, they may be "Flagged". Right-click on the row of the transaction to be flagged or have an attachment.

уре	Subledg	er Project	Ref Doc #	Ref Cod	
^D -Expense			148303	015977	
^o -Expense			148304	015977	
^D -Expense	352-65	Add/View A	Attachment 7		
^o -Expense		Add/View (Comments	3	
^D -Expense	352-65	Set/Clear F	=lags	7	
		Sub-Query	by GL Trx field		
		Adjust J-Er	ntry Project Co	de 🚬 —	
				N	
_					

Journal Entry — Attachments

An Attachment might consist of a spreadsheet, or a Word Document, a scanned image, or any other type of file that would be used to describe the Journal Entry, or show how it came about to be.

Microsoft Word and Excel documents may be viewed by clicking the **Show me the Attachment** push button.

Associate an Attachment to this Transaction You may attach a file to this GL Journal Entry. This might be a scanned image, a Word document, or an Excel spreadsheet providing detailed computations.	Journal Entries with an Attachment are flagged:
Attachment: \Sentinel Hill\Accounting\Invoices_2004\0220_PCement.doc Browse Show me the Attachment (Attachment Id #: 000000004) OK Remove Attachment	Atch

Sournal Entry — Comments

A Comment consisting of up to 1,000 characters may be entered. This could be used to provide additional information, or used by the auditors to justify a correction.

Record Comments for this Transaction	Journal Entries with a
Record Comments for this Transaction You may record some notes about this GL Journal Entry. These might be used to describe why the Journal Entry was made, or how it affects your Year End Close. Image: Motes for the Journal Entry? (GL Trx Note Id #: 000000001) Twas the night before Christmas, and all through the house. Image: Note a creature was stirring, not even a mouse. The stocking were hung by the chimney with care, In hopes that St. Nicholas soon would be there. The CFO was up late fixing the books. Hiding the big payouts so the bailouts would Image: Note Structure was solution of the big payout so the bailout sould the big payout so the bailout sould to the sould to the sould to the big payout so the bailout sould to the big the big bailout sould to the big the big bailout sould to the big the big bailout sould to the big bailout sould bailout sould bailout sould to the big bailout sould to the big bailout sould to the big bailout sould bailout sould to the big bailout sould bailout	Journal Entries with a Comment are flagged:
OK Remove Comments	

Journal Entry — Flags

A Flag can be attached to a Journal Entry. One of 5 different colors may be chosen. On the Inquiry grid screen, the selected colored flag is displayed.

Selecting the Flag: Th	he Fla	ıg is displa	iyed ir	n the i	nquiry	/ grid:
6,011.53 Follow-Up Flag 9,2 6,3 72,1 Follow-Up Flag 6,3 Follow-Up Flag Follow-Up Flag	SERVI VN & W ATTN: he Fla ransa	Ref Batch 7178 7177 7177 7177 rgs are offo ction Selection rent G/L re With Follo With Follo Red V Red	Atch ered a ct Filte portin w-Up F Flagged	Comt as sele er scr g and lag:	Flag ection een th inqui Blue Green Purple	Memo filters on the generic G/L nat is offered in a variety ry functions:

7.3.1.4 Sub-Ledger Project Adjustments

One feature of the Inquiry function is the ability to right-click on a particular cell of the display grid to have a pop-up menu displayed. One of the menu items is to have the Sub-Ledger Project adjusted, or edited. Basically, you can edit the Project that was originally assigned to the Journal Entry. All the rules associated to assigning a Project Code to a Journal Entry for a particular G/L Account apply. As well as the Project Code, the Memo field associated to the

Journal Entry may also be edited.

уре	Subledg	er Project	Ref Doc #	Ref Cod		
^D -Expense			148303	015977		
^o -Expense			148304	015977		
Expense	352-65	Add/View A	Attachment	7		
^o -Expense		Add/View (Comments	3		
^D -Expense	352-65	Set/Clear Flags 7				
		Sub-Query	by GL Trx field	1		
		Adjust J-Er	ntry Project Co	de 🚬 🗕		
				N		
_				_		

Double-clicking a row in the grid provides the same function to be evoked.

l <mark>it Select Journal Entry Fields</mark> You may modify the Sub-Ledger Project a	nd/or the Journal Ti	ransaction's Memo fields.		2	
Journal Entry: G/L Account: 6536-603		Ledger Date:	3/31/09		
Auto Expenses		Transaction Date Date Entered:	4/02/09 4/16/09		
Debit: 145.00	Credit:				
JE Source: APDIST Type: APVD	Ref Batch: Ref Doc #:	E00009 148722			
Entered By: EKONSTAM	Ref Code: Ref Name:	001113 Wilson, Michelle	E		
Sub-Ledger Project: SOC603					
Memo: 181.5047 ACI Spring Convention					
OK Cancel					

Journal Entry Sub-Ledger Project - Edit Screen

Journal Entry Edit Warning

This function provides an easy way to edit the Sub-Ledger Project Code that had been associated to the Journal Entry. However, the following points should be noted:

• There is no audit trail recording this action

 If the Journal Entry had originated from a transaction that was entered in one of the subsidiary systems, (ie., A/R or A/P systems), then editing the Journal Entry, DOES NOT EDIT THE PROJECT CODE THAT WAS ENTERED FOR THE ORIGINAL TRANSACTION

– Journal Entry Sub-Ledger Project I	Edit - Fields Definitions				
Sub-Ledger Project Code X(6), X(8), X(4)-X(4), or X(4)-99-99					
If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed You would typically enter a Project Code with revenue or expense account distributions.					
Enabling G/L Accounts for Pro	jects				
The G/L system is enabled to used Sub-Ledger Projects as a property of the G/L Control Preferences 493. If validation by Department or Account is selected, then the combination of Account and Project, or Department and Project is tested and must be a valid pair. As well, one of the properties of the G/L Account, is whether a Sub-Ledger Project is Always, Never, or Optionally entered with the account when used to enter a Journal transaction.					
Memo	Memo X(40)				
A memo may be entered to describe the carried with the transaction, and is print	e reason for the Journal Entry transaction. It is ed on reports and displayed on inquiry screens.				

7.3.2 Source Analysis Inquiry

The General Ledger system is the heart of the Series 5 family of accounting applications. It accumulates journal entries from a variety of different subordinate systems, Standard sets of transactions, or manual entry sessions. Those journal entries that were created as result of transactions being entered or processed in the subsidiary systems also come from different Batch Entry sessions or process operations.

In an effort to reconcile, or analyze the source of the G/L Journal Entries, this reporting function accumulates sub-totals of transactions by account, for a variety of different sources. If there are questionable transactions or account totals in your G/L, this analysis is a useful tool in attempting to identify how they came about.

Analysis with sub-totals by account, are available as follows:

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- □ by Journal Entry Source code (codes assigned to Journal Entry Sessions)
- □ by Subsidiary Systems, (ie., Accounts Payable or Accounts Receivable)
- □ by the Transaction Entry Batch Codes of the Subsidiary System under which applicable transactions were entered
- □ by G/L Transaction Types (ie., AP Expense, or AR Cash Receipts, etc).
- □ by G/L Account Types (ie., A/R Control, A/P Control, Asset, Expense, Liability, etc)

For each Account, totals are accumulated and presented for Total Debit, Total Credit and Net Change.

The inquiry analysis is based on specific date ranges of data. These are determined by the Fiscal Periods defined by the Fiscal Years' Periods Maintenance function for a found under the General Ledger's Control Options. Up to eight years of data is kept in the Series 5 General Ledger system and is available for analysis. The Source Analysis may be generated for any of the 8 Fiscal Years, or any of the Fiscal Periods within those years, or for any other date specified range.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The Source Analysis Inquiry function and the Transaction Source Analysis Report function are in fact the same function. For a full description, refer to the topic titled <u>Transaction Source</u> Analysis [351] found under the chapter on Reporting Functions [342] later in this documentation.

7.3.3 SubLedger Project Trx Inquiry

The Sub-Ledger Transaction Inquiry function provides easy access and display of the Journal Entries that have been recorded with a Sub-Ledger Project. It offers a variety of different ways of selecting and displaying the transactions. Some of the features of the Inquiry function are as follows:

- Items may be displayed for selected Project, G/L Account, or Profit Center
- Items may be displayed for a given Fiscal Period, or for an operator entered date range
- All transactions that have ever been recorded are presented for display
- Transactions may be output to a report, or exported to a spreadsheet
- A Sub-Query may be launched for a particular Source Code, or Reference Document #, or Reference Code
- Word or Excel, or any type of file, may be attached to a particular Transaction
- A Comment may be recorded and attached to a particular Transaction
- The Memo associated to the Transaction may be edited

When setting display filters, printing a Grid Items report, or exporting transactions, the operator is presented with the standard $\underline{G/L \text{ Transaction Select Filters}}$. This allows you to select specific ranges of Dates, Sub-Ledger Projects, Profit Center, or types of transactions that are to be included.

When exporting transactions to a spreadsheet, the operator is presented with the standard \underline{G} / <u>L Account Select Filters screen</u> [144]. and the <u>SubLedger Project Filters screen</u> [152]. These allow you to select specific ranges of Projects, Accounts, Profit Centers, Entities, or Types of accounts that are to be included.

The Account Inquiry function is launched from the G/L Menu's Trx Inquiry drop-down menu.

SHSI	Series V General Ledger	
File T	x Inquiry Operations Financial Statements Report	s
Cont User:	G/L Journal Entry Inquiry Source Analysis Inquiry	-
10 je	SubLedger Project Trx Inquiry Project Analysis Inquiry	
•	Account Period Summary	
	5 Daily Functions 6 Mc	
	1 Scheduled	

7.3.3.1 SubLedger Trx Inquiry Grid Screen

G/L Journal Entry transactions, that were recorded with a Sub-Ledger Project code, are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the list of entries for a specific Sub-Ledger Project, G/L Account or Profit Centre code. As an alternative, the data can also be easily exported to a spreadsheet for further analysis, or output to a report to be printed.

Sub-Ledger Transaction Inquiry Grid

Sub-Ledger Project Transaction Inquiry												
Sub-Ledger Transaction Journal Inquiry View Project Transactions using a variety of methods; Print or export transactions for selected Accounts or Projects; Add attachments, Comments or Follow-Up flags to individual items.												
Set Filters Print Grid Items Export Transactions				© For Fiscal Period © For Selected Dates Between: 1/01/10 12/31/35								
Sub-Ledger Project: 001074 - 內 內 內 內						List by	Project / Dat	e (Oldest first) •	<u>n</u>	Refre	sh
Lgr Date	Doc Date	Debit	Credit	JE Source	Туре	G/L Account	Ref Doc #	Ref Code	Ref Compa	ny/Item		
1/31/10	1/31/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
1/31/10	1/31/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	-
2/28/10	2/28/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
2/28/10	2/28/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	
3/31/10	3/31/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
3/31/10	3/31/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	
4/30/10	4/30/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	ź
4/30/10	4/30/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	
5/31/10	5/31/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
5/31/10	5/31/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	
6/30/10	6/30/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
6/30/10	6/30/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	Ŧ
7/30/10	7/30/10	139.45		AP0813	AP-Expense	1480-056	053068	2044	LIONS GATE	VEHICLE SERVICE		
7/31/10	7/31/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
7/31/10	7/31/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	
8/31/10	8/31/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
8/31/10	8/31/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	•
9/30/10	9/30/10		203.65	DPNNEW	GL-General	1580-056			MONTHLY D	EPRECIATION 1496	2-2743°	
9/30/10	9/30/10	203.65		DPNNEW	GL-General	4440-056			MONTHLY D	EPRECIATION 1496	2-2743°	
•			m									•
Project Totals Opening Balance: \$ 14 962 75 47 Debits: \$ 6 782 54 Net Channer \$ 125 990 0												
for 124 It	ems:	for 2	9 Items:		48	Credits: \$ 6,5	008.43	Closing Ba	lance: \$	14,836.86		.d
or Project, items listed by Date foldest first). Search: for:												

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

"Fast Buttons"				
Set Filters	To limit the list of transactions displayed by setting a number of different filters of related fields.			
Print Grid Items	To have the selected Sub-Ledger Transactions printed to a report			
Export	To have the selected Sub-Ledger Transactions output to a spreadsheet			

Some of the special features of this "Inquiry" grid are as follows:

Click to select to display only the Transactions for a given date range, or for one of the standard	For Fiscal Period For Selected Dates Between: 12/01/07 12/10/07
--	---


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 Reference Document Number Reference Document Code Reference Name Reference Batch Operator 	Project / Date (Oldest first)
 Journal Entries for a selected Sub-Ledger Project, G/L Account or Profit Center is offered. The operator can then enter the code or account number of the set of transactions of interest. Enter the Account #, Project or Profit Center Code for which Journal Entries are to be displayed. (Click the binocular icon with the up/ down arrow to display transactions that exist for the prior/next occurrence of that code on file). For a selected Project items may be listed by: Date (oldest 1st) Amount 	Project / Date (Newest first) Project / Amount (Descending) Account / Date Profit Center / Project Sub-Ledger Project: ACI C M M M M M G/L Account: 5110-103 Salaries J-Entry Source Code: PD0710 M M

7.3.3.2 SubLedger Trx Inquiry Sub-Query

One feature of the Inquiry function is the ability to right-click on a particular cell of the display grid to have a pop-up menu displayed. One of the menu items is the sub-query sub-function. Depending on the particular column chosen, the system will list all transactions, regardless of Project, that has the same value of the cell of the column originally clicked. The sub-query function is offered for the following grid columns:

- Journal Entry Source
- Reference Document Number (ie., Invoice Number, Check Number, etc.)
- Reference Document Code (ie., Vendor Code, Customer Code, Asset Code, Employee Code, etc.)
- Reference Name (ie., Customer Name, Vendor Name, Part Description, etc.)
- Reference Batch
- Operator Code, (of the individual who entered the transaction into the system)

JE Source	Ty	ре	G/L Account		Ref D	
6P0917	AF	P-Expense	1471-056		03	
SEP001 AP0121 6P0616 6P1219		Add/View A Add/View (Set/Clear F	Attachment Comments lags		03	
AP0121		Sub-Query by JE Source Adjust Transaction Memo				

A screen will be displayed that lists each Transaction with the applicable code that matches that of the value of the cell the pop-up was launched from.

Operational Warning

When transactions for the Sub-Query are loaded, all records in the Sub-Ledger Transaction history file are searched. The time required is dependent on the # of records present.

Also, ONLY up to 500 transactions can be displayed.

Sub-Ledger Transaction Inquiry Sub-Query Screen

A. Journal Entry Sub-Query - For Ref Code: 22257									
			<u> </u>						
G/L Account	LgrDate DocDa	te \$Amount	S/L Project	JE-Source	Ref-Doc#	Ref-Code	Ref-Batch	Ref-Company/Item	
1103-001 2600-0001 1430-001 2600-001 1103-001 2600-001 6520-102 6520-102 6520-342 2600-001 6520-342 2600-001 6520-350 6520-350 6520-362 6520-362 6520-363	1/03/08 1/03/ 1/03/08 1/03/ 1/03/08 1/29/ 1/31/08 1/29/ 1/31/08 1/29/ 1/21/4/08 2/14/ 2/14/08 2/14/ 4/30/08 4/28/ 4/30/08 4/28/ 4/30/08 4/28/ 4/30/08 4/28/ 4/30/08 4/28/ 4/30/08 4/28/ 4/30/08 4/28/ 4/30/08 4/28/	8 70.00CR 8 70.00 18 1.470.00CR 18 1.470.00CR 18 1.470.00CR 18 1.470.00CR 18 1.470.00CR 18 3.58.00 18 533.01 18 535.00 18 535.00 18 3.47.50 18 385.00 18 385.00 18 385.00 18 385.00		AP0108 AP0108 AP0108 AP0108 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408 AP0408	203291 203291 141731 203995 203995 203995 143034 143034 143034 143034 143034 143034 143034 143034 143034	22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257 22257	APCHEK APCHEK 7330 APCHEK APCHEK 7358 7358 7358 7358 7358 7358 7358 7358	AMERICAN EXPRESS AMERICAN EXPRESS	<
101 Items on file. Total Debits: 111,402.63 Total Credits: 111,402.63CR Net Change: 0.00 101 Listed.									
		Print Ex	port	[Exit				

The push buttons to have the detail printed or exported:

	Push Button functions
Print	To have the listed Items printed to a report
Export	To have the listed Items output to a spreadsheet

Sub-Query Select Fields Definitions

Listing Items Dated	drop-down list
All Journal Entries with Ledger Dates matching the selection are tallied, and made available to be listed in the table.	For ALL Dates In the Current Reporting Period In the Current Fiscal Year From the Beginning of the Prior Fiscal Year

7.3.4 Project Analysis Inquiry

Projects provide an additional way of labeling Journal Transactions in the Series 5 system. You might use Projects to specify where, to what, or to whom a journal entry is associated with. If you want to track expenses or revenues to a particular event, of job related to your business, you might set up a Project. When recording G/L Journal Entries, a Sub-Ledger Project Code may optionally be assigned. These Sub-Ledger Project codes may also be assigned to expenses and revenues that are recorded in the the Accounts Payable and Accounts Receivable systems.

To analyze the activity of G/L Journal Entries that had been recorded with projects, this reporting function accumulates sub-totals of transactions by Project, for a variety of different sources. Totals may be analyzed for a particular Fiscal Period, all the periods for a selected Fiscal Year, or for an operator entered date range.

Totals of Journal Entries are tallied for the following:

- by Project
- □ by Project for a selected G/L Account
- D by Project for a selected G/L Account Main Number
- □ by Project for a selected G/L Account Profit Center
- □ by G/L Account for selected Project
- □ by G/L Account Main Number for selected Project
- □ by Profit Center by selected Project

For each combination of analysis totals are accumulated and presented for Total Debit, Total Credit and Net Total.

The inquiry analysis is based on specific date ranges of data. These are determined by the Fiscal Periods defined by the Fiscal Years' Periods Maintenance function for a found under the General Ledger's Control Options. Up to eight years of data is kept in the Series 5 General Ledger system and is available for analysis. The Source Analysis may be generated for any of the 8 Fiscal Years, or any of the Fiscal Periods within those years, or for any other date specified range.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The Project Analysis Inquiry function and the Project by Period Analysis Report function are in fact the same function. For a full description, refer to the topic titled <u>Project by Period</u> <u>Analysis 371</u> found under the chapter on <u>Reporting Functions 342</u> later in this documentation.

7.3.5 Account Period Summary Inquiry

The Series 5 General Ledger system provides for Inquiry and Reporting on up to 8 Fiscal Years.

Accounting Periods are a company's means of identifying the standard reporting periods for the fiscal year. Up to 13 periods may be defined for each year. You may define a starting and ending date for each period. (*They are set up using the Fiscal Year's Period Maintenance* and *control function*).

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All accounting transactions are entered in the Series 5 applications with both a Transaction Date and a Ledger date. The Ledger Date determines which period the transaction is recorded to.

Internally, the Series 5 General Ledger system maintains tables for each G/L account that accumulate the total of all Credit and Debit transactions for each period. The data from these tables are used to compute the opening balance for inquiry and reporting functions for any given operator selected period. This inquiry function displays these totals. The operator may select to display the totals for each Period for a selected Fiscal Year; or the overall totals for each or the 8 years of data that may be kept.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen or exported to an MS Excel spreadsheet.

Note that an <u>Accounts Period Net Change report</u> may be obtained for all accounts by selecting the applicable menu item from the "Reports" drop-down menu.

Note

If there is ever any doubt as to the validity of the Period Summary amounts presented for any given G/L Account, there is an operation that will re-compute the Period Totals. From the G/L menu-bar click **Operations**, and then select the **Rebuild Account Period Summary** menu item. If there are ever any changes made to the dates set up by the Fiscal Period Maintenance function, you must rebuild the Account Period Summary totals.

Period Summary Inquiry - Account Totals Screen

The totals for selected G/L Accounts are displayed with the following screen:

Account Period Sumn 3/L Account 1055-002 Canadian Im	nary Inquiry	<u>ิษฏ์ คป</u>	 For Fiscal Year Enc For ALL Years D TOTALS 	ling Dec/2007	(Prior)	Exit 💻	
Fiscal Period	Opening Balance	Debits	Credits	Net Change	Ending Balance	Validated NetChng	Trx Count
1/01/07 - 1/31/07	0.00	282,496.40	282,496.40-	0.00	0.00		
2/01/07 - 2/28/07	0.00	244,247.44	244,247.44-	0.00	0.00		
3/01/07 - 3/31/07	0.00	247,602.30	247,602.30-	0.00	0.00		
4/01/07 - 4/30/07	0.00	245,238.48	245,238.48-	0.00	0.00		
5/01/07 - 5/31/07	0.00	546,898.44	546,898.44-	0.00	0.00		
6/01/07 - 6/30/07	0.00	234,281.76	234,281.76-	0.00	0.00		
7/01/07 - 7/31/07	0.00	234,281.76	234,281.76-	0.00	0.00		
8/01/07 - 8/31/07	0.00	237,070.21	237,070.21-	0.00	0.00		
9/01/07 - 9/30/07	0.00	246,365.10	246,365.10-	0.00	0.00		
10/01/07 - 10/31/07	0.00	251,756.18	251,756.18-	0.00	0.00		
11/01/07 - 11/30/07	0.00	251,115.10	251,115.10-	0.00	0.00		
12/01/07 - 12/31/07	0.00	251,115.10	251,115.10-	0.00	0.00		
Fiscal Year Totals:	0.00	3,272,468.27	3,272,468.27-	0.00	0.00		
Output Tot	tals to Spreadsheet	Validate To	tals for this Account	Compute and di	splay accumulated Ope	ning Balances for unclose	ed Fiscal Years

The push buttons to have the totals validated or exported:

Push Button functions				
Output Totals to Spreadsheet	To have the totals for the selected account output to a spreadsheet			
Validate Totals for this Account	The system will read through the Journal Entry file, and re-compute the totals for the selected account			

Some of the special features of this "Inquiry" grid are as follows:

 Click to select to display either the totals for each Period for a particular Fiscal Year; or a single total for each of the 8 years that may be kept on the system Select the Fiscal Year for which totals will be displayed 	For Fiscal Year Ending For ALL Years For ALL Years Dec/2007 (Prior) Dec/2008 (Current) Dec/2010 Dec/2010 Dec/2011 Dec/2012 Dec/2013 Dec/2014
Enter the Account #, Project or Source Code for which Journal Entries are to be displayed. (Click the binocular icon with the up/down arrow to display totals for the prior/ next account on file).	CACcount Period Summary Inquiry G/L Account: 1108-001 Product Development 反

7.4 **Operational Functions**

The topics in this chapter describe functions and procedures that are a available under the **Operations** drop down menu on the General Ledger menu. These menu items are used to perform the major processing functions in the General Ledger system. In particular, the functions for entering Journal Entries is found here.

These functions are available from the G/L Menu Bar as shown:

🔲 SHSI Series V G	eneral Ledge	r)				_ 0	x
File Trx Inquiry	Operations	Financial Statements	Reports	Codes Maintenance	Wizards Us	er Functions	
Control Options	Genera	I Journal Trx Entry					
User: USER	Standa	rd Journal Trx Entry				Rev: 5.10	
	InterCo	ompany Journal Trx Entr	у	ment Shippers			
	Interfa	ce from Sub-Systems		1			
Gen	G/L Co	mpany Consolidation					
5 Daily	Year-T	o-Date Trx Export	12	ar-End Functions	8 Transacti	on Entry	
1 Sc	Year Er	nd Processing		3 Coming Due	4 My Fa	avorites	
The follo	Rebuil	d Acct Period Summary		ау:			
	Search	/Find and Replace					
				-			
				Harts -			
the sale langer		in Saatha an an Star a sa		Condetter Condetter	Charles and the		. I
						-	

7.4.1 General Journal Transaction Entry

This Series 5 General Ledger operation's menu item provides the means to record G/L Journal Entries to your system.

Some of the features associated to General Journal Transactions entry are as follows:

- All Transactions are entered as sets of transactions into operator defined Journal Entry Sessions, or Batches.
- Sessions are created in advance and can have control totals that are tested as transactions are entered.
- Different operators may be working with different sessions totally independent of one

another.

- When General Journal Sessions are posted, a journal is generated which is archived for future reference
- The Ledger Dates of all transactions are validated against the range of dates that are defined as the Valid Posting Period by the Fiscal Year Periods Maintenance function.
- Sets of transactions may be entered for a given dollar amount automatically distributed to a pre-defined set of accounts at set percentages
- An existing Transaction within the Session may be selected. Using this transaction, it may be replicated as a series of transactions dated with an operator selected interval.
- From a selected Journal Session, transactions from subsidiary systems, (A/R, A/P, and Fixed Assets), or a spreadsheet, can be interfaced directly.
- When General Journal Session Batches are posted, their transactions are copied to the G/L Year-To-Date file. These remain on the system for up to 8 years, before the Year End function removes them.
- When Interfacing G/L Transactions from all of the subsidiary systems, they all are first recorded to a General Journal Session as a transaction. The Journal Entry Session must then be posted before the transactions contribute to any G/L Financial reports.
- As an option defined by the GL Control Preferences, prior to a Session being posted, it will have to be Approved by a designated user.
- A function is offered that will generate Reversing Transactions from a previously posted Standard or General Journal Session set of transactions.

Before entering the General Journal Transactions, a Journal Entry Session must be created. These may be created directly from the Transaction entry routine.

Ceneral Journal Transaction Entry
 Journal Entry Session Selection [22]
 Defining a Journal Entry Session [23]
 General Transactions Entry Grid Screen [23]
 General Journal Transaction Data Entry Screens [24]
 Interfacing from a Subsidiary System [25]
 Loading General Journal Transactions from Spreadsheet [24]
 Adding Auto-Distribution Transaction Sets [23]

- Reversing a Previously Posted Journal Session²³⁹
- > Approving Journal Entry Session to be Posted

+ Accessing the G/L General Journal Transactions Entry Function

From the G/L Main menu, select **General Journal Trx Entry** from the **Operations** drop-down menu.



General Journal Transaction Entry Batches

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Supplier Invoice Entry
- Purchasing System Requisition and PO Transaction Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.
- 2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.
- 3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions is then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions is determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. In most cases, the Batch Header record is kept on file and may be reviewed at any time in the future. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

Once a batch is posted, the data may no longer be accessed via the batch number. It may however, be printed in an archive journal. This journal data may be purged by the user to suit his requirements. One example for the use of this journal is to keep a record of the year's transactions, and these transactions could be purged after being listed as part of the year end processing.

When a General Journal Transaction Session is posted, a **Post Set History** record is recorded. This record contains assorted information associated to the posted J-Entry Session such as the number of transactions, the total Debits, the J-Entry Session Code, and the Series 5 Users codes who created, approved and posted the session. This history record is assigned a unique **Posting Set ID Number** that is used to retrieve this record in other GL functions. Each posted Journal Entry is recorded with this Posting Set ID Number.

7.4.1.1 General Session Selection

The first screen that is displayed when selecting General Journal Transaction Entry is one that lets you select an already establish Journal Entry Session, or create a new one. It will display push-buttons of the most recently created or accessed Batches. A given Batch may be selected by clicking on the button, or selecting one from the drop-down list.

J-Entry Session: CRD Created: 8/27/08 12:10 PM by: USER With: 2 of 0 Trxs Entered Total Debits: \$ 1,000.00 of an expected \$ 0.00 With a Running Balance of: \$ 1,000.00 Recently Accessed or Created J-Entry Sessions: Postag 9/15/08 12:12 PM USER PD0808 9/05/08 13:34 PM USER GORD 8/27/08 12:10 PM USER Create a new Journal Entry Session K Exit General Journal Trx Entry	General Ledger Transactions are entered i session from one of those that have alreac	n sets under the control of Journal Entry Sessions. Select the desired y been created, or you may choose to create a new one.	
Recently Accessed or Created J-Entry Sessions: Postag 9/15/08 12:12 PM USER 9/05/08 13:34 PM USER 8/27/08 12:10 PM USER VSER Create a new Journal Entry Session K Exit General Journal Trx Entry	J-Entry Session: GORD	Created: 8/27/08 12:10 PM by: USER With: 2 of 0 Trxs Entered Total Debits: \$ 1,000.00 of an expected \$ 0 With a Running Balance of: \$ 1,000.00	.00
Create a new Journal Entry Session	R Postag 9/15/08 12:1 USER PD0808 9/05/08 13:3 USER GORD 8/27/08 12:1 USER	cently Accessed or Created J-Entry Sessions:	
OK Exit General Journal Trx Entry		Create a new Journal Entry Session	
		OK Exit General Journal Trx Entry	

If the Journal Session Batch has not yet been created, you can do so by clicking on the **Create a new Journal Entry Session** push button.



Before setting up a new Session, tally the number of transactions, and the total dollar value of all Debit transactions amounts.

For further discussion, and detailed description of the screen used for adding a new Journal Entry Session refer to the topic titled General Entry Session Screens 200 in the topic following.

7.4.1.2 General Entry Session Control Screen

All G/L General Journal transactions are entered into the system using a G/L Journal Entry Session; (*with the exception of Retained Earnings entries that are recorded directly from the Year-End Processing function*).

A group of transactions are entered together under the control of a Journal Entry Session. Each Session has a unique code or number assigned by the operator. Control parameters may be assigned to each batch if desired. Batches are created manually directly from the Journal Session selection screen, or by the Sub-system Interface function. Different operators can be working in different Sessions of General Journal Transactions at the same time, and any batch may be posted independent from the others.

Transactions may be loaded from one of the subsidiary systems, (ie., Accounts Payable, or Accounts Receivable, etc.), using the Interface from Sub-Systems operation, available from the G/L Menu. In this case, the Journal Entry Session will be automatically created.

Note

Transactions loaded from subsidiary systems, or from spreadsheet have already been assigned a Ledger Date, and a Document Date. The Defaults that are set up in the Session Batch ARE ONLY USED IF TRANSACTIONS ARE ADDED MANUALLY.

General Journal Transaction Session - Properties Screen

The properties for each General Journal Session is defined with the following screen:

🔲 Modify Journal Entr	y Session		
Journal Entry Session:	Postag	Modify the Properties of	
Journal Entry Sessions Assorted defaults for the	are used to grou e Transactions, a	p the entry of General Transactions to be posted to the G/L System. and as an option, Control Totals may be specifed.	
J-Entry Session Code:	Postag	Default Ledger Date: 8/31/08 Default Transaction Date: 9/15/08	
Default Memo:			
- Automatic Genera	tion of Accruals:		
🗹 Enable	⊙ Selectivel ○ Accrual T	y mark those Transactions for which Accruals are generated ransactions will be automatically generated for All Journal Entries posted	
Control Totals:			
 	d 30	Total Debits \$ Amount: O Disabled Specify 14,500.81	
G/L Account	# Hash Total: -		
		OK	

Operational Tip

You can edit the properties for the Session directly from the Transaction Entry grid screen. On the menu bar, click **Edit**, then from the drop down menu, click on **Edit JE Batch Properties**.

Field Definitions

J-Entry Session Code

This is the code assigned to the Journal Entry Session Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Edit List and Posting Register that is created.

X(6)

If the F1 function key is struck, a 6 digit number will be automatically assigned. (This

incremented).	ererences and is automatically			
Hint				
Once a Journal Session is posted, it's control totals are Set History file. It is keyed with a unique Posting Set ID the G/L Control Preferences As well, each Journal Ent assigned Posting Set ID Number.	e recorded in a new record in the Posting Number that is assigned from a field in ry generated is recorded with the			
Default Ledger Date	(mmddwy)			
when Journal Entry transactions are entered for the assigned as the default Ledger Date. The date the the Current Valid Posting Period that is defined in the Control Options 484 . The date may be changed with	at is initially displayed is the end date o he G/L Company's Fiscal Year Periods hen a transaction is entered.			
Default Transaction Date	(mmddyy)			
system date. The date may be changed when the	te batch, this date will be automatically te that is initially displayed is today's transaction is entered.			
Default Memo	X(80)			
A memo may be recorded with each transaction. assigned to every transaction that is added to this	The text entered in this field will be Entry Session.			
Automatic Generation of Accruals	radio-buttons			
The Series 5 G/L system provides for the entry of j automatically record an Accrual reversing entry da session batch is to have any such transactions, se whether all transactions will generated accruals, o	ournal transactions that will ated within the next fiscal period. If this at the Enable check box, and identify r only those that are so marked.			
Selectively mark those Transactions for which a reversing Accrual will be generated.				
Accruals will be automatically generated session.	I for all Transactions entered for the			
Control Totals - Expected # of Transactions	radio-buttons and 9(6)			
As a control measure, select whether a specified r entered under the session or not. If not disabled, e The system will issue a warning if the number enter expected. (A maximum of 999,999 transactions n	number of transactions must be enter the # of transactions expected. ered does not match that which was may be entered for a single session).			

Control Totals - GL Account # Hash Total

radio-buttons and 9(18)

As a control measure, a GL Account Hash total may be used to determine the accuracy of the G/L Account numbers that are entered for the transactions in the batch. This total is computed by summing the numeric values of each G/L Account number of each transaction. If not disabled, enter the rightmost 18 digits of the resulting sum. The system will issue a warning if the number entered does not match that which was expected.

Control Totals - Expected Total \$ Debits	999,999,999.99-
Amount	

As a control measure, select whether a specified total Debit dollar amount must be entered under the session or not. If not disabled, enter the total of all Debit transactions expected. The system will issue a warning if the number entered does not match that which was expected.

7.4.1.3 General Transactions Entry Grid

General Journal Transactions for a given session are maintained using a Series 5 grid processing screen.

G/L General Journal Transaction Entry Grid

General Journal Transaction Entry												
J-Entry Session: AP0828 Select to add, modify or delete Gr/L Transactions within this Journal Entry Session. You may also print an Edit List. To have the transactions recorded in the Ledger, select the "Post" function.												
N	New Modify Delete Print Full Edit List Print Exception Edit List Approve to Post Post											
List by:	Journal ID # 🔻 Go	To Trxs with JID ‡	ŧ:		ก ค	Refr	esh [Default Ledger Date: 3/3 Default Document Date: 8/2	1/12 8/12			
JID #	G/L Account #	S/L Project	Lgr Date	Debit		Ref Batch	Memo					
Туре	Account Description	JE Source	Doc Date		Credit	Ref Doc #	Ref Code	with Company/Item				
1	100-99-000100-00-900		8/08/12	8,000.00		QCHECK						
AP-VD	Petty Cash	AP0828	8/08/12			222013	PETTYC	PETTY CASH	^			
2	130-99-000100-00-900		8/24/12	15,079.19		QCHECK						
AP-VD	Prepaid Ins-Commercial	AP0828	2/13/12			222344	BERLIN	JULES BERLIN AGENCY				
3	130-99-000110-00-900		8/24/12	30,514.00		QCHECK			_			
AP-VD	Prepaid Ins-Workman's Comp	AP0828	7/26/12			222345	BERLIN	JULES BERLIN AGENCY				
4	130-99-000120-00-900		8/10/12	90,827.16		QCHECK						
AP-VD	Prepaid Taxes-Bus Property	AP0828	8/10/12			222040	LATAXC	L.A. COUNTY TAX COLLECT	OR 🛔			
5	130-99-000120-00-900		8/10/12	40,800.56		QCHECK						
AP-VD	Prepaid Taxes-Bus Property	AP0828	8/10/12			222041	LATAXC	L.A. COUNTY TAX COLLECT	OR			
6	130-99-000120-00-900		8/10/12	2,321.39		QCHECK						
AP-VD	Prepaid Taxes-Bus Property	AP0828	8/10/12			222042	LATAXC	L.A. COUNTY TAX COLLECT	OR			
7	130-99-000130-00-900		8/02/12	22,209.00		QCHECK						
AP-VD	Prepaid Other	AP0828	8/02/12			221948	MILHUG	HUGH MILLER				
8	130-99-000130-00-900		8/08/12	35,165.00		008348			÷			
AP-VD	Prepaid Other	AP0828	7/02/12			222014	HARMON	** VENDOR NOT ON FILE **				
9	130-99-000130-00-900		8/08/12	17,500.00		008348						
AP-VD	Prepaid Other	AP0828	6/27/12			222024	SIGNIA	SIGNIANT				
10	130-99-000130-00-900		8/08/12	12,800.00		008348						
AP-VD	Prepaid Other	AP0828	8/01/12			222031	MTI	MTI FILM, L.L.C.				
11	130-99-000130-00-900		8/14/12	6,606.00		008350			•			
AP-VD	Prepaid Other	AP0828	7/02/12			222082	HARMON	** VENDOR NOT ON FILE **				
12	130-99-000130-00-900		8/14/12			008350						
AP-VD	Prepaid Other	AP0828	7/17/12		3,375.00	222083	HARMON	** VENDOR NOT ON FILE **				
Co	ntrol Totals: 1,482 of	Transactions	. Total [Debits: \$ 4,807 ,	.672.10	with a Running	Balance of \$	0.00				
tems are	listed by JID # (order entere	d).		Search:		for:						
_												

"Fast Buttons"					
New	Add a new Transaction				
Modify	Modify the Transaction highlighted in the grid				
Delete	Delete the Transaction highlighted i the grid				
Print Edit List	Generate a report listing the Transaction for the Session				
Exception Edit List	Generate a report listing only those Transactions that have invalid account or dates.				
Approve to Post	For systems requiring a Journal Session be				

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	Approved by an authorized user, this push button is displayed. When invoked, a sub- window is presented where the Approver's User Code and Password must be entered to approve the Session for posting. (Only users with Full Access rights to the General Journal Transaction Entry operation will have this button displayed).
Post	Post the Session'sTransactions to the G/L Year-to-Date file as Journal Entries. (Only users with Full Access rights to the General Journal Transaction Entry operation will have this button displayed).

Edit an existing Transaction directly on the grid display screen; or you may double-click the JID # column 1 to display a window from which the transaction may be edited. Standard Series 5 grid controls apply.

When adding or editing a transaction directly on a grid row, the following actions may be employed:

A to a to a Srr Acc Cal the	blank transaction add a new transac nall icons are disp count Lookup wind endar. Double-cl icon, strike the "<	is display ction. blayed or dow, the lick these <enter> </enter>	yed in t n the ac Sub-Lo e with t key	he last r ctive row edger Pi he mous	row dis	splaye se ma Looku while	d. It may be edited di ay be used to launch t p window, or the Wine the cursor is positione	the G/L dows ed on
 If the blank "Add" row is not displayed, click on the "New" push button at the top of the screen. Move to each cell in the row using the cursor left/right keys, or the Tab forward/ 								
bac	kward keys.		0			ingintin		i u/
bac	kward keys.		0			ight i		10/
bac	kward keys.	S/L Project	Lor Date	Debit	Credit	Memo		
	Kward keys.	S/L Project JE Source	Lgr Date Doc Date	Debit Ref Batch	Credit Ref Doc #	Memo Ref Code	with Company/Item	
JID # Type	G/L Account # Account Description	S/L Project JE Source STAN01	Lgr Date Doc Date 6/01/13	Debit Ref Batch 33.00	Credit Ref Doc #	Memo Ref Code	with Company/Item	
JID # Type 4 GL-GT	G/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STAN01 LFIX	Lgr Date Doc Date 6/01/13 11/22/13	Debit Ref Batch 33.00	Credit Ref Doc #	Memo Ref Code LFIX	with Company/Item	z
JID # Type 4 GL-GT 5	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STAN01 LFX	Lgr Date Doc Date 6/01/13 11/22/13	Debit Ref Batch 33.00	Credit Ref Doc #	Memo Ref Code LFIX	with Company/Item	0K
JID # Type 4 GL-GT 5 GL-GT	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STAN01 LFIX	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13 11/22/13	Debit Ref Batch 33.00 0.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	
JID # Type 4 GL-GT 5 GL-GT	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STAN01 LFIX AM	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13 11/22/13	Debit Ref Batch 33.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	
JID # Type 4 GL-GT 5 GL-GT	G/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STAN01 LFX LFX	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13	Debit Ref Batch 33.00 0.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	
JID # Type 4 GL-GT 5 GL-GT	G/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STANO1 LFIX LFIX LFIX	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13	Debit Ref Batch 33.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	
JID # Type 4 GL-GT 5 GL-GT	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STANO1 LFX LFX LFX	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13	Debit Ref Batch 33.00 0.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	
JID # Type 4 GL-GT 5 GL-GT	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STANO1 LFM LFM	Lgr Date Doc Date 6/01/13 11/22/13 11/22/13	Debit Ref Batch 33.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	
bac	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STAN01 LFM LFM	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13	Debit Ref Batch 33.00 0.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	
bac	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR	S/L Project JE Source STAN01 LFIX LFIX M LFIX	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13 11/22/13	Debit Ref Batch 33.00 0.00	Credit Ref Doc #	Memo Ref Code LFIX LFIX	with Company/Item	itioned
JID # Type 4 GL-GT 5 GL-GT - - - - - - - - - - - - -	6/L Account # Account Description 1471-056 TRAILER ADDITIONS THIS YEAR edit any given fie it, strike the <ente< td=""></ente<>	S/L Project JE Source STAN01 LFIX M LFIX Id on the er> key.	Lgr Date Doc Date 6/01/13 11/22/13 6/01/13 11/22/13 11/22/13 11/22/13	Debit Ref Batch 33.00 0.00	Credit Ref Doc #	Memo Ref Code LFK LFK	hile the cursor is posi	itioned the

original value shown in that field will be cleared first.

> When a given transaction has one of it's cells edited, the corresponding row will turn light blue. If you want to abandon the edit, strike the <ESC> key. To have the newly added or edited transaction recorded, click on the OK icon displayed at the far right, (or while positioned on the OK icon, strike the <Enter> key), or just cursor or click to a different transaction. After editing a particular field, move off the field by using the cursor key, or strike the <Enter> key. 1025-056 5/31/12 1.016.418.10 Test Transaction for Demo GL-SP HSBC BANK CANADA - OVERDRAFT PROLL 5/01/12 050112 1000 3351 50112 <u>OK</u> m 5/31/12 016,418.10 Test Transaction for Demo 2 1140-056 + #h GL-SP MISC RECEIVABLES - LGLL 5/01/12 📑 3351 PROLL 050112 1000 50112 3 1200-056 5/31/12 635.01 Test Transaction for Demo L-SP ACCOUNTS RECEIVABLE > Click the small icon 4 1200-056 ± M immediately to the right of L-SP PRO Select Ac × the G/L Account field to 5 1140-056 1471-000 have a list-box window L-SP PBO displayed showing the 6 0500-000 h L-SP 2192-055 1790-000 PRO most recently used G/L 7 4020-000 accounts. You may 1490-000 L-SP PRO 1130-000 select one of these to be 8 assigned by clicking the L-SP PRO <u>0</u>K 9 OK button. Click the red L X button to exit without assigning a different G/L Account.

Some points to note about the grid screen are as follows:

- Notice that the control totals for the grid are displayed at the bottom of the screen, The Total Debits along with the Running Balance amounts are shown. A Journal Entry Session should always equal ZERO before it can be posted.
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions

John-Contonn	Anuiza	1707710		
60482-02-100		1/08/10		
erno-Visual Effects	Cut Record		Γ	
60482-02-100	Copy Recor	d		
erno-Visual Effects	Paste Recor	d		
80532-02-100	Incert Refor	-		
ects-Mac-File Conv-H	Insert beron	<u>د</u>		
10002-04-100	Modify	l	AP I	335.0
NT NOT ON FILE **	Delete			
10530-02-100	Penlicate in	a Series		
t-Conv-File Conv	replicate in	a series	_	
10530-04-100		1/11/10		0.0

- One function that is available, is the option to **Insert** a transaction at any point in the grid. As transactions are added, they are assigned a JID #. When a new transaction is inserted at a point in the grid, it is assigned the JID of the transaction positioned on in the grid, and that transaction, along with all those higher, will be assigned new JID numbers.
- Another function available, is the option to <u>Replicate a given transaction</u> the series of transactions based on a selected date interval.

L Transaction Entry tions Edit View Help
ransa Undo Delete dify or RD Undo Modify To hav
Cut Transaction Copy Transaction Paste Transaction
New Modify
escri Add Auto-Distributed Trx Set : Date
Reset ALL Trxs' Ledger Dates 31/08 nsion-\$ Delete All Transactions /27/08
Edit JE Batch Properties 31/08 ss Revenue GURD 8/27/0

The edit list, or posting journal when generated, if archived, will be catalogued with a report name of **JE_XXXXXXnn.LST** or **JE_XXXXXXnn.JRN** where **XXXXXX** is the Journal Entry session code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled Report Generation and Printing* for full

details).

Approving a Journal Entry Session for Posting

As an option defined by a setting in the G/L Control Preferences, you may require that the Journal Entry Session be Approved before it can be posted. If this is the case, then at least one of the Series 5 logon users must have been granted the privilege to post Journal Entry Sessions. (See the section labeled <u>Additional GL Access Properties</u> 184) under the topic titled Defining Users' Access Rights).

With respect to approving a session for posting, consider the following points:

- Only users with "Full" access rights to the General Journal Transaction Entry operation can approve a session for posting.
- If the user has the privilege to approve the session for posting, then they only need enter the correct password
- If the user does not have the privilege then they must enter the User Code of the individual that does, along with the correct password.
- Once a session has been approved, no further editing or adding of transactions is permitted
- It is possible to Disapprove a session if necessary.
- When the session is posted, the Approver's User Code is listed in the legend of the posting journal

When the Approve to Post button is clicked, the following screen is displayed:

ng-Feature	000002	3/18/13			-
App	prove JE Session for Post	ting			
	Journal Entry Session: 000	0002 Created:	16:09 PM by: US	SER	
	User Authorized to Appr	ove Postings: US Password: [GER	<u></u>	
		ОК	Cancel		

Approving a Session for Posting - Field Definitions

User Authorized to Approve Posting	X(15)
Enter the Series 5 User Logon Code of the individual who has the postings.	he privilege to Approve
Password	X(12)
Enter the password as defined in the G/L User Access properties specified. (This is not the same password used for logging system).	es for the Logon User I into the Series 5

Reversing a Previously Posted Standard or General Journal Posting

For dealing with the situation where either a Standard Journal Session, or a General Journal Session is posted in error, there is an opportunity to reverse all of the associated Journal Entries that were generated. Available as a menu item in the General Journal Transaction Entry grid screen's menu-bar's Edit drop-down menu, is **Reverse Prior Posted Session**. When chosen, you may select a Posting Set for which the system will automatically generate reversing journal entry transactions for each journal entry associated to it. (When Standard or General Journal Transaction Sessions are posted, a Posting Set ID # is assigned to each Journal Entry that is recorded).

A screen is presented where the desired Posting Set-ID may be selected along with options for assigning Ledger Dates and Transactions Dates, and a Memo to the generated reversing transactions. A "Lookup" function is offered to select the Posting Set to be reversed. When executed, all transactions associated to the selected Posting Set ID # will be copied as new transactions into the current Transaction Session with Debits recorded as Credits, and Credits recorded as Debits. To execute this function, the operator must have "Full" access rights to the the General Journal Transaction Entry functions.

With respect to reversing a previously posted session, consider the following points:

- Only users with "Full" access rights to the General Journal Transaction Entry operation can select this function
- The original transactions are left on the system. They are not deleted.
- Each of the originally posted transactions are copied as they were, and the debit or credit amount is negated
- As an option, you may choose to use the original transactions' Ledger Date and Document Date, or assign new ones.
- A memo will be generated containing information about the originally posted

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Standard or General Journal Session

- The transactions are built in the existing General Journal Session, and may be edited prior to being posted.
- Once the Reversing Transactions are posted, the posting journal provides an audit trail to the process

When this function is chosen, the following screen is displayed:

Gene	000002 erate Transactions Re	3/18/13 versing a Previously Pos	ted JE Session			
	utomatically add G/L Tr Posted Session Set-IC	ansactions reversing each	Journal Entry from a p d: 4/04/13 12:4	reviously posted J-Entry I 3 PM by: USER	Session:	
	000000100 #	Create Tra With are Generated with: ———	ed by: USER ansactions for J-Entry 96 Journal Entri	Approved by: Session Code: FA05i es with Total Debits: \$	D4 · 1,604,950.96	
	● The Origin	al Journal Transaction Date s as Entered	Ledger Dat Transactio	e:		E
	Memo: Reve	rsing Trx for Post Set I	D# 000000100 fra	m GL JE-Session FA OK Can	A0504-0001	

- Generate Reversing Transactions Screen - Field Definitions

Posted Session ID to Reverse	9(9)				
Enter the Posted Set ID # of the Journal Session that is to be reversed. A "Lookup" function is provided so the desired session may be identified and selected. Once a Session ID # is selected, information about the session is displayed for verification.					
(When either a Standard or General Journal Transaction S unique Posting Set ID # is assigned to that posting session also assigned to each Journal Entry that is recorded for th	ession is posted, a n. That number in turn is ne session).				
Transaction Dates assigned to Reversing Entries	radio-buttons				
You may choose to either use the original Ledger Date and Tra to the Journal Entry being reversed; or assign new dates. Dep the Journal Session being reversed is still within your curr may, or may not wish to assign new dates. For Sessions you should use new dates reflecting the current fiscal period	nsaction Date associated ending whether or not rent fiscal period, your in prior periods, or years, iod.				
Nama	V/90)				

A description, or reason, for generating the reversing entries may be recorded in the memo field. This memo will be recorded with every reversing transaction. If this field is left blank, then the memo of the originally posted transaction is used in the reversing transaction.

 Entering G/L Transactions for a Set of Accounts based on Defined Auto-Distributed Percentages

The Series 5 G/L provides the functionality of pre-defining sets of Auto-Distribution codes. *(Refer to the topic titled <u>Auto Distribution Codes Maintenance</u>) for further details). Up to thirty-six distributions may be assigned to each Auto Distribution set. To enter these transactions, you can select the desired Distribution Set, and have the associated Journal Entries generated. This is accomplished using the following steps:*

- From the Transaction Entry grid screen, On the menu bar, click Edit, then from the drop down menu, click on Add Auto-Distributed Trx Set.
- The following window is displayed. Enter the code for the Auto-Distribution set of transactions that is to be inserted
- Enter the \$ amount, dates and other information to be recorded with each transaction.

Add a G/L Transactions set from an Auto-Dist Code	- 🗆 🛛
Journal Entry Session: GORD Session Control Totals: 3 of 0 Trxs Entered Debits: \$ 1,000.00 Running Balance: \$ 0.00	
G/L Auto Distribution Transaction Set: Code: 001 Distribution Account Project % \$ Amount 2705-002 - Accrued Pension-Supp Ret Plan 10.00 % 140.00 4060-361 - Product Sales Revenue \$0.00 % 1,260.00	
Debit Amount: \$ 1.400.00 Credit Amount: \$ Ledger Date: 8/31/08 I J-Entry Source Code: GORD Document Date: 8/27/08 I Original Trx Entry Reference Fields: Batch Code: Document #:	
Reference Code: 001 Name/Item: AutoDist: Payroll Add Auto Trxs Cancel	

• Click the **Add Auto Trxs** push button at the bottom and the Transactions will automatically be inserted, with the dollar amount distributed to each based on the defined percentages.

- Adding Auto-Distributed Transactions - Field Definitions

Auto-Distribution Code	9(3)
Enter the code for the Auto-Distribution set that is to be applied.	
Debit/Credit \$ Amount	drop-down list
Enter either the Debit or Credit Amount that is to be used in gen Distributions. The resulting amounts to each account defined is	erating the Auto- s displayed in the table.
Other fields	
The remaining fields should be entered using the same guidelin Journal Transactions.	es as that for regular

Replicating a G/L Transaction as a Series of Transactions

If there is a need to enter a series of transactions, all of which are for the same G/L Account and amount, but occur on a regular time interval into the future, the Series 5 G/L provides a function to easily enter them. This is accomplished using the following steps:

- Enter the 1st transaction with its account, amount, date and associated reference fields
- Highlight the invoice in the grid, and right-click the mouse to display the pop-up menu
- Select the function **Replicate in a Series**
- The following window is displayed. Select the number of times the transaction is to be replicated, it's time frame interval, and options as to how the dates, and the memo are to be automatically assigned.

Replicate this Transaction into a Series of Items
G/L Trx Seq #: 003 Dated: 8/27/08 for: \$ 1,000.00CR to Account: 1100-001
Repeat the entry: 💽 🍧 Times in Intervals of every: Month 🗸
Start with a Document Date of: 9/27/08 and set the Ledger Date to the: Doc Date's Fiscal Pariod End Date
Append to the Memo: "For Mon/YYYY" v using: The Month Of v the Document Date.
OK Cancel

 Click OK, and the Transactions will automatically be inserted, the specified number of times.

Replicating Transaction Options - Field Definitions

Repeat the Entry	
Enter the number of times that the transaction is to be re	peated.
Time Interval	drop-down list
Select the time interval to be applied between each transaction when assigning their Document Date.	Day Week 2 Weeks Month Month (Last Day of) Fiscal Period (1st Day of) Fiscal Period (Last Day of) 3 Months Year

Starting Document Date	(mmddyy)
Enter the Document Date to be assigned to the 1st transaction	to be inserted.
Set the Ledger Date	drop-down list
Select whether the Document Date, or the Ending Date of the fiscal period which the Document Date falls within is to be assigned as the transactions' Ledger date.	Document Date Doc Date's Fiscal Period End Date
Appended to the Memo	drop-down lists
For each transaction entered, you may select to have a string appended to the memo, that reflects the date, or period, to which is is entered for.	nothing "Month/YY" "For Mon/YY" "For Mon/YYY" "For MM/DD/YY" "For YY/MM/DD"
Because a transaction may be entered for activity for either the prior, current, or next period, select what would be applicable.	The Month Of The Month Preceeding The Month Following

7.4.1.4 General Transactions Entry Screen

Screen G/L Journal Transaction Entry - Transaction Tab Screen

Some points to note when adding a G/L Transaction:

- When entering the G/L Account, enter the number directly into the field provided. (In other words, a separate window is no longer displayed). The field is presented as a drop-down list, that you can either enter the account # directly, of choose from the 10 most recently entered accounts. When entering the account number each segment of the Account number may be separated with either a Space, or the "-" character.
- If your system has been define to use Sub-Ledger Projects, then if the selected G/L has been designated as requiring a Project Code to be entered with Journal Entries, the Sub-Ledger Project Code field will be presented. Enter a Project Code if required.

- The Journal Entry Source code will default to the Session Batch code under which the transaction is being entered for. This code is stored with the Journal Entry. The Series 5 G/L system provides a Source Analysis Analysis inquiry and reporting function that may be used to group or filter transactions by the Entry Source Code.
- The Original Transaction Entry Reference fields, carry information pertaining to those transactions within the Series 5 subsidiary systems, that contributed to generating the G/L Distributions. When entering transactions manually, you may use these fields to identify the transaction later in the assorted inquiry and reporting functions available in the G/L system.

Modify this GL Transaction			
Transaction JID #: 000003 29 of 30 Trxs Entered 10 Journal Entry Session: Postag Debits: \$ 8,928,93 Bunning Balance: \$ 676,00 10			
G/L Account: 6550-104 Postage and Shipping Expense Sub-Ledger Project Code: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Debit Amount: \$ 95.04 Credit Amount: \$			
Ledger Date: 8/31/08 J-Entry Source Code: Postag			
Document Date: 7/31/08 Memo: Memo: Monthly U.P.S. Charges			
Original Trx Entry Reference Fields: Batch Code: AR811 Document #: 0000011111 Reference Code: SENTHILL Name/Item: Sentinel Hill Software			
Have a Journal Entry generated to Counter Balance Account Have Reversing Accrual Distributions generated for this Journal Entry ?			
Update Cancel			

G/L Transaction Entry Screen - Field Definitions			
G/L Account	9(18)-9(5)		

This is the G/L Accounts number to be assigned to the transaction. The Account number may be entered directly, or you can use the drop-down list, and select one of the ten most recently entered numbers, or click the G/L Account "Lookup" icon.

Entering the G/L Account

There are a couple of different ways a G/L Account # may be entered. For example, if you wanted to enter G/L Account # **001 - 0500 - 040**, you can type any of the following strings in the field provided:

- 001-0500-040
- 1-500-40
- 1 500 40
- 001 0500 040
- 0010500040

Note that the system does remember the last 10 accounts that had been entered. If by chance you need to repeat entry of one of those accounts, just open the drop-list box, and double click on the desired account.

Sub-Ledger Project

X(6), X(8), X(4)-X(4), or X(4)-99-99

If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed. You would typically enter a Project Code with revenue or expense account distributions.

Enabling G/L Accounts for Projects

The G/L system is enabled to used Sub-Ledger Projects as a property of the <u>G/L Control</u> <u>Preferences</u> [493]. If validation by Department or Account is selected, then the combination of Account and Project, or Department and Project is tested and must be a valid pair.

As well, one of the properties of the G/L Account, is whether a Sub-Ledger Project is Always, Never, or Optionally entered with the account when used to enter a Journal transaction.

Debit or Credit Amount

\$ 999,999,999.99-

Enter the amount for the Journal Entry as either a Debit or a Credit.

Ledger Date

(mmddyy)

The Ledger Date is used to place the transaction into the appropriate G/L Fiscal Accounting period. This date will default to the date that was set up for the Journal Entry Session.

Ledger Date Validation

The Ledger date must fall within the range of dates specified as the Current Valid Posting

Document Date	(mmddyy)
This should be the date that reflects th recording. If related to a particular docu	e actual date of the event that the G/L transact ument, then this should be the document date.
Journal Entry Source Code	X(6)
The Source Code defaults to the Jourr when posted, and is printed on reports an Source Analysis report that uses th	al Session code. It is carried with the transac and displayed on inquiry screens. There is al e Source Code entered with each transaction.
Memo	X(40)
A memo may be entered to describe th carried with the transaction when post- inquiry screens.	ne reason for the Journal Entry transaction. It is ed, and is printed on reports and displayed on
Original Reference - Batch Code	X(6)
This field is normally associated to a tr subsidiary systems. It records the Tra associated transaction was entered ur may enter any type of code. Either wa the assorted inquiry and reporting func	ansactions that originated from one of the Ser insaction Entry Batch or Program Code that th oder. When entering transactions manually, yo y, this field is used to identify the transaction la tions available in the G/L system.
Original Reference - Reference Co	de X(8)
This field is normally associated to a tr subsidiary systems. It records the Cus Employee associated to the original tra manually, you may enter any type of co transaction later in the assorted inquiry system.	ansactions that originated from one of the Ser stomer Code, Vendor Code, Fixed Asset, or ansaction entered. When entering transactions ode. Either way, this field is used to identify the and reporting functions available in the G/L
Original Reference - Document Nur	mber <i>9(10)</i>
This field is normally associated to a tr subsidiary systems. It records the doc	ansactions that originated from one of the Ser cument number associated to the original

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Original Reference - Name / Item	X(40)		
This field is normally associated to a transactions that originated from one of the Series 5 subsidiary systems. It records the Customer Name, Vendor Name, Fixed Asset, or Inventory Description associated to the original transaction entered. When entering transactions manually, you may enter any type of code. Either way, this field is used to identify the transaction later in the assorted inquiry and reporting functions available in the G/L system.			
Generate Counter Balance Acct Transaction ?	check-box		
For each G/L Account, one of it's properties is a predefined Counter Balance Account. If a Counter-Balance account was set up for the account entered for the transaction, then it a Journal Transaction is to be automatically recorded to that account, set this check-box. Note that the transaction is not actually generated until the Journal Entry Session is posted. The Counter transaction is recorded with the same Ledger Date to the Counter Balance Account and the Amount as a Debit or a Credit reversing the amount of the original transaction. The Counter Balancing transaction is recorded on the posting journal.			
Generate Reversing Accrual Transaction ?	check-box		
If the Journal Entry Session was defined to Automatically Generate Accruals on selected transactions, then set this check-box if this would be the desired results.			
Note that the transaction is not actually generated until the Journal Entry Session is posted. The Accrual transaction is recorded with the Ledger Date as the 1st day of the next valid Fiscal Period and the Amount as a Debit or a Credit reversing the amount of the original transaction. The Accrual transaction is recorded on the posting journal.			

7.4.1.5 Loading Transactions from Spreadsheet

The Series 5 General Ledger system provides an interface to the Microsoft® Excel spreadsheet utility. As one of the interface options to the G/L, Journal Entries that might need to be recorded from your company's CFO's complex spreadsheets, can be easily loaded.

This is accomplished by have a spreadsheet, that retains its shape. That is, if there are rows or columns of information that may be used to generate journal entries, they typically have to be always in the same column or row.

You would first have to define the characteristics of the spreadsheet. That is, define whether there are rows, or specific cells that are used to defined a journal entry, and which field is mapped to a particular column. You define the properties of the spreadsheet by creating a

Series 5 Spreadsheet Layout. (*Refer to the chapter titled <u>Transaction Import Layouts</u> 469), found later in this Help system or manual).*

You must then invoke the General Journal Transaction Entry function, and select or create a Journal Entry Session. From the transaction entry gird screen, on the menu bar, click Interface Distributions, then from the drop down menu, click on From Excel Spreadsheet.

deneral Journal Transaction Entr			
File	Interface Distributions	Edit	View He
Go J-E	From Accounts Payal From Accounts Recei	ble vable	тy
	From Fixed Assets From Payroll		y
List	From Excel Spreadsh		δ Go To
-	o # o # 1 #		

Enter the code associated to the Import Layout for the transactions spreadsheet to be processed, and your off to the races. After the interface from the selected sub-system has finished, you then post the Journal Entry Session.

Interface from Spreadsheet - Options Screen

The properties for each General Journal Session is defined with the following screen:

Load G/L Transactions from Spreadsheet		
Journal Entry Session: GORD		
Load Transactions for Spreadsheet Layout Number: 999 m Postage UPS Charges		
Excel Spreadsheet:		
Folder: D:\S4\test\PCement\Spio		
Filename: Weekly-Postage.xls Browse		
Worksheet Week44		
Load Transactions Cancel		
×\\		

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Interface Options Screen - Field Definitions				
Spreadsheet Layout Number	X(6)			
Enter the number of the pre-defined to the layout are displayed.	Spreadsheet Layout. Applicable options associated			
Folder	X(80)			
Enter the name of the directory folder click on the Browse button to locate	Enter the name of the directory folder where the Excel spreadsheet is located. You may click on the Browse button to locate it.			
Filename	X(30)			
Enter the file name of the Excel spreadsheet. You may click on the Browse button to locate it.				
Worksheet	X(40)			
Enter the name of the Worksheet defined in the Excel spreadsheet. The system will attempt to open the selected worksheet when inputting the journal entry fields.				

- Journal Transaction Import Data Format

There a number of different possible fields that may be used to generate a journal entry. These are loaded according to the properties that were set up for the Import Layout that was selected above. The table that follows defines the sizes and/or format of the different fields that are available. *Note that the given field must reside in the column as defined in the properties of the Import Layout.*

These definitions are the same regardless whether the input file is an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The input file name is defined by the Import Layout. By default, is named **GLSPTRX_LAYnnn.XLS.** (where nnn is the Layout Number).

Column #	Excel Column	Field	Format
1	А	GL Account Main Number	from 9(4) to 9(18)
2	В	GL Account Profit Center	9(5)

3	С	Debit Amount	-999,999,999.99
4	D	Credit Amount	-999,999,999.99
5	Е	Sub-Ledger Project Code	X(8)
6	F	Ledger Date - may be either an 8 digit numeric as CCYYMMDD or MMDDYYYY; or alphanumeric as MM/DD/YY	9(8) or 99/99/99
7	G	Document Date - may be either an 8 digit numeric as CCYYMMDD or MMDDYYYY; or alphanumeric as MM/DD/YY	9(8) or 99/99/99
8	Н	Journal Entry Source Code	X(6)
9	Ι	Memo/Description	X(40)
10	J	Source System Batch Code	X(6)
11	К	Source System Document Number	9(10)
12	L	Source System Reference Code (ie., Customer or Employee Code)	X(8)
13	М	Source System Reference Name (ie., Customer or Employee Name)	X(40)

The Column #/Code shown is for a trivial case, and may not necessarily be as defined in the Import Layout being processed.

7.4.1.6 Loading Transactions from Subsidiary Systems

All G/L General Journal transactions are entered into the system using a G/L Journal Entry Session. Even those that were generated from within any of the Series 5 subsystems.

All G/L Distributions that are created in any of the subsidiary systems, (ie., Accounts Payable, or Accounts Receivable, etc.), must be transferred to the General Ledger system via a G/L Journal Entry Session. This is accomplished by firing up the Series 5 General Ledger, selecting the G/L Company in which the journal entries are to be recorded against, and invoking the **Interface from Sub-Systems** function found under the Operations sub-menu. Alternatively, if a Journal Entry session has already been created, you can choose to execute the interface directly from the General Journal Transaction entry function.



After the interface from the selected sub-system has finished, you then post the Journal Entry Session.

When the Interface is executed, only those distributions up to a specified date are brought into the G/L. The interface may be executed daily, weekly, or monthly. It's basically up to your accounting manager, as to how often the interface is run, to provide detail information in the General Ledger system for reporting purposes. When distributions are brought in from the sub-systems, they are deleted, thus ensuring that they may not be duplicated.

Note about Ledger Dates

When Transactions are loaded from subsidiary systems, they have already been assigned a Ledger Date, and a Document Date. The Defaults that are set up in the Session Batch ARE ONLY USED IF TRANSACTIONS ARE ADDED MANUALLY.

Subsidiary Systems - Options Screen

The options available for the interface is defined with the following screen:
Interface Distributions from Sub-Systems	
Copy G/L Distributions from supporting subsidiary systems as of a specific date. All Transactions are recorded to a General Journal Transaction Session for review prior to your posting to the G/L.	
Interface Options	
Interfacing Distributions from:	
Company System: UCC VICC Direct DFS Test Company	
Subsidiary System:	
Accounts Payable Payroll	
Copy ONLY those distributions with a Ledge Date upto and including: 4/30/07	
Distributions are copied as General Journal Transactions to: J-Entry Session: AP1124	
Load Distributions Cancel	

- Interface Options Screen - Field Definitions

Company System	X(6)					
This is the Series 5 Company Syste Distributions are to be loaded.	m code of the Subsidiary System from which the G/L					
Company Code Verification						
Each subsidiary system has, as one of which it is tied to. When the interface Company System is selected, it's G/L interfaced into the correct G/L.	of it's control properties, the G/L Company Code to is executed, and a particular subsystem for a Company code is checked to make sure it is being					
Subsidiary System	radio-buttons					
Select the subsystem whose G/L Di	stributions are to be moved into the G/L.					

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Accounts Payable Accounts Receivable Accounts Receivable istributions Upto Ledger ose G/L Distributions from the or equal to the date specified in cerface Out of Balance ? En the interface is executed, all dis is out of balance, or in particular, in Accounts Payable system, it might is in the future. Then you interface, you always select there are some distributions that a utoff date 10 years in the future, to set the Distributions that opied ?	 Fixed Assets Payroll (mmddyy) e subsidiary system that have a Ledger Date that is in this field will be moved. tributions are copied to a General Journal Entry Session. If if your Payables balance does not match what is reported in the possible that some transactions were entered with som ct the ending date of the current Fiscal Period, it's possible are still left in the A/P. Execute the A/P Distribution report, wisee if any items were left. check-box
Accounts Receivable istributions Upto Ledger ose G/L Distributions from the or equal to the date specified in cerface Out of Balance ? en the interface is executed, all disc is out of balance, or in particular, in Accounts Payable system, it might is in the future. hen you interface, you always select there are some distributions that atoff date 10 years in the future, to set the Distributions that opied ?	Payroll (mmddyy) e subsidiary system that have a Ledger Date that is in this field will be moved. tributions are copied to a General Journal Entry Session. If if your Payables balance does not match what is reported in t be possible that some transactions were entered with som ct the ending date of the current Fiscal Period, it's possible are still left in the A/P. Execute the A/P Distribution report, wi see if any items were left. check-box
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the Distributions in the future, to se	e subsidiary system that have a Ledger Date that is in this field will be moved. tributions are copied to a General Journal Entry Session. If if your Payables balance does not match what is reported in t be possible that some transactions were entered with som ct the ending date of the current Fiscal Period, it's possible are still left in the A/P. Execute the A/P Distribution report, w see if any items were left. Check-box
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the Distributions that oper equal to the date specified in cerface Out of Balance ? en the interface is executed, all dist is out of balance, or in particular, in Accounts Payable system, it might is in the future. Then you interface, you always select there are some distributions that a utoff date 10 years in the future, to set the Distributions that opied ?	e subsidiary system that have a Ledger Date that is in this field will be moved. Attributions are copied to a General Journal Entry Session. If if your Payables balance does not match what is reported in t be possible that some transactions were entered with som ct the ending date of the current Fiscal Period, it's possible are still left in the A/P. Execute the A/P Distribution report, w see if any items were left.
the Distributions that opied ?	tributions are copied to a General Journal Entry Session. If if your Payables balance does not match what is reported in t be possible that some transactions were entered with som ct the ending date of the current Fiscal Period, it's possible are still left in the A/P. Execute the A/P Distribution report, w see if any items were left.
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Accounts Payable system, it might a in the future. Then you interface, you always select there are some distributions that a utoff date 10 years in the future, to s the Distributions that opied ?	t be possible that some transactions were entered with som ct the ending date of the current Fiscal Period, it's possible are still left in the A/P. Execute the A/P Distribution report, w see if any items were left.
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the Distributions that opied ?	ct the ending date of the current Fiscal Period, it's possible are still left in the A/P. Execute the A/P Distribution report, w see if any items were left.
there are some distributions that a utoff date 10 years in the future, to s the Distributions that opied ?	are still left in the A/P. Execute the A/P Distribution report, w see if any items were left.
the Distributions that opied ?	check-box
the Distributions that opied ?	check-box
the Distributions that opied ?	check-box
opied ?	
he distributions are moved lelete them, you provide the o /hich could be disastrous.	d to the G/L they should always be deleted. If y opportunity to have some distributions interfaced
I Entry Session Code	X(6)
he distributions are moved to ctions. This field defines the corded to.	the G/L system, they are written as General Jourr Journal Entry Session code to which the transaction
he General Journal Transaction	on Entry function is executed, this is the Journal
	I Entry Session Code he distributions are moved to ctions. This field defines the orded to. he General Journal Transact

7.4.2 Standard Journal Transaction Entry

This Series 5 General Ledger operation's menu item provides the means to record G/L Standard Journal Entries to your system. This function is basically the same as entering General Journal Transactions, except, the transactions and the session remain on the

system to be posted again at some time in the future.

Some of the features associated to Standard Journal Transactions entry are as follows:

- All Transactions are entered as sets of transactions into operator defined Standard Journal Entry Sessions, or Batches.
- Sessions are created in advance and can have control totals that are tested as transactions are entered.
- Sessions are set up to re-occur at a defined frequency. (ie, weekly, monthly, quarterly, yearly, etc.). Once posted, they remain on the system waiting for the next Scheduled Date to be reached. When invoked, a function is provided that updates all Transaction and Ledger Dates.
- The values associated to Standard Transactions can be edited directly on the grid
- Different operators may be working with different sessions totally independent of one another.
- When Standard Journal Sessions are posted, a journal is generated which is archived for future reference
- The Ledger Dates of all transactions are validated against the range of dates that are defined as the Valid Posting Period by the Fiscal Year Periods Maintenance function.
- Sets of transactions may be entered for a given dollar amount automatically distributed to a pre-defined set of accounts at set percentages
- When Standard Journal Session Batches are posted, their transactions are copied to the G/L Year-To-Date file. These remain on the system for up to 8 years, before the Year End function removes them.

Before entering the Standard Journal Transactions, a Standard Entry Session must be created. These may be created directly from the Transaction entry routine.

Standard Journal Transaction Entry

- Standard Entry Session Selection 223
- > Defining a Standard Transaction Entry Session 230
- ➤ Standard Transactions Entry Grid Screen 233
- Standard Transaction Data Entry Screens 244
- > Adding Auto-Distribution Transaction Sets 233

+ Accessing the G/L Standard Journal Transactions Entry Function

From the G/L Main menu, select **Standard Journal Trx Entry** from the **Operations** drop-down menu.

C SHSI Series	V General	Ledger	_				
File Trx Inquiry	Operations	Reports					
Window Help	General Journal Trx Entry						
lleer USER	Standard	Journal Trx Entry					
	Interface	d Ce					
Ge	Year-To-[22, 2 0					
	Project Tr	x Adjustment					
5 Dai	Year End	ons					
1 Sc	Rebuild A	e Fur					
The fo	Search/Fi	or sele					
-			_				

Standard Journal Transaction Entry Batches

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Supplier Invoice Entry
- Purchasing System Requisition and PO Transaction Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.
- 2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.
- 3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions is then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions is determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. In most cases, the Batch Header record is kept on file and may be reviewed at any time in the future. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

Once a batch is posted, the data may no longer be accessed via the batch number. It may however, be printed in an archive journal. This journal data may be purged by the user to suit his requirements. One example for the use of this journal is to keep a record of the year's transactions, and these transactions could be purged after being listed as part of the year end processing.

7.4.2.1 Standard Session Selection

The first screen that is displayed when selecting Standard Journal Transaction Entry is one that lets you select an already establish Standard Transaction Entry Session, or create a new one. It will display push-buttons of those Batch Sessions that are scheduled to be invoked. A given Batch may be selected by clicking on the button, entering it's Session Code, selecting one from the drop-down list, or selecting one when using the "Lookup" binoculars button.

Standard Journal Transaction Session Selection Screens

The following screen is presented to select the Journal Session to be used. (Click the "Lookup" binoculars to view the currently defined Sessions in a list table, from which the desired session may be selected).

tandard Journal Transaction Entry	
andard Journal Transaction Session Selection	
Standard General Ledger Transactions are entered in sets under the control of Journal Entry Sessions. Select desired session from one of those that have already been created, or you may choose to create a new one.	the
J-Entry Session: 005SE Created: 1/29/14 by: Series 4 G/L With: 3 of 0 Trxs Entered Total Debits: \$ 15,123.00 of an expected \$ with a Running Balance of: \$ Last Invoked and Posted: 12/31/13 Scheduled next for: 1/29/	0.00 0.00 /14
Default Memo:	
The following Standard Sessions are scheduled to be posted within th O05SE Scheduled: 1/29/14 Last Post: 12/31/13 ODEPN0 Scheduled: 1/29/14 Last Post: 12/31/13	the next 5 days: OLGII Scheduled: 1/29/14 Last Post: 12/31/13
OBADDT Scheduled: 1/29/14 Last Post: 12/31/13 OFORDO Scheduled: 1/29/14 Scheduled: 1/29/14 OFORDO Scheduled: 1/29/14	OMGTFE Scheduled: 1/29/14 Last Post: 12/31/13
UBALIN Last Post: 12/31/13 UGSTJN Last Post: 12/31/13 OBANKA Scheduled: 1/29/14 Last Post: 12/31/13	Last Post: 12/31/13
Create a new Standard Entry Session	
OK Exit Standard Journal T	Trx Entry

Clicking the "Lookup" binoculars presents the following screen. (To revert back to the prior screen, click the red X in the top right corner of the list):

idard General Ledger Transactions are entered in sets under the control of Journal Entry Sessions. Select the red session from one of those that have already been created, or you may choose to create a new one.										
J-Session	# Trxs	Total Debits	Run Balance	Last Post	Last LgrDate	Next Post	Freq	Acru	Memo	
9REFSW 9RSCTR 9STJRN	2 2 2	15,000.00 164,828.76 10,000.00	.00 .00 .00	12/31/13 12/31/13 12/31/13 0/20/11	0/00/00 0/00/00 0/00/00	1/29/14 1/29/14 1/29/14	* Monthly * Monthly * Monthly			
9TELLU	2	51 654 00	.00	12/21/12	0/00/00	1/29/14	Monthly			
STRLIN STRLINE STRLPC STRRPC STRROU STRSAL STRSAL STWESH STWESH SUSDAP SWARA SWAREA SWAREA SWARAS SYELGI SYELAX	3 6 28 10 2 3 6 2 2 2 6 2 2 6 2 16 2 11 4 4 3	1,2,20,00 2,2826,01 1,054,562,00 2,918,328,00 2,918,328,00 1,278,37 3,306,53 18,406,67 4,935,13 16,819,38 6,570,82 300,00 26,101,00 2,680,27 4,000,000,00 15,123,00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	8/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13 12/31/13	0/00/00 0/00/00 0/00/00 0/00/00 0/00/00 0/00/0	1/23/14 1/23/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14 1/29/14	Monthly * Monthl			
Create a new Standard Entry Session										

If the Standard Session Batch has not yet been created, you can do so by clicking on the **Create a new Journal Entry Session** push button.

A Processing Tip

Before setting up a new Session, tally the number of transactions, and the total dollar value of all Debit transactions amounts. These figures can be recorded with the Batch properties.

For further discussion, and detailed description of the screen used for adding a new Journal Entry Session refer to the topic titled <u>Standards Entry Session Screens</u> found in the next topic.

7.4.2.2 Standards Entry Session Control Screen

All G/L Standard Journal transactions are entered into the system using a G/L Standards Entry Session.

A group of transactions are entered together under the control of a Journal Entry Session. Each Session has a unique code or number assigned by the operator. Control parameters may be assigned to each batch if desired. Batches are created manually directly from the Standard Session selection screen. Different operators can be working in different Sessions of General Journal Transactions at the same time, and any batch may be posted independent from the others. Standard Journal Transaction Session - Properties Screen

The properties for each Standard Journal Session is defined with the following screen:

🔲 Modify Standard Trx Entry Session	
Standard G/L Trx Entry Session: STD650	Modify the Properties of
Standard G/L Trx Entry Sessions are used to group t These comprise of items that would typically be poste	he entry of Standard Transactions to be posted to the G/L System. ed on a re-occurring basis during each accounting fiscal period for a year.
J-Entry Session Code: STD 650	Assigned Ledger Date: 8/31/08
Re-Occurring: Monthly	Assigned Transaction Date: 9/30/08
Next Scheduled For: 11/01/08	Default Memo:
Automatic Generation of Accruals:	Transactions for which Accruals are generated will be automatically generated for All Journal Entries posted
Control Totals: # of Transactions: Disabled Specify 48	Total Debits \$ Amount: ◯ Disabled ⓒ Specify 64,842.38
G/L Account # Hash Total:	
L	OK Cancel

Operational Tip

You can edit the properties for the Session directly from the Transaction Entry grid screen. On the menu bar, click **Edit**, then from the drop down menu, click on **Edit JE Batch Properties**.

- Field Definitions

J-Entry Session Code

X(6)

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This is the code assigned to the Standard Entry Se or alphanumeric. There should not be any spaces is used within the name of one of the Series 5 data	ssion E or punc files.	Batch. It can be either numeric, ctuation in the batch code, as it	
Re-Occurring	drop-c	down list	
Select how often this Standard Journal Entry Session should be invoked. Once this session posted, the Next Scheduled Date will be automatically set based on the selected setting.	iS Discretionary Weekly Monthly Quarterly Yearly Every 2 Weeks Every 4 Weeks		
Next Scheduled For	(mmd	dyy)	
This holds the anticipated date that this Standard Jo selected and have it's transactions posted into the 0	ournal E G/L sys	Entry Session should be stem.	
Assigned Ledger Date	(mmd	dyy)	
Assigned Transaction Date This is the date that will be automatically assigned a transaction.	(mmd as the T	dyy) Transaction Date to each	
Default Memo	X(40)		
A memo may be recorded with each transaction. T assigned to every transaction that is added to this E	he text Intry Se	entered in this field will be ession.	
Automatic Generation of Accruals	radio-l	buttons	
The Series 5 G/L system provides for the entry of jo automatically record an Accrual reversing entry dat session batch is to have any such transactions, set whether all transactions will generated accruals, or	ournal ti ted with t the Er only the	ransactions that will hin the next fiscal period. If this hable check box, and identify ose that are so marked.	
Selectively mark those Transactions for generated.	which a	a reversing Accrual will be	
Accruals will be automatically generated session.	for all T	Fransactions entered for the	

Control Totals - Expected # of Transactions	radio-buttons and 9(6)								
As a control measure, select whether a specified number of transactions must be entered under the session or not. If not disabled, enter the # of transactions expected. The system will issue a warning if the number entered does not match that which was expected. (A maximum of 999,999 transactions may be entered for a single session).									
Control Totals - GL Account # Hash Total	radio-buttons and 9(18)								
As a control measure, a GL Account Hash total man of the G/L Account numbers that are entered for the is computed by summing the numeric values of en- transaction. If not disabled, enter the rightmost 18 system will issue a warning if the number entered of expected.	y be used to determine the accuracy e transactions in the batch. This total ach G/L Account number of each digits of the resulting sum. The does not match that which was								
Control Totals - Expected Total \$ Debits Amount	999,999,999.99-								
Anount As a control measure, select whether a specified total Debit dollar amount must be entered under the session or not. If not disabled, enter the total of all Debit transactions expected. The system will issue a warning if the number entered does not match that which was expected.									

7.4.2.3 Standard Transactions Entry Grid

Standard Journal Transactions for a given session are maintained using a Series 5 grid processing screen.

S/L Standard Journal Transaction Entry Grid

🔳 Sta	ndard Journal Transa	action Entry	у									
File Er Stan J-Ent	lit View Help dard Journal Transactio v Session: STD650	on Entry	Select to ac print an Edit	ld, modify or de t List. To have	lete G/L Transactions within this the transactions recorded in the	Standards Ent	ry Session, You may also the "Post" function.	Exit] 🖻			"Fast Buttons"
	New M	lodify	Dele	ete	Print Full Edit List	Print	Exception Edit List	Post				
List by	Journal ID #	Go To T	Fixs with JID #		<u></u> #]_#	Re	fresh Transaction Transaction Do	Ledger Date: cument Date:	8/31/08 9/30/08		New	Add a new Tran
JID	# G/L Account #	S/I	L Project	Lgr Date	Debit	Ref Batch	Memo		Acr			
Туре	Account Description) JE	Source	Doc Date	2 279 97	Ref Doc #	Ref Code with Compa	any/Item	Aut LtB			
GL-S	I Travel and Subsistence	ST	D650	9/30/08	2,373.07		QUEBEC REGION			-	Modity	Ivodify the I ran
	2 4040-925			12/15/07								In the line of the state
GL-S	T Non-Dues Revenue	STO	D650	9/30/08	2,322.00					_		nignlighted in th
	3 6530-650			9/30/08	609.90		QUEBEC REGION					0 0
GL-S	T Supplies	STE	D650	9/30/08								
	4 6536-650			9/30/08	2,644.00		QUEBEC REGION			*		
GL-S	T Auto Expenses	STE	D 650	9/30/08							Delete	Delete the I ran
	5 6550-650			9/30/08	43.72		QUEBEC REGION					
GL-S	T Postage and Shipping	STE	D650	9/30/08								highlighted i the
	6 6560-650			9/30/08	1,354.54		QUEBEC REGION					3 3
GL-S	T Telephone/Fax	STO	D650	9/30/08						÷		
	7 6600-650	20		9/30/08	1,113.50		QUEBEC REGION					-
GL-S	T Equipment Rental	STE	D650	9/30/08							Print Edit	Generate a repo
	8 6630-650			9/30/08	1,344.95		QUEBEC REGION			-		
GL-S	T Seminar/Class Fees	STE	D650	9/30/08							list	the Transaction
	9 6660-650			9/30/08	659.45		QUEBEC REGION			-	LISU	
GL-S	Computer Software Upg	rades STL	D650	9/30/08	0.00							Session
CL 0	0 6700-650	Duran CTI	0.050	9/30/08	0.00		QUEBEC REGION					Cocolon
[uL-5	Cleaning Acct - Member	rrymnts 51L	0650	3/30/08			1					
1 6	introl Lotals: 48	of 48	Iransaction	is. Iota	al Debits: \$ 64,842.38	with a Running	Balance of \$ 2,322.00	JUR				
	WARNING: The Leo	lger and Do	cument Dat	es assigned	to these Transactions have	. E	dit and Update Session	and Trx Dat	tes Now		Exception	Generate a repo
	not bee	an upuateu :	since the la	st time trus 5	itanualu Tix Set was Foste	u. —						T
ltems a	re listed by JID # (orde	r entered).			Search:	for					Edit List	only those I ran
		_	_					_			East List	
												Ithat have invalid
												lor dates.
											_	
											Post	Post the
											1 000	
												Session'sTrans
												the G/L Year-to-
												as Journal Entri

Edit an existing Transaction directly on the grid display screen; or you may double-click the JID # column 1 to display a window from which the transaction may be edited. Standard Series 5 grid controls apply.

When adding or editing a transaction directly on a grid row, the following actions may be employed:

- A blank transaction is displayed in the last row displayed. It may be edited directly to add a new transaction.
- Small icons are displayed on the active row. These may be used to launch the G/L Account Lookup window, the Sub-Ledger Project Lookup window, or the Windows Calendar. Double-click these with the mouse, or while the cursor is positioned on the icon, strike the "<Enter> key
- If the blank "Add" row is not displayed, click on the "New" push button at the top of the screen.
- Move to each cell in the row using the cursor left/right keys, or the Tab forward/ backward keys.

JID							
	# G/L Account #	S/I Project	L or Date	Debit	Credit	Memo	
Тур	e Account Description	JE Source	Doc Date	Ref Batch	Ref Doc #	Ref Code	with Company/Item
	4 1471-056	STAN01	6/01/13	33.00		LFIX	
GL-G	TRAILER ADDITIONS THIS YEAR	LFIX	11/22/13				x
	5	. M 6	h 6/01/13	0.00		LFIX	<u>or</u>
GL-C	at MC	LFIX	11/22/13				
 Te on ori W tur ne far or At 	o edit any given t i it, strike the <er iginal value show /hen a given trar rn light blue. If yo ewly added or ed r right, (or while p click to a differe</er 	field on th nter> key vn in that isaction h ou want to ited trans cositioned nt transac ticular fiel	e row, c You c field will has one b aband action r d on the ction. d, move	double-c an also j l be clea of it's ce on the e ecorded OK icor	lick it, o ust sta red firs ells edi dit, stri dit, striko , striko	or if wl art typi st. ted, th ike the on the e the < / using	hile the cursor is positioned ng a value, however, the e corresponding row will <esc> key. To have the OK icon displayed at the Enter> key), or just cursor</esc>
	inter> key.						
GL-SP H 2 1 GL-SP M	025-056 ISBC BANK CANADA - OVERDRAFT 140-056 ± M IISC RECEIVABLES - LGLL	PROLL	5/31/12 5/01/12 3 5/31/12 1 5/01/12 1	1,016,418.10 3351	T 050112 1 016,418.10 T 050112 1	est Transaction 000 50 fest Transaction 000 50	n for Demo
GL-SP H 2 1 GL-SP M 3 1	025-056 ISBC BANK CANADA - OVERDRAFT 140-056 ± M IISC RECEIVABLES - LGLL 200-056	PROLL	5/31/12 3 5/01/12 3 5/31/12 3 5/01/12 3 5/01/12 3 5/31/12	1,016,418.10 3351 3351 635.01	T 050112 1 016,418.10 7 050112 1 7	est Transaction 1000 50 rest Transaction 1000 50 rest Transaction	n for Demo 1112 n for Demo 1112 n for Demo

Some points to note about the grid screen are as follows:

• Notice that the control totals for the grid are displayed at the bottom of the screen, The Total Debits along with the Running Balance amounts are shown. A Journal Entry Session should always equal ZERO before it can be posted. Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions



• One function that is available, is the option to **Insert** a transaction at any point in the grid. As transactions are added, they are assigned a JID #. When a new transaction is inserted at a point in the grid, it is assigned the JID of the transaction positioned on in the grid, and that transaction, along with all those higher, will be assigned new JID numbers.



The edit list, or posting journal when generated, if archived, will be catalogued with a report name of **STD_XXXXXNn.LST** or **STD_XXXXXNn.JRN** where **XXXXXX** is the Standard Entry session code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

 Entering Standard G/L Transactions for a Set of Accounts based on Defined Auto-Distributed Percentages

The Series 5 G/L provides the functionality of pre-defining sets of Auto-Distribution codes. *(Refer to the topic titled <u>Auto Distribution Codes Maintenance</u> for further details). Up to thirty-six distributions may be assigned to each Auto Distribution set. To enter these transactions, you can select the desired Distribution Set, and have the associated Journal Entries generated. This is accomplished using the following steps:*

- From the Transaction Entry grid screen, On the menu bar, click Edit, then from the drop down menu, click on Add Auto-Distributed Trx Set.
- The following window is displayed. Enter the code for the Auto-Distribution set of transactions that is to be inserted
- Enter the \$ amount, dates and other information to be recorded with each transaction.

Add a G/L Transactions set from an Auto-Dist Code	
Journal Entry Session: GORD Session Control Totals: 3 of Journal Entry Session: GORD Debits: \$ 1,000.00 Running Balance: \$ 0.00	
G/L Auto Distribution Transaction Set: Code: 001 A Payroll Distribution Account Project 2705-002 - Accrued Pension-Supp Ret Plan 4060-361 - Product Sales Revenue 90.00 % 1,260.00	
Debit Amount: 1.400.00 Credit Amount: Image: Credit Amount: </td <td></td>	
Batch Code: Document #: Reference Code: 001 Name/Item: AutoDist: Payroll	
Add Auto Trxs	

• Click the Add Auto Trxs push button at the bottom and the Transactions will automatically be inserted, with the dollar amount distributed to each based on the defined percentages.

Adding Auto-Distributed Transactions - Field Definitions

Auto-Distribution Code	
Enter the code for the Auto-Distribution set that is to be applied.	
Debit/Credit \$ Amount	drop-down list
Enter either the Debit or Credit Amount that is to be used in ger Distributions. The resulting amounts to each account defined is	nerating the Auto- s displayed in the table.
Other fields	
The remaining fields should be entered using the same guidelin Journal Transactions.	es as that for regular

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7.4.2.4 Standard Transactions Entry Screen

SCR Journal Transaction Entry - Transaction Tab Screen

Some points to note when adding a G/L Transaction:

- When entering the G/L Account, enter the number directly into the field provided. (In other words, a separate window is no longer displayed). The field is presented as a drop-down list, that you can either enter the account # directly, of choose from the 10 most recently entered accounts. When entering the account number each segment of the Account number may be separated with either a Space, or the "-" character.
- If your system has been define to use Sub-Ledger Projects, then if the selected G/L has been designated as requiring a Project Code to be entered with Journal Entries, the Sub-Ledger Project Code field will be presented. Enter a Project Code if required.
- The Journal Entry Source code will default to the Session Batch code under which the transaction is being entered for. This code is stored with the Journal Entry. The Series 5 G/L system provides a Source Analysis Analysis inquiry and reporting function that may be used to group or filter transactions by the Entry Source Code.
- The Original Transaction Entry Reference fields, carry information pertaining to those transactions within the Series 5 subsidiary systems, that contributed to generating the G/L Distributions. When entering transactions manually, you may use these fields to identify the transaction later in the assorted inquiry and reporting functions available in the G/L system.

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Modify this GL Transaction
Transaction JID #: 000003 29 of 30 Trxs Entered Image: Session Control Totals: Journal Entry Session: Postag Debits: \$ 8,928.93 Running Balance: \$ 676.00 Image: Session Control Totals:
G/L Account: 6550-104 Postage and Shipping
Expense Debit Amount: \$ 95.04
Ledger Date: 8/31/08 J-Entry Source Code: Postag Document Date: 7/31/08 Memo: Monthly U.P.S. Charges
Batch Code: AR811 Document #: 00000011111 Reference Code: SENTHILL Name/Item: Sentinel Hill Software
Have a Journal Entry generated to Counter Balance Account Have Reversing Accrual Distributions generated for this Journal Entry ?
Update Cancel

- G/L Transaction Entry Screen - Field Definitions

G/L	. Account	9(18)-9(5)			
This ma rec	This is the G/L Accounts number to be assigned to the transaction. The Account number may be entered directly, or you can use the drop-down list, and select one of the ten most recently entered numbers, or click the G/L Account "Lookup" icon.				
	Entering the G/L Account #				
	There are a couple of different ways a G/L According wanted to enter G/L Account # 001 - 0500 - 04 in the field provided:	ount # may be entered. For example, if you 0, you can type any of the following strings			
	• 001-0500-040				
	• 1-500-40				
	 1 500 40 001 0500 040 				
	• 0010500040				

Note that the system does remember the last 10 accounts that had been entered. If by chance you need to repeat entry of one of those accounts, just open the drop-list box, and double click on the desired account.					
Sub-Ledger Project	X(6), X(8), X(4)-X(4), or X(4)-99-99				
If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed. You would typically enter a Project Code with revenue or expense account distributions.					
Enabling G/L Accounts for Projects	5				
The G/L system is enabled to used Sub-Ledge <u>Preferences</u> [493]. If validation by Department or of Account and Project, or Department and Proj	r Projects as a property of the <u>G/L Control</u> Account is selected, then the combination ect is tested and must be a valid pair.				
As well, one of the properties of the G/L Account Always, Never, or Optionally entered with the act transaction.	t, is whether a Sub-Ledger Project is count when used to enter a Journal				
Debit or Credit Amount	\$ 999,999,999.99-				
Enter the amount for the Journal Entry as eit	her a Debit or a Credit.				
Ledger Date	(mmddyy)				
The Ledger Date is used to place the transaction into the appropriate G/L Fiscal Accounting period. This date will default to the date that was set up for the Journal Entry Session.					
Ledger Date Validation					
The Ledger date must fall within the range of dates specified as the Current Valid Posting Period that is defined by the Fiscal Year Periods Maintenance 484 function found under the G/L Control Options.					
Document Date (mmddyy)					
This should be the date that reflects the actual date of the event that the G/L transaction is recording. If related to a particular document, then this should be the document date.					
Journal Entry Source Code	X(6)				
The Source Code defaults to the Journal Session code. It is carried with the transaction when posted, and is printed on reports and displayed on inquiry screens. There is also					

Г

Memo	X(40)
A memo may be entered to describe to carried with the transaction when posinquiry screens.	the reason for the Journal Entry transaction. It is ted, and is printed on reports and displayed on
Original Reference - Batch Code	X(6)
This field is normally associated to a t subsidiary systems. It records the Tra associated transaction was entered u may enter any type of code. Either was the assorted inquiry and reporting fund	transactions that originated from one of the Serie ansaction Entry Batch or Program Code that the inder. When entering transactions manually, you ay, this field is used to identify the transaction lat ctions available in the G/L system.
Original Reference - Reference Co	ode X(8)
SUBSIDIARY Systems If records the Ci	Istomer Code Vendor Code Fixed Asset or
Subsidiary systems. It records the Ct Employee associated to the original tr manually, you may enter any type of c transaction later in the assorted inquir system.	ustomer Code, Vendor Code, Fixed Asset, or ransaction entered. When entering transactions code. Either way, this field is used to identify the ry and reporting functions available in the G/L
Subsidiary systems. It records the Cu Employee associated to the original tr manually, you may enter any type of o transaction later in the assorted inquir system. Original Reference - Document Nu	ustomer Code, Vendor Code, Fixed Asset, or ransaction entered. When entering transactions code. Either way, this field is used to identify the ry and reporting functions available in the G/L Imber 9(10)
Subsidiary systems. It records the Cu Employee associated to the original tr manually, you may enter any type of o transaction later in the assorted inquir system. Original Reference - Document Nu This field is normally associated to a t subsidiary systems. It records the do transaction that was entered. When e type of code. Either way, this field is u inquiry and reporting functions availab	ustomer Code, Vendor Code, Fixed Asset, or ransaction entered. When entering transactions code. Either way, this field is used to identify the ry and reporting functions available in the G/L Imber 9(10) transactions that originated from one of the Serie ocument number associated to the original entering transactions manually, you may enter an used to identify the transaction later in the assort ole in the G/L system.
Subsidiary systems. It records the Cu Employee associated to the original tr manually, you may enter any type of o transaction later in the assorted inquir system. Original Reference - Document Nu This field is normally associated to a t subsidiary systems. It records the do transaction that was entered. When e type of code. Either way, this field is t inquiry and reporting functions availab Original Reference - Name / Item	 ustomer Code, Vendor Code, Fixed Asset, or ransaction entered. When entering transactions code. Either way, this field is used to identify the ry and reporting functions available in the G/L umber 9(10) transactions that originated from one of the Serie ocument number associated to the original entering transactions manually, you may enter an used to identify the transaction later in the assort ole in the G/L system.
Subsidiary systems. It records the CL Employee associated to the original tr manually, you may enter any type of o transaction later in the assorted inquir system. Original Reference - Document Nu This field is normally associated to a t subsidiary systems. It records the do transaction that was entered. When e type of code. Either way, this field is t inquiry and reporting functions availab Original Reference - Name / Item This field is normally associated to a t subsidiary systems. It records the Cu inventory Description associated to the transactions manually, you may enter identify the transaction later in the ass G/L system.	ustomer Code, Vendor Code, Fixed Asset, or ransaction entered. When entering transactions code. Either way, this field is used to identify the ry and reporting functions available in the G/L umber 9(10) transactions that originated from one of the Serie ocument number associated to the original entering transactions manually, you may enter at used to identify the transaction later in the assort ole in the G/L system. X(40) transactions that originated from one of the Serie used to identify the transaction later in the assort ole in the G/L system. X(40) transactions that originated from one of the Serie ustomer Name, Vendor Name, Fixed Asset, or ne original transaction entered. When entering any type of code. Either way, this field is used to sorted inquiry and reporting functions available in

For each G/L Account, one of it's properties is a predefined Counter Balance Account. If a Counter-Balance account was set up for the account entered for the transaction, then if a Journal Transaction is to be automatically recorded to that account, set this check-box.

Note that the transaction is not actually generated until the Journal Entry Session is posted. The Counter transaction is recorded with the same Ledger Date to the Counter Balance Account and the Amount as a Debit or a Credit reversing the amount of the original transaction. The Counter Balancing transaction is recorded on the posting journal.

Generate Reversing Accrual	check-box
Transaction ?	

If the Journal Entry Session was defined to Automatically Generate Accruals on selected transactions, then set this check-box if this would be the desired results.

Note that the transaction is not actually generated until the Journal Entry Session is posted. The Accrual transaction is recorded with the Ledger Date as the 1st day of the next valid Fiscal Period and the Amount as a Debit or a Credit reversing the amount of the original transaction. The Accrual transaction is recorded on the posting journal.

7.4.3 Inter-Company Journal Transaction Entry

This Series 5 General Ledger operation's menu item provides the means to record Inter-Company G/L Journal Entries to your system.

Some of the features associated to Inter-Company Transactions entry are as follows:

- All Transactions are entered as sets of transactions into operator defined Journal Entry Sessions, or Batches.
- Sessions are created in advance and can have control totals that are tested as transactions are entered.
- Transactions can only be entered where a Company-to-Company relationship has been defined
- Inter-Company Transfer accounts are defaulted for Cash, Payroll, Expense and Revenue types of transactions
- Multiple Target Company Transactions may be entered for each Source Company Transaction
- Multiple Target Company Transactions may be automatically generated based on pre-defined Auto-Distribution sets
- When Inter-Company Journal Sessions are posted, a journal is generated which is archived for future reference
- The Ledger Dates of all transactions are validated against the range of dates that

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are defined as the Valid Posting Period by the Fiscal Year Periods Maintenance function, for both the source company and the target company.

- The Fiscal Period tables for both the source company and the target company DO NOT HAVE TO BE THE SAME.
- When General Journal Session Batches are posted, their transactions are copied to the G/L Year-To-Date file for both the source company and the target company. These will remain on the system for up to 8 years, before the Year End function removes them.

Before entering the Inter-Company Journal Transactions, a Journal Entry Session must be created. These may be created directly from the Transaction entry routine.



Accessing the G/L Inter-Company Journal Transactions Entry Function

From the G/L Main menu, select InterCompany Journal Trx Entry from the Operations drop-down menu.



Inter-Company Journal Transaction Entry Batches

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Supplier Invoice Entry
- Purchasing System Requisition and PO Transaction Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.
- 2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.
- 3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions is then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions is determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. In most cases, the Batch Header record is kept on file and may be reviewed at any time in the future. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

Once a batch is posted, the data may no longer be accessed via the batch number. It may however, be printed in an archive journal. This journal data may be purged by the user to suit his requirements. One example for the use of this journal is to keep a record of the year's transactions, and these transactions could be purged after being listed as part of the year end processing.

7.4.3.1 Inter-Company Session Selection

The first screen that is displayed when selecting Inter-Company Transaction Entry is one that lets you select an already establish Journal Entry Session, or create a new one. It will display push-buttons of the most recently created or accessed Batches. A given Batch may be selected by clicking on the button, or selecting one from the drop-down list.

Screen Inter-Company Journal Transaction Session Selection Screen

nter-Company Journal Transaction Entry	
nter-Company Transaction Session Selection	
Inter-Company G/L Transactions are entered in sets under the control of Journal Entry Sessions. Select the desired session from one of those that have already been created, or you may choose to create a new one.	2
J-Entry Session: LTEST Created: 6/30/11 11:42 AM by: USER With: 2 of 0 Trxs Entered Total Debits: \$ 5,520.00 of an expected \$	0.00
with Default Target G/L Company: LARRY	
Recently Accessed or Created J-Entry Sessions: LTEST 6/30/11 11:42 AM USER	
Create a new Journal Entry Session	
OK Exit Inter-Company Trx En	try

If the Journal Session Batch has not yet been created, you can do so by clicking on the **Create a new Journal Entry Session** push button.

A Processing Tip

Before setting up a new Session, tally the number of transactions, and the total dollar value of all Debit transactions amounts.

For further discussion, and detailed description of the screen used for adding a new Journal Entry Session refer to the topic titled Inter-Company Session Screens at the topic following.

7.4.3.2 Inter-Company Session Control Screen

All Inter-Company G/L Journal transactions are entered into the system using a G/L Journal Entry Session.

A group of transactions are entered together under the control of a Inter-Company Journal Entry Session. Each Session has a unique code or number assigned by the operator. Control parameters may be assigned to each batch if desired. Batches are created manually directly from the Inter-Company Session selection screen. Different operators can be working in different Sessions of Inter-Company Journal Transactions at the same time, and any batch may be posted independent from the others.

Screen Inter-Company Journal Transaction Session - Properties Screen

The properties for each General Journal Session is defined with the following screen:

Modify Journal Entry Session Properties				
Inter-Company Journal Entry Session: LTEST Modify th	e Properties of			
Journal Entry Sessions are used to group the entry of Inter-Company Trar Assorted defaults for the Transactions, and as an option, Control Totals n	sactions to be posted to the G/L System. ay be specifed.			
J-Entry Session Code: LTEST D	efault Ledger Date: 3/31/09			
Default Target G/L Company: LARRY Larry T	est Co			
Default Transaction Memo: Reconcile Inter-Co Payrolls				
Control Totals:				
# of Transactions: Total Image: Constraint of the second seco	Debits \$ Amount:			
OK Cancel				
Operational Tip				

You can edit the properties for the Session directly from the Transaction Entry grid screen. On the menu bar, click **Edit**, then from the drop down menu, click on **Edit JE Batch Properties**.

Field Definitions

J-Entry Session Code

This is the code assigned to the Journal Entry Session Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Edit List and Posting Register that is created.

X(6)

(mmddyy)

(mmddyy)

drop-list

X(40)

Hint

Once a Journal Session is posted, the Batch Code record is deleted. A given code could be re-used. However, the J-Entry code is assigned, as a default, to each transaction's Journal Entry Source Code, so it is suggested that you always use different Session Codes.

Default Ledger Date

When Journal Entry transactions are entered for the batch, this date will be automatically assigned as the default Ledger Date. The date that is initially displayed is the end date of the Current Valid Posting Period that is defined in the G/L Company's Fiscal Year Periods Control Options [484]. The date may be changed when a transaction is entered.

Default Transaction Date

When Journal Entry transactions are entered for the batch, this date will be automatically assigned as the default Transaction Date. The date that is initially displayed is today's system date. The date may be changed when the transaction is entered.

Default Target G/L Company

Select the G/L Company that most of the transactions that are to be entered are to be targeted with. The company that is selected here will be automatically assigned as the default for each transaction entered. (It may then be changed to a different company).

Only those companies that have been enabled for Inter-Company transactions processing with the current G/L company will be listed.

Default Memo

A memo may be recorded with each transaction. The text entered in this field will be assigned to every transaction that is added to this Entry Session.

Control Totals - Expected # of Transactions *radio-buttons and 9(6)*

As a control measure, select whether a specified number of transactions must be entered under the session or not. If not disabled, enter the # of transactions expected.

The system will issue a warning if the number entered does not match that which was expected. (A maximum of 999,999 transactions may be entered for a single session).

Control Totals - Expected Total \$ Debits Amount

999,999,999.99-

As a control measure, select whether a specified total Debit dollar amount must be entered under the session or not. If not disabled, enter the total of all Debit transactions expected. The system will issue a warning if the number entered does not match that which was expected.

7.4.3.3 **Inter-Company Transaction Entry Grid**

Inter-Company General Journal Transactions for a given session are maintained using a Series 5 grid processing screen.

Inter-Company G/L General Journal Transaction Entry Grid

Inter-C J-Entry 9	Company G/L Transaction Session: LTEST	n Entry Select to add, i You may also p	modify or delete In print an Edit List. T	tercompany Trar o have the trans	nsaction Sets within this Journal sactions recorded, select the "P	Entry Session. ost'' function.	Exit 📑 🔐	
	New Modi	ify Delete		Print Full Edi	it List Print Excep	tion Edit List	Post	
ist by: [Journal Set ID # 👻	Go To Trxs with SID #:		n	MÎ MJ Refresh	Defau Default D	It Ledger Date: 3/31/09 ocument Date: 3/31/09	
GID #	Target Company	G/L Account #	S/L Project	Lgr Date	Debit	Ref Batch	Memo	
Туре	Target Company Name	Account Description	JE Source	Doc Date	Credit	Ref Doc #	Ref Code with Company/Item	
1	NECSA	1130-001		3/31/09	1,020.00	PYRS11	Reconcile Inter-Co Payrolls	
Pyrol	PCA Northeast Cement Ship	Supplemental Retirement Plan	LTEST	3/31/09		018881	SHSI Teachers Pension Corp	
2	NECSA	1108-001		3/31/09	4,500.00	NERFY	Reconcile Inter-Co Payrolls	
Cash	PCA Northeast Cement Ship	Product Development	LTEST	3/31/09		019191	TOOLMAN STANLEY CUP	
				h				
								_
								_
								_
								_
			1	1 1			1	

"Fast Buttons"				
New	Add a new Transaction			
Modify	Modify the Transaction highlighted in the grid			
Delete	Delete the Transaction highlighted i the grid			
Print Edit List	Generate a report listing the Transaction for the Session			
Exception Edit List	Generate a report listing only those Transactions that have invalid account or dates.			
Post	Post the Session'sTransactions to the G/L Year-to-Date file as Journal Entries			

Edit an existing Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some points to note about the grid screen are as follows:

- Notice that the control totals for the grid are displayed at the bottom of the screen. The Total Debits amount is shown.
- Each transaction displayed is actually an in-balance set of transactions representing a Debit and Credit Journal Entry in the "Source" company; and a Debit or Credit with offsetting Distributions for Journal Entries in the "Target" company.
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions



The edit list, or posting journal when generated, if archived, will be catalogued with a report name of **INTCO_XXXXXNn.LST** or **INTCO_XXXXXNn.JRN** where **XXXXXX** is the Journal Entry session code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

7.4.3.4 Inter-Company Trx Entry Screens

Screen Inter-Company G/L Journal Transaction Entry - Transaction Screen

Some points to note when adding an Inter-Company G/L Transaction:

- Selecting the Transaction Type, basically initializes the SOURCE and TARGET company Transfer To/From accounts using those that were set up by the <u>G/L Control</u> <u>Preferences</u> function. It really has no other effect. (However when the Journal Entry is recorded, it is tagged as either an Inter-Company Cash, Payroll, Expense or Revenue sourced type of transaction).
- Once the Target Company is selected, it may not be changed. Only those G/L Companies that have been set up to receive inter-company transactions, with the current G/L Company, are listed.
- When entering the G/L Account, enter the number directly into the field provided. (In other words, a separate window is no longer displayed). The field is presented as a drop-down list, that you can either enter the account # directly, of choose from the 10 most recently entered accounts. When entering the account number each segment of the Account number may be separated with either a Space, or the "-" character.
- When entering the G/L Account for the Target G/L Company transactions, it must be a valid G/L account that has been defined in the Target Company's chart-of-accounts. If the "Lookup" function is activated, the accounts listed are those from the Target company.
- If your system has been define to use Sub-Ledger Projects, then if the selected G/L has been designated as requiring a Project Code to be entered with Journal Entries, the Sub-Ledger Project Code field will be presented. Enter a Project Code if required.
- The Journal Entry Source code will default to the Session Batch code under which the transaction is being entered for. This code is stored with the Journal Entry. The Series 5 G/L system provides a Source Analysis Analysis inquiry and reporting function that may be used to group or filter transactions by the Entry Source Code.
- An Inter-Company Transaction, when posted, will actually generated at least 4 Journal

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Entries. Hence a given transaction must be, and is, in balance. The following Journal Entries will be generated:

Company	Debit	Credit
Originating :	Cash, Payroll, Expense or Revenue Account	Due To/From Target Company Account
Target:	Due To/From Originating Company Account	One or more Cash, Payroll, Expense or Revenue Account distributions.

The Originating Company journal entry transactions are entered from the following tab subscreen.

Modify this Inter-Company Transaction Set	
Transaction Set ID #: 000001 Session Control Totals: 1 of 0 Trxs Entered Inter-Company Entry Session: LTEST Debits: \$ 1,020.00 1 1	
Trx Type: Payroll Transfer Target Company: NECSA PCA Northeast Cement Shippers Current Period: 1/01/09 1/31/09 Ledger Date: 3/31/09 I J-Entry Source Code: LTEST Document Date: 3/31/09 I Memo: Reconcile Inter-Co Payrolls	
Source Company Transactions Targeted G/L Company Transactions Journal Entries to be recorded in the originating G/L Company PCA Debit Amount: \$ 1,020.00 Credit Amount: \$	-
G/L Account: SUBRCE Company Transfer To/From Account: 1130-001 Image: Supplemental Retirement Plan Accounts Receivable Accounts Receivable PCA - A/R SCCPA	
Original Trx Entry Reference Fields: Batch Code: PYRS11 Document #: 0000018881 Reference Code: SHSI Name/Item: Teachers Pension Corp	
Update Cancel	

Inter-Company G/L Transaction Entry	y Screen - Field Definitions
Transaction Type	dron-list
Selecting the Transaction Type, basically in Transfer To/From accounts using those tha function. It really has no other effect. (However when the Journal Entry is record Cash, Payroll, Expense or Revenue source	itializes the SOURCE and TARGET company at were set up by the <u>G/L Control Preferences</u> ed, it is tagged as either an Inter-Company ed type of transaction).
Target Company	drop-list
Select the Target G/L Company for which the to. Only those companies that have been so transactions, with the current company being list. Enabling Target - Source Transfer You must ensure that Inter-Company transfers are working in, and in the target company.	he Inter-Company transaction is to be targeted specifically enable for Inter-Company ng processed, will be listed in the drop-down rs s are enabled in both the company that your
Ledger Date	(mmddyy)
The Ledger Date is used to place the transport Accounting period. This date will default to Session.	action into the appropriate G/L Fiscal the date that was set up for the Journal Entry
Ledger Date Validation The Ledger date must fall within the range of or Period that is defined by the <u>Fiscal Year Perio</u> G/L Control Options.	dates specified as the Current Valid Posting <u>ds Maintenance विक्व</u> ी function found under the
Document Date	(mmddyy)
This should be the date that reflects the act recording. If related to a particular documer	ual date of the event that the G/L transaction is nt, then this should be the document date.
Journal-Entry Source Code	X(6)
The Source Code defaults to the Journal Se when posted, and is printed on reports and an Source Analysis report that uses the So	ession code. It is carried with the transaction displayed on inquiry screens. There is also urce Code entered with each transaction.

Memo

A memo may be entered to describe the reason for the Journal Entry transaction. It is carried with the transaction when posted, and is printed on reports and displayed on inquiry screens.

X(40)

 Inter-Company Source Company Transaction tab Sub-Screen - Field Definitions

Debit or Credit Amount \$ 999,999,999.99-

Enter the amount for the Inter-Company Transfer Journal Entry as either a Debit or a Credit. A reversing Journal Entry will automatically be generated to the Source Company's Transfer To/From Target Company account.

G/L Account

9(18)-9(5)

This is the G/L Account number to be assigned to the transaction. The Account number may be entered directly, or you can use the drop-down list, and select one of the ten most recently entered numbers, or click the G/L Account "Lookup" icon.

Entering the G/L Account

There are a couple of different ways a G/L Account # may be entered. For example, if you wanted to enter G/L Account # **001 - 0500 - 040**, you can type any of the following strings in the field provided:

- 001-0500-040
- 1-500-40
- 1 500 40
- 001 0500 040
- 0010500040

Note that the system does remember the last 10 accounts that had been entered. If by chance you need to repeat entry of one of those accounts, just open the drop-list box, and double click on the desired account.

Source Company's "Transfer To/From 9(18)-9(5) Target Company" Account

This is the Transfer To/From account that is used in the source company's chart-ofaccounts to record amounts transferred to/from the targeted company. It will be automatically defaulted to the account that is defined in the G/L Control Preferences Inter-Company Routing screen.

(The account cannot be entered directly into the displayed field. You must click on the small icon to the left of the field to enter or select a different account).

Sub-Ledger Project Code	X(6), X(8), X(4)-X(4), or X(4)-99-99
If the Series 5 General Ledger system selected account has been designated You would typically enter a Project Co	is configured to use Sub-Ledger Projects, and the d to allow project codes, this fields will be displayed ode with revenue or expense account distributions
Enabling G/L Accounts for Pre	ojects
The G/L system is enabled to used Sub- Preferences 493. If validation by Departm of Account and Project, or Department a	-Ledger Projects as a property of the <u>G/L Control</u> nent or Account is selected, then the combination nd Project is tested and must be a valid pair.
As well, one of the properties of the G/L Always, Never, or Optionally entered with transaction.	Account, is whether a Sub-Ledger Project is In the account when used to enter a Journal
Original Poteronce - Batch Code	X/6)
	×(0)
associated transaction was entered up may enter any type of code. Either wa the assorted inquiry and reporting func	nder. When entering transactions manually, you ay, this field is used to identify the transaction late ctions available in the G/L system.
Original Reference - Reference Co	ode X(8)
This field is normally associated to a tr subsidiary systems. It records the Cu Employee associated to the original tra manually, you may enter any type of co transaction later in the assorted inquiry system.	ransactions that originated from one of the Series istomer Code, Vendor Code, Fixed Asset, or ansaction entered. When entering transactions ode. Either way, this field is used to identify the y and reporting functions available in the G/L
Original Reference - Document Nu	mber <i>9(10)</i>
This field is normally associated to a trasubsidiary systems. It records the doc transaction that was entered. When e type of code. Either way, this field is u inquiry and reporting functions available	ransactions that originated from one of the Series cument number associated to the original entering transactions manually, you may enter any used to identify the transaction later in the assorte le in the G/L system.
Original Reference - Name / Item	X(40)
This field is normally associated to a tr	ransactions that originated from one of the Series

G/L system.

Inter-Company Target Company Transaction Entry - Tab Sub-Screen

The Target Company journal distributions are managed with the following tab sub-screen grid.

ansaction S er-Company	Set ID #: yEntrySessi	000001 on: LTEST	Session Debits:	Control Totals: - 2 of 0 \$ 5,520.00	Trxs Entered				1 1 1 1	
Trx Type: Le Docu	Payroll T edger Date: ument Date:	ransfer 3/31/09 3/31/09	▼ Tar	get Company: J-Entry Source Memo: Rec	NECSA	PCA North Current Perio	neast Cen od: 1701	ent Shipper: /09 · 1/3	s 1709	
Source Co	ompany Tra	ansactions T	argeted G/L (Company Trar IECSA - F	nsactions PCA Northeast Cem	ent Shipper:	8			
	1580	mpany Transfer 1	I o/From Accoun	Due To	From CTL		from Au		n Cot	
	New	mpany Transfer 1	lify	Due To	/From CTL Clear All		I from Au	o-Distributio	n Set	
TID Targ	New get G/L Di: 8-001 - Pro	001	lify	Due To Delete	/From CTL Clear All Debit	Load	From Aut	o-Distributio	n Set Ref-Name	•
TID Targ 1 110 2 111	New get G/L Dis 8-001 - Pro 0-001 - Wo	001 Mod stribution Accc duct Develop	lify	Due To Delete	/From CTL Clear All Debit	Credit 20.00	From Aut Ref-# 18881	o-Distributio Ref-Code SHSI SHSI	n Set Ref-Name Teachers Pensio	•
TID Targ 1 110 2 111 3 105	New get G/L Dis 8-001 - Pro 0-001 - Wo i0-002 - Cai	001 Mod stribution Accco duct Develop rking Funds/F nadian Imperia	lify	Due To	/From CTL Clear All Debit	Load Credit 20.00 30.00 14.55	Ref-# 18881 18881 18881	o-Distributio Ref-Code SHSI SHSI 001	n Set Ref-Name Teachers Pensio Teachers Pensio AutoDist: LARBY	• •
TID Targ 1 110 2 111 3 105 4 105	New get G/L Dis 8-001 - Pro 0-001 - Wo 0-002 - Ca 5-002 - Ca	001 001 stribution Accord stribution Accord stribution Funds/F nadian Imperia nadian Imperia	lify ount Petty Cash al Bank al Bank -Payro	Due To	/From CTL Clear All Debit	Credit 20.00 30.00 14.55 29.10	From Aut Ref-# 18881 18881 18881 18881 18881	o-Distributio Ref-Code SHSI SHSI 001 001	n Set Ref-Name Teachers Pensio AutoDist: LARRY AutoDist: LARRY	• •
TID Tag 1 110 2 111 3 105 4 105 5 107	New get G/L Dis 8-001 - Pro 0-001 - Wo 0-002 - Cal 5-002 - Cal 5-001 - JP	001 001 stribution Accord stribution Accor	lify	Due To	/From CTL Clear All Debit	Credit 20.00 30.00 14.55 29.10 203.70	Ref-# 18881 18881 18881 18881 18881	o-Distributio Ref-Code SHSI SHSI 001 001 001	n Set Ref-Name Teachers Pensio Teachers Pensio AutoDist: LARRY AutoDist: LARRY AutoDist: LARRY	▲ ★ ₹
TID Tag 1 110 2 111 3 105 4 105 5 107 6 110	New get G/L Dis 8-001 - Pro 0-001 - Wo 0-002 - Can 5-002 - Can 5-001 - JP 0-001 - No	001 stribution Accord duct Developi rking Funds/F nadian Imperia Morgan Chase rthern Trust	lify ount ment Petty Cash al Bank al Bank-Payro e	Due To Delete S/L Project	/From CTL Clear All Debit	Credit 20.00 30.00 14.55 29.10 203.70 310.40	Ref-# 18881 18881 18881 18881 18881 18881	o-Distributio Ref-Code SHSI SHSI 001 001 001 001 001	n Set Teachers Pensio Teachers Pensio AutoDist: LARRY AutoDist: LARRY AutoDist: LARRY	• • •
TID Targ 1 110 2 111 3 105 4 105 5 107 6 110 7 110	New get G/L Dis 8-001 - Pro 0-001 - Wo 0-002 - Cas 5-002 - Cas 5-001 - JP 0-001 - No 3-001 - No	001 001 stribution Accc oduct Developi orking Funds/F nadian Imperia nadian Imperia Morgan Chase rthern Trust rthern Trust 	lify ount ment ² etty Cash al Bank al Bank-Payro e A/P Checks	Due To	/From CTL	Credit 20.00 30.00 14.55 29.10 203.70 310.40 58.20	From Aut Ref-# 18881 18881 18881 18881 18881 18881	o-Distributio Ref-Code SHSI SHSI 001 001 001 001 001 001	n Set Teachers Pensio Teachers Pensio AutoDist: LARRY AutoDist: LARRY AutoDist: LARRY AutoDist: LARRY	
TID Targ 1 110 2 111 3 105 4 105 5 107 6 110 7 110 9 Targ	New get G/L Dis 8-001 - Pro 0-001 - Wo 0-002 - Cas 5-002 - Cas 5-001 - JP 0-001 - No 13-001 - No arget Company	001 001 stribution Accor oduct Developi orking Funds/F nadian Imperia madian Imperia Morgan Chase rthern Trust rthern Trust rthern Trust 	lify ount ment Petty Cash al Bank al Bank-Payro a A/P Checks Net Debi	Due To	/From CTL	Load Credit 20.00 30.00 14.55 29.10 203.70 310.40 58.20 Amour	From Aut 18881 18881 18881 18881 18881 18881 18881 18881 18881 18881 18881 18881 18881 18881 18881	o-Distributio SHSI SHSI 001 001 001 001 001 001 001 stribute: \$ 0.0	n Set Teachers Pensio Teachers Pensio AutoDist: LARRY AutoDist: LARRY AutoDist: LARRY AutoDist: LARRY AutoDist: LARRY	• • •

Target Company Transactions tab Sub-Screen - Grid

Target Company's "Transfer To/From9(18)-9(5)Source Company" Account9(18)-9(5)

This is the Target Company's **Transfer To/From** account that is used in the target company's chart-of-accounts to record amounts transferred to/from the currently G/L company being worked with. It will be automatically defaulted to the account that is defined in the G/L Control Preferences Inter-Company Routing screen.

(The account cannot be entered directly into the displayed field. You must click on the
small icon to the left of the field to enter or select a different account).

Target Company Transaction Grid

This Series 5 grid lists the distributions for the target company's Journal Entry transactions that will be generated. Up to 100 distributions may be recorded. The sum of all distributions must equal the debit or credit amount entered on the Source Company Transaction tab sub-screen.

"Fast Buttons"		
New	Add a new Target Company Distribution	
Modify	Modify the Distribution highlighted in the grid	
Delete	Delete the Distribution highlighted in the grid	
Clear All	Deletes all the Distribution displayed in the grid	
Load from Auto- Distribution Set	When the Amount Left to Distribute is NOT = ZERO, select to have the Distributions generated automatically based on a pre-defined Auto-Distribution Set	

You may double-click an existing row to have it's distribution edited.

Screen Inter-Company Target Company Transaction Entry - Tab Sub-Screen

Individual Target Company journal distributions are edited with the following window screen.



G/L Account:		44.		
Product [)evelopment			
Debit Amount: \$	20.00	Credit Amount: \$		
Original Trx Entr	y Reference Fields:			
Document #:	0000018881	Reference Code: SHS	ŝi -	
		Name/Item: Tea	chers Pension Corp	

Target Company Distributions Screen - Field Definitions

G/L Account 9(18)-9(5) This is the G/L Account number to be assigned to the Target Company's Journal Entry transaction. The Account number may be entered directly, or you can use the drop-down list, and select one of the ten most recently entered numbers, or click the G/L Account "Lookup" icon. This account must be defined in the Target Company's G/L Chart-of-Accounts. Entering the G/L Account # There are a couple of different ways a G/L Account # may be entered. For example, if you wanted to enter G/L Account # 001 - 0500 - 040, you can type any of the following strings in the field provided: • 001-0500-040 • 1-500-40 • 1 500 40 • 001 0500 040 • 0010500040 Note that the system does remember the last 10 accounts that had been entered. If by chance you need to repeat entry of one of those accounts, just open the drop-list box, and double click on the desired account. Sub-Ledger Project Code X(6), X(8), X(4)-X(4), or X(4)-99-99



 Entering Target Company G/L Transactions for a Set of Accounts based on Defined Auto-Distributed Percentages

The Series 5 G/L provides the functionality of pre-defining sets of Auto-Distribution codes. *(Refer to the topic titled <u>Auto Distribution Codes Maintenance</u> for further details). Up to thirty-six distributions may be assigned to each Auto Distribution set. To enter a pre-defined set of target company distribution transactions, you can select the desired Distribution Set, and have the associated Journal Entries generated. This is accomplished using the following steps:*

- From the Targeted G/L Company Transaction Entry grid screen, On the menu bar, click on Load from Auto-Distributed Set.
- The following window is displayed. Enter the code for the Auto-Distribution set of transactions that is to be inserted
- Enter the \$ debit or credit amount. The \$Amounts will be automatically computed and displayed for verification
- Add Target Company Transactions for a Pre-Defined Auto-Dist Code Target G/L Company: NECSA --- PCA Northeast Cement Shippers Inter-Company Entry Session: LTEST Target Company Transaction TID #: 03 Transaction Set SID #: 000001 2 Target G/L Auto Distribution Transaction Set: LARRY NECSA TEST DISTRIBUTIONS Code: 001 🚮 Distribtion Account Projec \$ Amoun! 1055-002 - Canadian Imperial Bank-Payroll 3.00 % 1075-001 - JP Morgan Chase 21.00 % Ξ 1100-001 - Northern Trust 32.00 % 1103-001 - Northern Trust - A/P Checks 6.00 % 1104-001 - Old Orchard Bank 27.00 % Credit Amount: \$ Debit Amount: \$ 1,000.00 Original Trx Entry Reference Fields: Document #: 0000018881 Reference Code: 001 Name/Item: AutoDist: LARRY NECSA TEST

Add Auto Trxs

Click the Add Auto Trxs button, and the distributions will be recorded

Adding Auto-Distributed Transactions - Field Definitions

Auto-Distribution Code

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Cancel

9(3)

Enter the code for the Auto-Distribution set that is to be applied. These Auto-Distribution Code sets must be defined in the target G/L Company system.

Debit/Credit \$ Amount

drop-down list

Enter either the Debit or Credit Amount that is to be used in generating the Auto-Distributions. The resulting amounts to each account defined is displayed in the table.

Other fields

The remaining fields should be entered using the same guidelines as that for regular Journal Transactions.

7.4.4 Interfacing from Subsidiary Systems

All G/L General Journal transactions are entered into the system using a G/L Journal Entry Session.

All G/L Distributions that are created in any of the subsidiary systems, (ie., Accounts Payable, or Accounts Receivable, etc.), must be transferred to the General Ledger system via a G/L Journal Entry Session. This is accomplished by firing up the Series 5 General Ledger, selecting the G/L Company in which the journal entries are to be recorded against, and invoking the **Interface from Sub-Systems** function found under the Operations sub-menu. After the interface from the selected sub-system has finished, the G/L distributions have been recorded as G/L Transactions in a particular G/L Journal Entry Session. The General Journal Transaction Entry function must then be used to select the Session and post it's transactions to the G/L.

When the Interface is executed, only those distributions up to a specified date are brought into the G/L. The interface may be executed daily, weekly, or monthly. It's basically up to your accounting manager, as to how often the interface is run, to provide detail information in the General Ledger system for reporting purposes. When distributions are brought in from the sub-systems, they are deleted, thus ensuring that they may not be duplicated.

Note about Ledger Dates

When Transactions are loaded from subsidiary systems, they have already been assigned a Ledger Date, and a Document Date. The Defaults that are set up in the Session Batch ARE ONLY USED IF TRANSACTIONS ARE ADDED MANUALLY.

Streen Subsidiary Systems - Options Screen

The options available for the interface is defined with the following screen:

Interface Distributions from Sub-Systems
Copy G/L Distributions from supporting subsidiary systems as of a specific date. All Transactions are recorded to a General Journal Transaction Session for review prior to your posting to the G/L.
Interface Options
Select the Subsidiary system to load from, along with the cutoff-date and the J-Entry Session to copy to.
Interfacing Distributions from:
Subsidiary System:
Accounts Payable Fixed Assets
Accounts Receivable Payroll
Copy ONLY those distributions with a Ledge Date upto and including: 4/30/07
✓ Delete the distributions copied from the Subsidiary System ?
Distributions are copied as General Journal Transactions to:
J-Entry Session: AP1124
Load Distributions Cancel

- Interface Options Screen - Field Definitions

Company System	X(6)	
This is the Series 5 Company System code of the Subsidiary System from which the Distributions are to be loaded.		
Company Code Verification		
Each subsidiary system has, as one of it's control properties, the G/L Company Code to which it is tied to. When the interface is executed, and a particular subsystem for a Company System is selected, it's G/L Company code is checked to make sure it is being interfaced into the correct G/L.		
Subsidiary System radio-buttons		
Select the subsystem whose G/L Di	istributions are to be moved into the G/L.	

	Accounts Payable	Fixed Assets
0	Accounts Receivable	Payroll
Copy Di	stributions Upto Ledger	(mmddyy)
Date		
Only tho	se G/L Distributions from t	he subsidiary system that have a Ledger Date that
earlier o	r equal to the date specified	d in this field will be moved.
Inte	erface Out of Balance?	
Whe	n the interface is executed all d	istributions are conied to a General Journal Entry Session
this i	is out of balance, or in particular	; if your Payables balance does not match what is reported
the A	Accounts Payable system, it mig in the future	ht be possible that some transactions were entered with s
lf wh that f	en you interface, you always sel there are some distributions tha	ect the ending date of the current Fiscal Period, it's possib t are still left in the A/P. Execute the A/P Distribution repor
a cut	toff date 10 years in the future. to	a a a if any itama wara left
	······································	See il ally liell's were lell.
	the Distributions that	see il any lients were lell.
Delete t	the Distributions that	check-box
Delete t were Co	the Distributions that opied ?	check-box
Delete f were Co When th do not do wice, w	the Distributions that opied ? ne distributions are move elete them, you provide the hich could be disastrous.	check-box ed to the G/L they should always be deleted. opportunity to have some distributions interfaced
Delete t were Co When th do not do twice, w Journal	the Distributions that opied ? ne distributions are move elete them, you provide the hich could be disastrous. Entry Session Code	check-box ed to the G/L they should always be deleted. e opportunity to have some distributions interfaced
Delete f were Co When th do not do twice, w Journal When th Transac are reco	the Distributions that opied ? ne distributions are move elete them, you provide the hich could be disastrous. Entry Session Code ne distributions are moved to tions. This field defines the rded to.	check-box ed to the G/L they should always be deleted. opportunity to have some distributions interfaced X(6) to the G/L system, they are written as General Jone Journal Entry Session code to which the transa

7.4.5 G/L Company Consolidation

The Series 5 offers the capability to support multiple G/L reporting companies or divisions for your corporation. For each of the Company Systems defined within the G/L application, you may define unlimited number of divisions or branches. The data and reporting of these divisions is maintained totally separate from one another.

Should you need to view or report on all the companies at once, or generate a "Consolidated" Financial Statement, it will be necessary to have all the Journal Entries from each of the divisions' G/L system, copied to a Consolidated G/L Company. The G/L Company Consolidation operation accomplishes this task. Analysis of the corporation's performance as one unit can be greatly simplified when the consolidation feature is utilized.

The Consolidated Company has all the capabilities of each reporting company. It must be set up as it's own company using the <u>G/L Company Control Preferences function</u> [437], requires it's own Chart-of-Accounts, definitions for Departments and Entities, and Financial Statement Specifications. (In effect the consolidated company is just like any other, except it duplicates each of the sub-ordinate companies properties and journal entries).

Properties of the Consolidated Company

The Consolidated G/L Company MUST have the same G/L Chart-of-Accounts and Departments defined as each of the G/L Companies that are consolidated into it.

It also must be flagged as the "Consolidated" Company by setting the applicable check-box in it's G/L Company Preferences.

To prepare the Consolidated Company, the following steps must be taken:

- Create the Consolidated Company using the G/L Company Preferences. We suggest assigning the Company Filename Suffix of 99. Also, the property identifying it as the "Consolidated Company" must be set.
- Copy the Chart-of-Accounts from each of the subsidiary G/L companies to the consolidated company's Chart-of-Accounts. The consolidated G/L must be comprised of all the accounts contained in the subsidiary companies.
- Create a Department record for each Profit Center that will be reported in the consolidated company.
- Make sure that the same G/L Account is not duplicated in any of the subsidiary G/L companies, (unless it's for the same account). When the Journal Entries from each subsidiary company is moved to the consolidated company all transactions for the same G/L account number are basically merged together for reporting purposes.

When Journal Entries are copied from the subsidiary companies, internally, they are marked as being consolidated. This will ensure that any given transaction cannot be consolidated twice.

Sconsolidation from Subsidiary G/L Companies - Options Screen

Some points to be noted when consolidating from subsidiary G/L Companies:

- Up to 18 different sub-companies may be consolidated
- Journal Entries are copied from the subsidiary companies. They are not deleted.
- The same Journal Entry cannot be consolidated twice.
- As an option, all transactions from a given company, for the same G/L Account, may be compressed by Fiscal Period or Ledger Date into two transactions; one for the total Credits and one for the total Debits for the given Period or Date.

 Consolidated transactions are written as General Journal Transactions, and can be reviewed and modified prior to actually being posted.

The options available for the consolidation is defined with the following screen:

🔲 Multiple G/L Companys Consolidation	×			
Copy Journal Entries from other G/L Companys in order to generate "Consolidated" Financial Statements, Reports and/or Queries. ONLY THOSE TRANSACTIONS NOT ALREADY COPIED WILL BE LOADED. (For Un-Closed Fiscal Years up to the Date Specified below).				
Consolidation Options				
Select the G/L Company(s) to be copied from; and the Journal Entry Session to be copy into.				
Check off the G/L Companies to be Copied From:				
✓ AZCA - PCA-FBO Arizona Cement Ass. ✓ NECSA - PCA Northeast Cement Shippers ✓ SE - PCA Southeast Region				
CCT - PCA-FB0 Cement Council Texas VWCPG - Northwest Cement Producer Grp VSLAG - PCA-FB0 Slag Cement Ass.				
CNCA - PCA-FBD California Nevada Ceme VCA - Portland Cement Association				
CPCNA - PCA-FB0 Concrete Promo of N CA V PSCPC - PCA-FB0 Puget Sound Concrete				
GLCPA - Great Lakes Cement Promo Ass. RMCC - Rocky Mountain Cement Council				
NCCC - North Central Cement Council SCCPA - South Central Cement Promo Ass				
Copy ONLY those Journal Entries with a Ledge Date upto and including: 12/31/08 Transaction Compression: For each account, G/L Transactions can be CONSOLIDATED by Ledger Date, Fiscal Period, or not at all. If chosen, seperate transactions are written, each for the sum of the Credits and the sum of Debits.				
Journal Entries are copied as General Journal Transactions: To J-Entry Session: CC1210 With J-Entry Source Code: Cnn-12 Filename Suffix of the company being copied from)				
Copy the Transactions for Consolidation				

- Consolidation Options Screen - Field Definitions

Companies to be Copied From 18 check-boxes

A check-box is allocated to each of the possible G/L companies that may be consolidated. Check or uncheck the box of those companies that are to have their Journal Entries copied, or not.

Be aware that when Journal Entries are copied into the Consolidated company, they are written as General Journal Transactions in a Journal Entry Session. A maximum of 999,999 transaction may be recorded to a single session. If consolidating from a number of companies, you may want to break it up, and only consolidate one company at a time, each to a separate Journal Entry Session.

Eligibility for Consolidation

Each G/L Company has, as one of it's control properties, a flag to indicate whether or not it may have

Copy Journal Entry Upto Ledger	(mmddyy)
Date	
Only those Journal Entries that have specified in this field will be copied.	e a Ledger Date that is earlier or equal to the date
Transaction Compression	radio-buttons
When the Journal Entry are copied	from each
source G/L Company, the system a	as an 💿 None
Period Ledger Date or not at all T	wo By Fiscal Period
transactions will be recorded for ear	ch G/L OBy Ledger Date
Account; one for the total Credits, a	ind one for
the total Debits. (Iransactions are f	formulated
Journal Entry Session Code	X(6)
When the Journal Entries are copie General Journal Transactions. This the transactions are recorded to.	ed into the Consolidated company, they are written as field defines the Journal Entry Session code to wh
When the Journal Entries are copie General Journal Transactions. This the transactions are recorded to. When the General Journal Transac Entry Session that must be selected the consolidated G/L as Journal Ent	ed into the Consolidated company, they are written a s field defines the Journal Entry Session code to wh tion Entry function is executed, this is the Journal d in order to have the transactions actually posted t tries.
When the Journal Entries are copie General Journal Transactions. This the transactions are recorded to. When the General Journal Transac Entry Session that must be selected the consolidated G/L as Journal Entron Companies with lots of Journa	ed into the Consolidated company, they are written as field defines the Journal Entry Session code to what tion Entry function is executed, this is the Journal ed in order to have the transactions actually posted to tries.
When the Journal Entries are copie General Journal Transactions. This the transactions are recorded to. When the General Journal Transac Entry Session that must be selected the consolidated G/L as Journal Ent Companies with lots of Journa Consolidated transaction are recorded to transactions may be entered for a single system, will stop the consolidation process to a different JE Session. Those items the	ed into the Consolidated company, they are written as s field defines the Journal Entry Session code to wh tion Entry function is executed, this is the Journal d in order to have the transactions actually posted t tries. I Entries a General Journal Entry session. (A maximum of 999,999 session). If there are more than 999,999 Journal Entries, the ss after 999,998 items. You merely have to repeat the process at did not get copied, will be copied.
When the Journal Entries are copie General Journal Transactions. This the transactions are recorded to. When the General Journal Transact Entry Session that must be selected the consolidated G/L as Journal Ent Companies with lots of Journa Consolidated transaction are recorded to transactions may be entered for a single system, will stop the consolidation process to a different JE Session. Those items the	ed into the Consolidated company, they are written as s field defines the Journal Entry Session code to wh tion Entry function is executed, this is the Journal ed in order to have the transactions actually posted to tries. I Entries o a General Journal Entry session. (A maximum of 999,999 session). If there are more than 999,999 Journal Entries, the ss after 999,998 items. You merely have to repeat the proces that did not get copied, will be copied.
When the Journal Entries are copie General Journal Transactions. This the transactions are recorded to. When the General Journal Transac Entry Session that must be selected the consolidated G/L as Journal Entre Companies with lots of Journa Consolidated transaction are recorded to transactions may be entered for a single system, will stop the consolidation process to a different JE Session. Those items the Journal Entry Source Code	ed into the Consolidated company, they are written as s field defines the Journal Entry Session code to wh tion Entry function is executed, this is the Journal ed in order to have the transactions actually posted to tries. I Entries o a General Journal Entry session. (A maximum of 999,999 session). If there are more than 999,999 Journal Entries, the ss after 999,998 items. You merely have to repeat the process that did not get copied, will be copied.
When the Journal Entries are copie General Journal Transactions. This the transactions are recorded to. When the General Journal Transact Entry Session that must be selected the consolidated G/L as Journal Entre Companies with lots of Journa Consolidated transaction are recorded to transactions may be entered for a single system, will stop the consolidation process to a different JE Session. Those items the Journal Entry Source Code When the Journal Entries are copies defaults to a code of Cnn-mm. The that is defined in the G/L Company's You may change the code and set i	ad into the Consolidated company, they are written as is field defines the Journal Entry Session code to what tion Entry function is executed, this is the Journal ad in order to have the transactions actually posted to tries. I Entries a General Journal Entry session. (A maximum of 999,999 session). If there are more than 999,999 Journal Entries, the ss after 999,998 items. You merely have to repeat the process that did not get copied, will be copied. X(6) ed into the Consolidated company, the Source Code e nn will be the G/L Company's filename suffix cod is properties. The mm will be the month of the year.

7.4.6 Year-to-Date Transaction Export

G/L Journal Entries are recorded to one of the Series 5 data files. Up to eight years worth of transactions may be maintained. If for the purpose of analysis, or for recording to another system, it's very easy to export them to an Excel spreadsheet, or a tab-delimited ASCII text file.

When exporting transactions, the operator is presented with the standard <u>G/L Transaction</u> <u>Select Filters</u> to allow the selection of specific ranges of Dates, Sub-Ledger Projects, Profit Center, or types of transactions that are to be included. As well the operator is presented with the standard <u>G/L Account Select Filters screen</u> [144]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included.

This function can be invoked from either the Operations drop-down menu on the G/L menu, or from one of the "Fast Buttons" offered on the G/L Journal Entry Inquiry screen.





Journal Entry Export data Fields

When exported, each record is written as a row of data and each field as a column.

Column	Field	Format		
A E F	Acct Main 1 Acct PfCtr Description	9(4) 9(5) ×(30)		
G H	Lgr-Date Doc-Date	MM/DD/YY MM/DD/YY		
l J	Debit Amount Credit Amount	99,999,999.99 -99,999,999.99		
K L M N	JE Source Project Memo Type	×(6) ×(10) ×(40) ×(4)		
O P Q R S	Ref-Batch Ref-Doc # Ref-Code Company-Name Operator ID	×(6) ×(15) ×(8) ×(40) ×(15)	À	
T U V	Currency Exch Rate Foreign Amt	×(4) 99,99999 -99,999,999.99		

7.4.7 Year End Processing

The Series 5 General Ledger system maintains eight years worth of data at any time. Each year represents one Fiscal Year. Typically, for a given year, once all subordinate accounting packages have been closed, you would formally close the associated G/L's fiscal year and make it available for auditor's review. This Year End Process provides the steps to close your Fiscal Year.

When this function is selected, it will automatically determine the Fiscal Year that is to be closed; namely the earliest unclosed year on file. For the fiscal year being closed, the following steps are performed:

- All transactions are read to ensure that all accounts are valid
- All transactions are summed, to ensure that the total is equal to ZERO
- For each Balance Sheet account, the sum of all transactions plus the Opening Balance for the year being closed, is computed. This is stored internally as the Accumulated Year-End Balance Forward amount used as the Opening Balance for

the next year, and is used accordingly. This amount is also written as a Journal Entry, dated with the last day of the closed year, with a JE Source code of "BBF" and memo "FISCAL YEAR END BALANCE FORWARD". (*This journal entry is recorded for information purposes only. It is not normally visible as a journal entry in any inquiry or reporting function unless specifically selected*).

- For each P & L account, the sum of all transactions is computed. This amount contributes to the overall total that will be used to record the Retained Earnings Journal Entry. This amount is also written as a Journal Entry, dated with the last day of the closed year, with a JE Source code of "BBF" and memo "FISCAL YEAR NET TOTAL POSTED TO R/E". (This journal entry is recorded for information purposes only. It is not normally visible as a journal entry in any inquiry or reporting function unless specifically selected).
- If the 7th year is being closed, then the transactions for the 1st fiscal year will be deleted from the system. At the same time, the sum of each account for each Fiscal period of the 1st year on file, is computed and saved as an Accumulated Comparative total. (These Comparatives are used in the event any financial reports, or inquiries are generated on the 1st year with Comparatives).
- The operator will be given the opportunity to record the sum of all P & L account transactions as one or more Journal Entries to the Retained Earnings accounts.
- The Fiscal Year will be formally closed, preventing any more Journal Entries from being recorded
- A Year End Process audit report is generated. This records the totals that were accumulated, and lists the Retained Earnings journal entries that were recorded.

Before executing the Year End function, be sure to generate and archive all applicable G/L year end reports, including your Financial Statements and detailed Trial Balances. Also, make sure that the G/L "posting" accounts that are to be used to record any Retained Earnings amounts are identified as Retained Earnings accounts.

A Processing Tip

Before executing the Year End function, be sure to generate and archive all applicable G/L year end reports, including your Financial Statements and detailed Trial Balances. Also ensure that your Systems Manager had made back-ups of all G/L files to be stored offsite as a permanent record of the fiscal year's activity.

+ Accessing the G/L Year End Processing Function

From the G/L Main menu, select **Year End Processing** from the **Operations** dropdown menu.



Screen Screen

Before proceeding with the Year End function, the following screen is displayed:

G/L Year End Process	
General Ledger Year End Close Process	
Confirm Year-End Processing Print Options	
This menu selection will formally close your Company's G/L Fiscal Year ending Dec/2007	<u> </u>
The following steps will be performed:	
11 Validation for Fiscal Year Ending. Dec/2007	
All G/L Year-to-Date transactions will be tested to ensure that a valid G/L Account exists for them. The total of all transactions posted for the year is accumulated and verified to equal ZERO.	
 2) Fiscal Year Ending Dec/2007 For each Balance Sheet account, the sum of all G/L Year-to-Date transactions will be computed and a Balance Forward, (BBF) transaction is recorded with a Ledger Date of 12/31/2007 The sum of all P&L accounts will be computed. As the last step of the Year End process, you will have the opportunity to recorded one or more entries to your Retained Earnings Account(s). 	
This Fiscal Year will be formally closed. G/L Transactions will no longer be permitted to be recorded to this fiscal year.	
3) Fiscal Year Ending Dec/2008 - Will become the new "Current Fiscal Year". (The Fiscal Year Period Tables will be updated accordingly).	
To proceed with the Year End process, type the word PROCEED in the field provided> PROCEED and click on the [Proceed with the Year End Process] button below. If you do not wish to execute the Year-End Process at this time, click on the [Cancel] button.	
Proceed with the Year End Process	

The operator must type the word PROCEED in the field provided before clicking the push button.



The following screen is displayed as the Year End function proceeds:

 Year End Process Progress

 Trx/Account Validation
 Completed

 Tally Year Ending Dec/2008 Comparatives
 Not Required

 Shift Budgets Tables back one Year
 Not Required

 Write Closed Year Balance Forward Trxs
 Completed

 Shift Fiscal Periods Table & Init Next Year
 Completed

 Enter Retained Earnings Journal Entries
 <-- Processing</td>

Retained Earnings Validation Screen

Once the Year end processing functions have completed, the operator will have the opportunity to enter one or more Retained Earnings Journal Entries. The following screen is presented. With the check-box checked, click the push-button at the bottom of the screen.

Year End Process Progress	
Trx/Account Validation Tally Year Ending Dec/2008 Comparatives Shift Budgets Tables back one Year Write Closed Year Balance Forward Trxs Shift Fiscal Periods Table & Init Next Year Enter Retained Earnings Journal Entries	Completed Not Required Not Required Completed Completed < Processing
Retained Earnings Transaction Entry: The sum of all P&L accounts' Transactions for the Fiscal Year is: \$ I Enter Retained Earnings Journal Entry(s) now ?	406,668.18
<u>E</u> nter Retaine	d Earnings Transactions

1. The total of all P&L accounts is shown. Make sure the check-box is clicked.

2. Click the Enter Retained Earnigns Transactions push button at the bottom of the screen.

A Processing Tip

If you do not generate the Retained Earnings distributions automatically at this time, your G/L will be out of balance. However, you may make appropriate manual one-sided journal entries later, using the General Journal Entry function. If this is the case, you must remember to set the Ledger Date of those transactions to the last day of the Fiscal Year being closed.

Retained Earnings Transaction Entry Screen

For each Retained Earnings transaction to be entered, the following screen is presented:

	Trx/Account Validation Completed Tally Year Ending Dec/2008 Comparatives Not Required Shift Budgets Tables back one Year Not Required Write Closed Year Balance Forward Trxs Completed Shift Fiscal Periods Table & Init Next Year Completed Enter Retained Earnings Journal Entries < Processing
Enter the amount to be recorded to the given Retained Earnings account Click to select a different G/L Account	Retained Earnings Transaction Entry: The sum of all P&L accounts' Transactions for the Fiscal Year is: Journal Entry to be Entered: Amount: 406,668.18 Retained Earnings Account: 3900 001 General Fund Once the amount is entered and the account selected, click to have the Journal Entry Einished Retained Earnings Entry

- 1. If you wish to make entries to multiple Retained Earnings accounts, enter the desired amount. (The Amount distributed, and Amount Remaining fields will be updated accordingly).
- **2.** The default G/L Account displayed is the first one that was encountered that had it's Account Type property assigned as a Retained Earnings account.
- **3.** Click the Enter this Retained Earnings Trx push button to have the journal entry recorded. Only after the Amount Remaining total is equal to ZERO should you click the Finished push button.

Retained Entry Amounts

Enter **Net Income** as a credit amount, with a minus sign. Enter a **Loss** as a debit amount, without any sign.

The Retained Earnings journal entries are recoded dated with the last day of the closed year, with a JE Source code of "GLYRND" and memo "TO CLOSE OUT P&L ACCTS TO R/E".

Retained Earnings Entry - Field Definitions

Amount	\$ 99,999,999.99-	
Enter the amount that is to be recorded to the selected Retained Earnings account. Ent Net Income as a credit amount with a minus sign. Enter a Loss as a debit amount, without any sign.		
Retained Earnings Account	9(18) - 9(5)	
Click the button to the left of the account displayed by default wi function. It will be the 1st accou property assigned as a Retaine	e displayed account to enter a different G/L account. The Il have been identified in the 1s pass of the Year End unt that was encountered that had it's Account Type ed Earnings account.	

7.4.8 Rebuild Account Period Summary

Accounting Periods are a company's means of identifying the standard reporting periods for the fiscal year. Up to 13 periods may be defined for each year. You may define a starting and ending date for each period. (They are set up using the <u>Fiscal Year's Period Maintenance</u> and control function).

All accounting transactions are entered in the Series 5 applications with both a Transaction Date and a Ledger date. The Ledger Date determines which period the transaction is recorded to.

Internally, the Series 5 General Ledger system maintains tables for each G/L account that accumulate the total of all Credit and Debit transactions for each period. The data from these tables are used to compute the opening balance for inquiry and reporting functions for any given operator selected period. This inquiry function displays these totals. The operator may select to display the totals for each Period for a selected Fiscal Year; or the overall totals for each or the 8 years of data that may be kept.

When Standard or General Journal Transactions are posted in the Series 5 system, the Period Summary tables are automatically updated. If there is an instance where you suspect that an Open Balance for a given account is in error, it's possible that the values in the Period

Summary table are incorrect. (Perhaps as the result of a computer or network failure during the execution of a posting function).

This function will read through the G/L Journal records and re-tally the totals for each period for each account in the system.

Ð	Period Summar	y Rebuild -	Account	Totals Screen	
---	---------------	-------------	---------	---------------	--

To launch this function you must type in the word PROCEED in the field provided:

Rebuild Accounts' Period Summary File
Rebuild Accounts' Period Summary Totals records
III III III WARNING ALERT III III III
You should execute this function only if instructed by your Account's Manager.
The G/L system maintains a file that holds a record for every valid Posting Account. Total Credits and Debits for each Fiscal Period are accumulated for all Journal Entries entered to each account. These are used by the G/L systems' reporting functions to compute the Opening Balance and Net Change amounts for each account.
To proceed with this function, type the word PROCEED in the field provided PROCEED and click on the [Rebuild the Period Summary File] button below.
If you do not wish to have the file rebuilt, click on the [Cancel] button.
Rebuild the Period Summary File Cancel

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7.5 Generating Financial Statements

The topics in this chapter describe functions and procedures that are a available under the **Financial Statements** drop down menu on the General Ledger menu. These menu items are used to print and maintain your Financial Statements.

The financial statements of a business are analyzed to determine its overall position and also to find out about certain aspects of that position, such as earnings prospects and debt-paying ability. In making the analysis, individual statement items are in themselves generally not too significant, but relationships between items and groups of items plus changes that have occurred are significant.

Reporting on the financial position of a company or organization is an integral part of any operation. The complexity of a company's structure determines how many different types of financial statements are required. The Series 5 General Ledger's Financial Statements functions allows up to 10,000 reporting specifications to be created and executed at a time.

The Reporting Specifications determine what type of financial statement is produced. Properties of each Specification include the type(s) of statements, which Profit Center or Entity is reported, if Budgets or Comparatives are listed, what type of data is reported, and whether ratios are reported. Once established, these Reporting Specifications become the basis of your company's Standard Financial Statements. (*Refer to the chapter titled <u>Financial</u> <u>Statement Specifications</u> found later in this Help or manual under the section Master <i>Codes Maintenance Functions*). The following types of Financial Statements may be produced:

- Balance Sheet
- D Profit and Loss, (or Income), Statements
- □ Balance Sheet Schedules
- Profit and Loss Schedules
- Source and Allocation of Funds Change in Financial Position
- □ Source and Allocation of Funds Change in Component of Working Capital
- Source and Allocation of Funds Statement of Cash Flow

Hint

Ad-Hoc Financial Statements are built based on the settings associated to Specification Set numbered 9999. You should create this set using the selection options for each of your Financial Statements that are most commonly to be generated.

The number of different financial statement variations that can be generated is totally dependant on how the Chart-of-Accounts is designed. (*Refer to the chapter titled <u>The Chart</u> of Accounts* ⁵²) found earlier in this Help or manual under the section G/L Setup and *Implementation and <u>The Chart of Accounts Maintenance</u> ³⁷⁷) under the section Master Codes Maintenance Functions). The Series 5 General Ledger's Chart-of-Accounts provides for the development of 6 unique formats of Balance Sheets, Profit and Loss Statements and Supporting Schedules. Also for each format a complete set of Source and Allocation of Funds statements are available; including Change in Financial Position, Change in*

Component of Working Capital and a Statement of Cash Flow.

When Financial Statements are produced, or when Financial Statement Specifications are defined, a variety of different sets of accounts may be analyzed. Based on the accounts' Profit Center, or G/L Account's Number, the analysis of data can be filtered to specific aspects of a company's business as follows:

- Individual Profit Centers
- Groups of Profit Centers, (using predefined Profit Center Entities)
- □ All Profit Centers for a consolidated analysis
- Groups of Accounts based on segments of the G/L Account, (using Account Entities)

G/L Accounts Listed

VS and VP formatted posting Accounts are reported in the financial statements if they meet any one the following criteria:

- There is a non-Zero Opening Balance
- There is a non-Zero Current Period Net Change
- There are non-Zero Budgets for the selected Period
- There are non-Zero Comparatives for the selected Period

When generating Financial Statements the data used for analysis is based on specific date ranges of data. These are determined by the Fiscal Periods defined by the Fiscal Years' Periods Maintenance function [481] found under the General Ledger's Control Options. Up to eight years of data is kept in the Series 5 General Ledger system and is available for analysis. Financial Statements may be generated for any of the 8 Fiscal Years, or any of the Fiscal Periods within those years.

As a special feature of the Series 5 Financial Statement reporting function, the financials may be printed, viewed on screen, exported to an MS Excel spreadsheet, or generated as an MS Word document and emailed to predefined Groups of Recipients. These Email Groups are created from the Email Group Codes Maintenance function [476].

The Financial Statements may be generated based on the pre-defined Financial Statement Specifications, or on an ad-hoc basis. These functions are available from the G/L Menu Bar as shown:

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7.5.1 Profit and Loss Statement

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The Profit and Loss Financial Statement summarizes the income and expenses for the selected period, so you can tell whether you're operating at a profit or loss. The report shows subtotals for each income or expense account category defined in the Chart-of-Accounts. At the end, the totals for Net Income, (or Loss), are reported. This report is also referred to as an Income Statement.

When the function is initially selected from the G/L menu, it will automatically build a P&L financial statement for you. The dates used will be that defined as the current reporting period from the Fiscal Period Control properties. The default format and display options will produce a simple P&L using the Chart-of-Accounts Format 1.

You can change the default be creating a Specification Set Numbered 9999, the settings for which will be used for the default ad-hoc Profit and Loss Statement.

7.5.1.1 P & L Preview Grid

When the Profit and Loss Statement is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed, and as an option, automatically emailed to a specified manager or group of managers.

Profit & Loss Statement Preview / Report File Help Financial Statements Inquiry/Reports Build and/or preview your Company Profit and Loss Statement. These may be printed as a report or exported to Spreadsheets. You can also view the detail contributing to any of the totals displayed. Exit							
Customize Print Previewed Export For Fiscal Period Variable Print Previewed Export For Selected Dates 2/01/07 - 2/28/07 * Period 02 Year End Dec/2007							
Profit & Loss Statement Show contributing VS Account Totals							
	==== Actuals ====	==== Actuals ====	==== Budgets ====	==== Budgets ====	=== Prior-Year ==	=== Prior-Year ==	T
	Current Period	Year-To-Date	Current Period	Year-To-Date	Same Period	Year-To-Date	
TOTAL PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	
PHONE/FAX REVENUE							
UCC SEARCH FEES	367.00	1,330.00	0.00	0.00	765.00	2,593.00	
UCC (AS) RETRIEVAL FEE-LOCAL	126,001.32	281,730.56	0.00	0.00	145,115.07	277,759.95	
MISC. COPIES PER PAGE-LOCAL	24,765.38	45,494.32	0.00	0.00	23,336.15	44,972.70	
UCC IMAGES VIEWED-PRINTED-LOC	0.00	0.00	0.00	0.00	0.00	0.00	
UCC JURISDICTIONAL FEE-LOCAL	72,278.59	145,466.64	0.00	0.00	56,388.37	113,935.17	
UCC CORRESPONDENT FEE-LOCAL	34,147.80	79,424.25	0.00	0.00	42,493.15	88,048.45	
MISCELLANEOUS FEES-LOCAL	531.00	729.00	0.00	0.00	6,395.00	8,155.60	
TOTAL UCC SEARCH - LOCAL	258,091.09	554,174.77	0.00	0.00	274,492.74	535,464.87	
CORPORATE SEARCH FEE-LOCAL	3,645.00	7,492.00	0.00	0.00	2,704.00	6,718.00	
CORP (AS) RETRIEVAL FEE-LOCAL	20,541.00	40,675.00	0.00	0.00	18,197.75	37,988.10	
CORPORATE SERVICE FEE-LOCAL	15,995.00	43,208.00	0.00	0.00	19,696.00	44,724.00	
CORP JURISDICTIONAL FEE-LOCAL	57,757.73	138,773.38	0.00	0.00	60,874.19	131,738.89	
CORP CORRESPONDENT FEE-LOCAL	8,574.30	16,527.00	0.00	0.00	7,116.00	14,140.00	
CORP MISCELLANEOUS FEES-LOCAL	2,684.57	9,014.57	0.00	0.00	6,036.00	12,910.09	

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

"Fast Buttons"			
Customize	To change any of the parameters used in generating the Financial Statement		
Print Preview	To have the Financial Statement printed and/or emailed to selected individuals		
Export	To have the Financial Statement analysis information output to a spreadsheet		

Some of the special features of this "Preview" grid are as follows:

 For Fiscal Period For Selected Dates 	5/01/06 - 5/31/06 Period 05 Year End Dec/2006	

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left of the grid.	
Note that the operator may drag number of items that are display window to increase the number	g the bottom of the display window to increase the yed in the grid; and drag the right edge of the display of columns displayed.

7.5.1.2 Ad-Hoc Customization of the P&L Statement

Profit and Loss Statements Options Sub-Screen

This screen provides the options for the generation of the ad-hoc Profit and Loss Statements. It is displayed after clicking on the Customize push button found in the "Fast Buttons" frame of the Profit and Loss Statement preview grid.

Some points to when generating a P&L Statement:

- Depending on which data is selected to be reported, the system will attempt to construct as many columns as is necessary, and have then displayed and/or printed.
- Depending on which data is selected, if Budgets and/or Comparatives are selected to be included, they may be listed in a separate column, or they may be listed in a separate row.

Hint

When initially selecting to generate an Ad-Hoc P&L Statement, the settings associated to Specification Set numbered 9999 are used.

The options provided for generating the Profit and Loss Statements or Schedules are maintained by the following screen:

Customize Your Profit and Loss Statement				
Customize this Financial Statement to suit your requirements.				
Financial Statements Generated: Using Fin/Stmt Format #: 1 For: ALL Profit Centers Email Distribution Group: 1 Image: Marcine Statements Generated: (Financials may be selected to be automatically emailed when printed.)				
Generate P & L Statement ? Reporting Columns of: Current Period and Year-To-Date Actuals				
Budgets: Comparatives (From Prior Year):				
No Budgets Image: Current Period Year-To-Date and Current Period Year-To-Date Year-To-Date and the Total Year For the Total Year				
With Variances: • None • As a % Change • As a % Difference • None • As a % Change • As a % Difference • As a % Difference • None • As a % Change • As a % Difference • As a % D				
☐ % of Column Sub-Set Totals				
Numbers Printed and/or Displayed				
Normal Divided by 1000 Leading Minus Sign Negatives in Parenthesis Trailing Minus Sign				
OK Cancel				

Specification ID Number 9999

When generating Financial Statement ad-hoc, a default set of specifications is used. If you create a Specification Set Numbered 9999, the settings for the Profit and Loss Statement will be used as the defaults.

Custom Profit and Loss Statement Format Select - Field Definitions				
Financial Statement Format #	drop-down list			
There are six Financial Statement Formats that may be defined by the Chart-of-Accounts Select the one that is to be used, from those that have been created by you accountant.				
Generated For	drop-down list			

collings are selected when the	Financial	Selected Profit Center
atements are generated. Der	pending on how the	ALL Profit Centers EVERY Profit Center
art-of-Accounts has been de	vised to reflect the	Selected Profit Center Entity
sions or profit centers of you	ir corporate	Selected Account Entity EVERY Profit Center for a Specific Entity
cture, select the option that ort for what is needed to be r	will produce the reported.	
Profit Center -	-Includes only those a	accounts for the select Profit Cen
ALL Profit Centers –	All accounts for all P the Financial reports	rofit Centers are used to generat
EVERY Profit Center –	A separate set of Fin EVERY Profit Center Department that has you have any G/L Ac not defined as a G/L generate a Financial	ancial Statements is generated f Which is basically every been defined in the G/L system. ccounts with a profit center that is Department, they would not Statement)
Profit Center Entity –	 A Profit Center Entity Only those accounts defined to the Entity a reports. 	defines a sub-set of Profit Center s with a Profit Center that has be are used to generate the Financia
Account Entity –	-An Account Entity de on the values of spec number. These migl or department within from a cost center. (Account Main numbe defined to the Accou Financial reports. (N defined with a Profit this is the case, then filter in deciding whet Financial Statements	fines a sub-set of accounts base cific digits in the G/L Accounts Ma the used to define a financial fur the corporation that is different Only those accounts with a G/L er that satisfies the criteria to be nt Entity are used to generate the lote that Account Entities may be Center, or Profit Center Entity. If these are used as an additional ther the account is included in the s).
EVERY Profit Center – for an Entity	A separate set of Fin EVERY Profit Center selected Profit Center	ancial Statements is generated f that has been defined for the er Entity.

Profit Center Entity	P 9(4)			
If Financials are to be generate for a Selected Profit Center Entity, then select the Entity.				
Note that if the "Lookup" icon is clicked, both Account and Profit Center Entities are displayed. You should select a Pnn code from the list for a Profit Center Entity. <i>If you should select an Ann code, the system will automatically change the Generated For field to that of the "Selected Account Entity".</i>				
G/L Account Entity	A 9(4)			
If Financials are to be generate for a Selected	Account Entity, then select the Entity.			
Note that if the "Lookup" icon is clicked, both Account and Profit Center Entities are displayed. You should select an Ann code from the list for an Account Entity. <i>If you should select a Pnn code, the system will automatically change the Generated For field to that of the "Selected Profit Center Entity".</i>				
Email Distribution Group	X(6)			
Email Groups may be created as a set of Email Recipients. An Email Group is a set of individual email addresses that may be selected to receive Financial Statements. The Financial Statement reporting application offers the option to have financial statements automatically emailed to a specific Recipient, or a Group of Recipients. If when the Financial Statements for this specification are generated, you wish to have them automatically emailed to a particular set of recipients, enter the associated Email Distribution Group code.				
Profit and Loss Statement Options Tab S	Sub-Screen - Field Definitions			
Generate P&L Statements ?	radio-button			
When defining a F/S Specification, if a P&L Statement is to be generated, then set this check-box.				
Reporting Columns of	drop-down list			
This property determines the type of data that is reported in each column, (or in some cases each row). It is the most significant option that needs to be set in generating the P&L Statements.				
Current Period and — Current Period and Year-to-Date Actuals totals are Year-To-Date Actuals displayed in columns. Budgets and Comparatives,				

Profit Center Totals – Current Period and Year-	-Same as the prior two options. Both Current Period and Year-to-Date totals are reported on separate
	(Note that only up to 128 columns of data may be displayed at once to the screen. If there are more that 128 profit centers, iconic push buttons are displayed that will allow you to shift between sets of profit centers. If the financials are actually printed, it gets messy).
Profit Center Totals – Year-to-Date	- The Year-to-Date totals for each Profit Center defined in the Chart-of-Accounts is reported in each column of the report. Only Year-to-Date and Year-Total Budgets and Year-to-Date Comparatives may also be chosen to be reported. If Budgets or Comparatives are chosen, they are listed in separate rows.
	(Note that only up to 128 columns of data may be displayed at once to the screen. If there are more that 128 profit centers, iconic push buttons are displayed that will allow you to shift between sets of profit centers. If the financials are actually printed, it gets messy).
Profit Center Totals – Current Period	- The Current Period totals for each Profit Center defined in the Chart-of-Accounts is reported in each column of the report. Only Current Period Budgets and Comparatives may also be chosen to be reported. If Budgets or Comparatives are chosen, they are listed in separate rows.
Fiscal Years Totals –	- The totals for each of the 8 Fiscal Years that can be maintained in the Series 5 General Ledger system are reported in each column of the report. Only Total Year Budgets may be chosen to be also reported. If Budgets are chosen, they are listed in a separate row. Comparatives figures are not available.
Fiscal Periods Total –	-The totals for each period of the current Fiscal Year are reported in each column of the report. Only Current Period Budgets may be chosen to be also reported. If Budgets are chosen, they are listed in a separate row. Comparatives figures are not available.
	with or without Variances may also be selected to be displayed in adjacent columns. (<i>This is compatible to the data that was presented in the Series 4 G/L systems Financial Statements</i>).

		
Non-Standard Period	Reporting Dates	
If Financial Statements are g standard reporting Period or and/or Comparatives don't e	enerated for Operator Selected Da Year, then only "Actual" amounts a xist or are not available, and will no	ntes, as apposed to are presented. Budg t be shown.
Budgets	radio-buttons	
If available and permitted, select the	I	
desired type of Budget figures that are to be reported. Depending on the type	No Budgets	Current Period
of "Actuals" data being reported, these will be listed in a separate column, or in	Year-to-Date and Current Period	Vear-to-Da
a separate row.	Year-to-Date and Year Total	For the To Year
Prior Year Comparatives	radio-buttons	
If available and permitted, select the desired type of Comparatives figures that are to be reported. Depending on	No Comparatives	Current Period
the type of "Actuals" data being reported, these will be listed in a	Year-to-Date and Current Period	O Year-to-Da
With Variances	radio-buttons	
When either Budgets or Comparatives are selected, if Variances amounts are	to 💿 None 🔍 As a	% Change
be reported, select the applicable option	As a	\$ Difference
being reported, these will be listed in a separate column, or in a separate row.	A	
	chackbox	

% of Row Totals	chec	k-box	
When selecting to display Fiscal Years of column, the total of each row is reported reports, you may specify to have each ite it's contributing share to the total or the ro separate row.	or Periods, or d in the right i em listed with ow. These %	Profit Cen nost colum n a % ratio 6 or row tot	ter Totals in each nn. In these types of amount that represent tals will be listed in a
Numbers Printed or Displayed - Roun	ding <i>radic</i>	-buttons	
Select the applicable radio button for how amounts are to be displayed or printed. If without cents, or divided by 1,000, then the displayed is rounded to the nearest dollar	v dollar f printed he amount r, or \$ 1,000.	 No Weight Cents 	ormal Divided b 1,000 /ithout
A Warning about Rounding			
The amounts are truncated and rounded w or printed. In this case, the sum of the item not necessarily equal any totals that are pri rounding that occurs.	hen displayed is listed may inted due to the		
Numbers Printed or Displayed - Sign	radic	-buttons	
Select the applicable radio button for	-		
how negative dollar amounts are to be displayed or printed.	C Leading	g Minus	Negatives in Parenthesis
	C Trailing	ı Minus	

7.5.2 Balance Sheet

The Balance Sheet provides a financial snapshot f your company as of a specific date. This is typically the date as of the end of the current Fiscal Period, however, any Fiscal Period defined in the system may be selected.

The report calculates how much your business is worth by subtracting all the money the

company owes, (Liabilities), from everything it owns, (Assets). The result is what your company is worth; your business's Equity. The total for Equity includes your company's New Income for the Fiscal Year-to-Date.

When the function is initially selected from the G/L menu, it will automatically build a Balance Sheet financial statement for you. The dates used will be that defined as the current reporting period from the Fiscal Period Control properties. The default format and display options will produce a simple Balance Sheet using the Chart-of-Accounts Format 1.

You can change the default be creating a Specification Set Numbered 9999, the settings for which will be used for the default ad-hoc Balance Sheet Statement.

7.5.2.1 Balance Sheet Preview Grid

When the Balance Sheet is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed, and as an option, automatically emailed to a specified manager or group of managers.

Balance Sheet Preview / Report						-
: Help						
inancial Statements Inquiry/Reports	Build and/or preview your C or exported to Spreadsheets.	ompany Balance Sheet : You can also view the	Statement. These may be printed as a re detail contributing to any of the totals disc	eport blaved.	Exit 🚊 👔	
Cust	tomize Print Prev	riewed Expo	● For Fiscal Period ● For Selected Dates	1/01/08 - 1/3	1/08 Period 01 Year End Dec/2008	1
Balance Sheet			101 101 101	Refresh	Show contributing VS Account Totals	
	Actuals					
	As of 1/31/08					
== BALANCE SHEET ==						
-						
Assets						
Cash	4,077,442.86					
Supplemental Retirement Plan	783,367.35					
Unrealized Appr (Depr)-SERP	230,257.31		2			
Prof Liab Deductible on Dep	0.00	N	2			±
Note Rov - Structurepoint LLC	50,000.00					
Accounts Receivable	5,468,042.10					
Dividends Receivable	88,000.00					⊢
Deposits and Cash Advances	24,894.00					
nventories	538,266.36					
Product Development	0.00					Ŧ
Prepaid Expenses	(128,400.64)					
Due to/from CTL	206,993.44					
	11,338,862.78					
nvestments	7 500 001 10					
nvestments - US	7,599,261.16					
Unitediazed Appr (Depr)	1,318,149.34					-
						,

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:



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Customize	To change any of the parameters used in generating the Financial Statement
Print Preview	To have the Financial Statement printed and/or emailed to selected individuals
Export	To have the Financial Statement analysis information output to a spreadsheet

Some of the special features of this "Preview" grid are as follows:





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grid of data by using the grid's navigate buttons. If the report was generated for a series of different Profit Centers, you can move through the rows of data by clicking on the "Skip-To-Next/ Previous Page Break" buttons located at the bottom left of the grid.

/S Format 1 - ALL Pro	

Note that the operator may drag the bottom of the display window to increase the number of items that are displayed in the grid; and drag the right edge of the display window to increase the number of columns displayed.

7.5.2.2 Ad-Hoc Customization of the Balance Sheet

Balance Sheet Options Sub-Screen

This screen provides the options for the generation of the ad-hoc Balance Sheet Statements. It is displayed after clicking on the Customize push button found in the "Fast Buttons" frame of the Balance Sheet preview grid.

Some points to when generating a Balance Sheet:

- Depending on which data is selected to be reported, the system will attempt to construct as many columns as is necessary, and have then displayed and/or printed.
- Depending on which data is selected, if Comparatives are selected to be included, they may be listed in a separate column, or they may be listed in a separate row.

Hint

When initially selecting to generate an Ad-Hoc Balance Sheet Statement, the settings associated to Specification Set numbered 9999 are used.

The options provided for generating the Balance Sheet Statements or Schedules are
maintained by the following screen:

Customize Your Balance Sheet Statement
Customize this Financial Statement to suit your requirements.
Financial Statements Generated: Using Fin/Stmt Format #: 1 v For: ALL Profit Centers Email Distribution Group: 1 (Financials may be selected to be automatically emailed when printed.) Balance Sheet
Generate Balance Sheet Statement ? Reporting Columns in Intervals of: None V
Comparatives ? With Variances: None As a % Change As a \$ Difference
Numbers Printed and/or Displayed:
Normal Divided by 1000 Leading Minus Sign Negatives in Parenthesis Trailing Minus Sign
OK Cancel

Specification ID Number 9999

When generating Financial Statements ad-hoc, a default set of specifications is used. If you create a Specification Set Numbered 9999, the settings for the Balance Sheet will be used as the defaults.

- Balance Sheet Format Select - Field Defin	nitions
Financial Statement Format #	drop-down list
There are six Financial Statement Formats that Select the one that is to be used, from those the	may be defined by the Chart-of-Accounts. hat have been created by you accountant.
Generated For	drop-down list

ements are generated. De rt-of-Accounts has been de ions or profit centers of you	pending on how the	ALL Profit Centers EVERY Profit Center
rt-of-Accounts has been de	viced to reflect the	
ions or profit centers of you		Selected Profit Center Entity
	ur corporate	Selected Account Entity EVERY Profit Center for a Specific Entity
ture, select the option that	t will produce the	Event Flow Concertor a Specine Enkly
rt for what is needed to be	reported.	
	•	
Drofit Contor		a counte for the coloct Drofit Con
Profit Center -	-Includes only those a	accounts for the select Profit Cen
ALL Profit Centers	—All accounts for all P	rofit Centers are used to generate
	the Financial reports	
EVERY Profit Center -	—A separate set of Fin	ancial Statements is generated for
	EVERY Profit Center	. Which is basically every
	Department that has	been defined in the G/L system.
	you have any G/L A	ccounts with a profit center that is
	not defined as a G/L	Department, they would not
	generate a Financial	Statement)
Drofit Contor Entity	A Drafit Captor Entity	defines a sub set of Drefit Cont
Profit Center Entity -	-A Profil Center Entity	defines a sub-set of Profit Center
	defined to the Entity	s with a Profit Center that has be
		are used to generate the Financia
	Tepons.	
Account Entity -	—An Account Entity de	fines a sub-set of accounts base
·····,	on the values of spec	cific digits in the G/L Accounts Ma
	number. These migl	nt be used to define a financial fu
	or department within	the corporation that is different
	from a cost center.	Only those accounts with a G/L
	Account Main numbe	er that satisfies the criteria to be
	defined to the Accou	nt Entity are used to generate the
	Financial reports. (N	lote that Account Entities may be
	defined with a Profit (Center, or Profit Center Entity. If
	this is the case, then	these are used as an additional
	filter in deciding whet	her the account is included in the
	Financial Statements	s).
EVERV Profit Contor	- A congrate set of Fin	ancial Statements is generated f
for an Entity	FVFRY Profit Center	that has been defined for the
	selected Profit Cente	er Entity.
t Center	9(5)	

Profit Center Entity	P 9(4)
If Financials are to be generate for a Selected	Profit Center Entity, then select the Entity.
Note that if the "Lookup" icon is clicked, both A displayed. You should select a Pnn code from <i>should select an Ann code, the system wil</i> <i>For field to that of the "Selected Account E</i>	Account and Profit Center Entities are n the list for a Profit Center Entity. <i>If you</i> If automatically change the Generated Entity".
G/L Account Entity	A 9(4)
If Financials are to be generate for a Selected	Account Entity, then select the Entity.
Note that if the "Lookup" icon is clicked, both A displayed. You should select an Ann code fro should select a Pnn code, the system will a field to that of the "Selected Profit Center I	Account and Profit Center Entities are om the list for an Account Entity. <i>If you</i> automatically change the Generated For Entity".
Email Distribution Group	X(6)
Email Groups may be created as a set of Email individual email addresses that may be select Financial Statement reporting application offer automatically emailed to a specific Recipient, Financial Statements for this specification are automatically emailed to a particular set of rec Distribution Group code.	ail Recipients. An Email Group is a set of ed to receive Financial Statements. The rs the option to have financial statements or a Group of Recipients. If when the generated, you wish to have them sipients, enter the associated Email
 Balance Sheet Options Tab Sub-Screen 	- Field Definitions
Generate Balance Sheet Statements ?	radio-button
When defining a F/S Specification, if a Balanc check-box.	e Sheet is to be generated, then set this
Reporting Columns in Intervals of	drop-down list
This property determines the type of data that reported in each column, (or in some cases e row). It is the most significant option that need be set in generating the Balance Sheet Statements.	is ach <u>None</u> ds to <mark>Fiscal Periods</mark> Fiscal Years
None — If the Balance Sheet is	s to be generated with Balance Totals as of

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Fiscal Periods — Fiscal Years —	the selected Fiscal Pe printed. (So in effect N Year Comparatives, w selected to be displayed The Balance at the en Year(s) is displayed or applicable and are not The Balances at the e maintained in the Serie each column of the rej available.	riod, then onl lo Intervals of ith or without ed in adjacen d of each Fise printed. In the offered as are nd of each of es 5 General port. Compa	y one column is displayed or f time or displayed). Prior Variances, may also be t columns. cal Period, for the selected his case Comparatives are not n option. the 8 Fiscal Years that can be Ledger system are reported in ratives figures are not
Prior Year Comparativ	/es	check-box	
If available and permitte be reported. These will	d, set the check-box if be listed in a separate	Prior Year Co column.	omparatives figures are also to
With Variances		radio-butto	ons
When either Budgets or are selected, if Variance be reported, select the a Depending on the type being reported, these w separate column, or in a	Comparatives es amounts are to applicable option. of "Actuals" data ill be listed in a a separate row.	None	 As a % Change As a \$ Difference
% of Column Sub-Set	Totals	check-box	
Financial Statements ar to a subtotal. Within the specify to have each ite share to the total. Depe listed in a separate colu	e typically generated the set of figures that are m listed with a % ratio ending on the type of "A mn, or in a separate ro	nat contain se summed for amount that ctuals" data l w.	ets of figures that are summed the sub-totals, you may represents it's contributing being reported, these will be
Numbers Printed or D	isplayed - Rounding	radio-butto	ons
Select the applicable ra amounts are to be displ without cents, or divided displayed is rounded to	dio button for how dolla ayed or printed. If print by 1,000, then the arr the nearest dollar, or \$	ur ed ount 1,000. C	 Normal Divided by \$ 1,000 Without Cents

A Warning about Rounding		
The amounts are truncated and rounded w or printed. In this case, the sum of the item not necessarily equal any totals that are pri rounding that occurs.	hen displayed is listed may nted due to the	
Numbers Printed or Displayed - Sign	radio-buttons	
Select the applicable radio button for how negative dollar amounts are to be displayed or printed.	 Leading Minus Sign Trailing Minus Sign 	Negatives in Parenthesis

7.5.3 Supporting Schedules

Supporting Schedules are used to supplement the financial statements. There are both Profit and Loss Schedules and Balance Sheet Schedules that may be developed and generated.

Supporting Schedules may report the same totals for selected P&L and Balance Sheet functional, (valid posting), accounts as subsets of you equivalent Financial Statements. You may have some functional accounts that are reported on your Schedules that are not necessarily reported on your Financial Statements.

Schedules Formatting

The coding for Supporting Schedules is similar to, but completely independent from that of the Financial Statements. Though many accounts are used in both, beyond that, there is no relationship between Financials and Schedules.

There are a total of 36 different Schedules that the system can generate. (*Refer back to the topic on <u>Supporting Schedules</u> 78) in the Chapter on <u>G/L Setup and Implementation</u> 49) for a discussion on the defining the different Schedules). There are 18 Balance Sheet Schedules and 18 P&L Schedules. When either in is chosen to be generated, the data is presented in exactly the same screen and grid displays as their Financial Statement counter parts. Each of the possible 18 Schedules are displayed in the same grid, or printed, separated by page breaks. Refer to the prior topics of either the <u>P&L Preview Grids</u> or the <u>Balance Sheet</u> Preview Grids 10 or the <u>Balance Sheet</u> Preview Grids 10 or the <u>Balance Sheet</u> 10 or the <u>10 or the Balance Sheet</u> 10 or the Balance Sheet 10 or the Balan*

7.5.4 Standard Financial Statements

Reporting on the financial position of a company or organization is an integral part of the General Ledgers function. The complexity of a company's structure determines how may different types of financial statements are required.

Reporting specifications determine what types of financial statements are produced, specifies the groups of profit centers or entities that are reported, the periods being analyzed and whether budgets, comparatives, or variances are included. The number of variations is almost unlimited. These specifications may be defined ahead of time. Rather than selecting the various options every time financial statements are generated, they can be established, and assigned a Specification ID number. When a particular type, or set, of financials is needed, the operator needs only to select the appropriate Specification ID. Up to 10,000 different sets of specifications may be defined.

For each Specification Set, you establish options for each of the types of Financial Statements that are available. These include the following:

- Profit and Loss Statement
- Balance Sheet
- Profit and Loss Supporting Schedules
- Balance Sheet Supporting Schedules
- Source and Allocation of Funds Reports

The Standard Financials Statements are those for which options have already been established and have been defined as a Financial Statement Specification. Each one has been assigned a Specification Number. (*Refer to the chapter titled <u>Financial Statement</u> <u>Specifications</u> found later in this Help or manual under the section Master Codes Maintenance Functions).*

Should you a number of different Specification Sets, these may be assigned to different FS Specification Groups. When generating financial statements, you may then select one of your defined Groups, and all associated Financial Statements for each Specification Set in the Group will be generated.

From the Series 5 General Ledger menu, click on **Financial Statements** in the menu bar; then click on **Standard Financial Statements**. The Financial Statements Preview window will be displayed. From this screen you may either have the Financial Statements generated to be previewed or generated and printed by clicking on the appropriate push button in the "Fast Buttons" frame. In either case you will first be offered a screen that you will have to choose the reporting period and the Specification Set, and whether or not the generated Financial Statements are to be automatically emailed.

7.5.4.1 Standard Financials Preview Grid

When generating the Standard Financial statements, a screen similar to that presented for ad-hoc Financials is displayed. However you must first choose whether the financial statements are to be generated and previewed, of just generated and printed.

For each Financial Statement that was defined for the particular Specification(s) selected, a separate tab will be displayed. Click on any of the tabs to preview the associated financial statement. In effect, you can view the report without having to actually print it. You may also select a different accounting period for which the financials are to be generated. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed, and as an option, automatically emailed to a specified manager or group of managers.

mancial statements inquily/	Poporto Ruild and for pr	ouiou prodo	fined acts of G /L Einandial !	Statemente - These may be	printed as a report		4
	or exported to	Spreadsheets	. You can also view the de	tail contributing to any of the	totals displayed.	Exit 🚊 🟦	2
Generate and Print	(Re)Build Preview	Print Pre	viewed Export	For Fiscal Perio	od: 12/01/07 • 12/31/07 <	Period 12 Year End Dec/20	07 🗖
Specification Set: 9999 - 🗚	AAAA - Default F/S Sp	ecification	ns 🍃	M mî M	Refresh S	how contributing VS Account	Totals
Profit & Loss Statement Bala	ance Sheet P&L Suppo	orting Sched	lules Balance Sheet S	Schedules			
	Actu	als ====	Actuals	Budgets	Budgets	=== Prior-Year ==	
	Current F	Period	Year-To-Date	Current Period	Current Period	Same Period	
	Amou	int	Amount	Amount	% Variance		
Office Relocation		0.00	0.00	0.00	0.00 %	0.00	
Telephone/Fax		36,121.54	315,501.03	28,239.00	27.91 %	28,329.75	
Cdn. Staff Meetings		651.72	1,998.60	751.00	13.22-%	2,037.54	
Literature/Item Prod-Coded		157,902.65	457,568.14	23,803.00	563.37 %	71,083.09	
Literature/Item Prod-Non Co	ded	35,017.86	567,808.55	30,849.00	13.51 %	103,612.30	
Purchased Literature		0.00	250.00	220.00	100.00-%	300.00	ź
Audio Visual		5,776.96	9,779.36	3,051.00	89.35 %	3,508.35	
Contingency (Consultants/Su	ıp)	8,378.05	88,381.37	9,027.00	7.19-%	47,940.95	
Consultants and Subcontrac	ts 1,	071,431.05	6,854,125.17	406,464.00	163.60 %	942,145.27	-
F. W. Dodge		66,614.25	66,914.43	0.00	0.00 %	61,137.85	
Investment Mgmt Fees		2,579.99	89,407.20	7,500.00	65.60-%	3,226.92	
Legal Fees		205,509.43	612,906.09	32,834.00	525.90 %	198,673.19	÷
Audit Fees		34,635.17	126,985.17	2,076.00	1,568.36 %	(150.00)	
Seminar and Meeting Produc	tion	94,040.94	1,389,849.34	47,053.00	99.86 %	169,035.99	
Allied Industry Support		890,614.97	6,700,008.95	820,392.00	8.56 %	823,931.09	
Recruiting and Relocation		24,567.32	217,531.17	6,511.00	277.32 %	38,628.33	
Protessor Seminar Expense		0.00	12,404.47	1,250.00	100.00%	0.00	-
Equipment Rental		7,919.80	91,238.02	6,927.00	14.33 %	6,068.76	
Equipment/Building Mainten	ance	35,872.83	402,495.55	36,882.00	2.74%	41,585.20	
Depreciation		73,319.98	682,587.48	54,667.00	34.12 %	58,562.81	
							>

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

	"Fast Buttons"
Generate and Print	To select a pre-defined Financial Statement Specification, have the reports generated and printed.
(Re)Build Preview	To select a pre-defined Financial Statement Specification, have the reports generated and displayed to the grid. For each type of Financial Statement generated, a separate tab will be shown.
Print Preview	If after previewing the generated Financial Statements you would like to have them printed, or emailed, click this

	push button.
Export	To have the pre-viewed Financial Statement analysis information output to a spreadsheet

Some of the special features of this "Preview" grid are as follows:



The rows of data being reported, are actually sub-totals of amounts derived by adding amounts from individual G/L Accounts. If you wish to view these contributing accounts and amounts, click the check- box as indicated.	M M Pefresh Show contributing VS Account Totals
If any specific reported total's cell is double- clicked, the a "Drill-Down" window is displayed. Each of the accounts that contributed to the total is provided, and may be selected, to show the individual transactions that contributed to the total. These in turn may be printed as a report, or exported to a spreadsheet.	8,707 83 124 678 77 2,352, Show Detail for this Amount 1 355 227 92 12 129 896 28
Each row of the "Preview" grid is basically generated as a result of a Framework account that was defined in the G/L Chart-of-Accounts. To see the account number and the Financial Statement Code that produced the row of information, on the first column of the row right- click and hold the mouse. An information pop-up window will be displayed.	Dues Revenue F/S Code: P-000250-IP-01 Contract Revenue Acct: 9395-000 Income from Services ID Key #: 001942 Type: 03 Product Sales Revenue 2.30.939-30 2.30.939-30 2.30.939-30
You can move through the grid of data by using the grid's navigate buttons. If the report was	

generated for a series of different Profit Centers, you can move through the rows of data by clicking on the "Skip-To- Next/Previous Page Break" buttons located at the bottom left of the grid.	F/S Format 1 - ALL Pro
--	------------------------

7.5.4.2 Generating Standard Financial Statements

When generating Standard Financial Statements, (those that are based on <u>pre-defined</u> <u>Financial Statement Specifications</u> [425]), they may be printed directly without being previewed, or they can be built to be previewed. Clicking on either the **Generate and Print** push button or the **(Re)Build Preview** push button located in the "Fast Buttons" frame of the grid screen.

Financial Statement Specification Groups way be used to define sets of Financial Statements that you would typically generate all at once. You may have a number of predefined F/S Specification Sets used to generate a plethora of variations of financial statements. If this is the case, defining these Groups may make it easier to actually generate your financial statements.

If you have defined Managers with email addresses for your Departments or Entities, or if you have set up Email Distribution Groups, when printing the Financial Statements, you could choose to have the system automatically email them as MS Word documents. (Refer to the topics titled Email Group Codes Maintenance [476] in the chapter on Master Code Maintenance Functions [377]).

"Generate and Print" or "Build for Preview" Financial Statements - Options Screen

After clicking the appropriate push-button to Generate and Print or Build for Preview, the Standard Financial Statements, the options available are presented in the following screen:

koryour op	and a second and a manufactor statement (s) defined by your pre-defined opecinication of the	-22
		8
- Reporting	for Fiscal Period:	
12/01/	11 - 12/31/11 < Period 03 Year End Sep/2012	
- Build Fina	ncial Statements:	
Llsing:	A Single Specification Set O Group 1 Specifications O Group 4 Specifications	
Using.	Selected Specification Sets Group 2 Specifications Group 5 Specifications	
	🔘 A User Specification Set Group 🖉 Group 3 Specifications 👘 Group 6 Specifications	
	Specification Set: 1 - FSTM01 - Demo Set # 01	
	N	
	A Company of the second	
	10 M	

Field Definitions

Reporting Fiscal Period drop-down list Select the Fiscal Period for which the report is to be generated. You can select from any of the fiscal periods defined for 1/01/11 - 12/31/11 Fiscal Year Ending Dec/2011 1/01/12 - 12/31/12 1/01/13 - 12/31/13 Fiscal Year Ending Dec/2012 Fiscal Year Ending Dec/2013 the eight fiscal years of data that can be 1/01/13 - 12/31/13 1/01/14 - 12/31/14 1/01/07 - 1/31/07 2/01/07 - 2/28/07 3/01/07 - 3/31/07 Fiscal Year Ending Dec/2014 kept in the Series 5 G/L system. You may Irscal Year Ending Dec/2014 Period 01 Year End Dec/2007 Period 02 Year End Dec/2007 Period 03 Year End Dec/2007 Period 04 Year End Dec/2007 Period 05 Year End Dec/2007 Period 06 Year End Dec/2007 Period 08 Year End Dec/2007 also select an entire year. 4/01/07 - 4/30/07 5/01/07 - 5/31/07 In the drop down list, the Current Year 6/01/07 · 6/30/07 7/01/07 · 7/31/07 periods are flagged with an asterisk "*" 8/01/07 - 8/31/07 9/01/07 - 9/30/07 Period 09 Year End Dec/2007 character. The current reporting period is 10/01/07 - 10/31/07 Period 10 Year End Dec/2007 flagged with "<", and the current Valid 11/01/07 - 11/30/07 Period 11 Year End Dec/2007 Period 12 Year End Dec/2007 Period 01 Year End Dec/2008 Period 02 Year End Dec/2008 701707 1/07Posting Period is flagged with an "@" 1/01/08 - 1/31/08 2/01/08 - 2/29/08 character. Π The drop down list of Fiscal Periods is

obtained by clicking on the 💷 graphi icon.	с	
Build Financial Statements		radio-buttons
 You can generate Financial Statement for those associated to a User creat System Groups; or you can select m presented. 	ents for either a ed Set Group, nultiple Specifi	a specific pre-defined Specification, , for those associated to one of the 6 fication Sets from a list that is
Using: O A Single Specification Set O Selected Specification Sets A User Specification Set Group	○ Group 1 Sp. ○ Group 2 Sp. ○ Group 3 Sp.	pecifications O Group 4 Specifications pecifications O Group 5 Specifications pecifications O Group 6 Specifications
• If a "Selected" Specification is chosen, then a drop down list is displayed, showing those that are available.	Set: 2 - FSTM 9999 - AAA 1 - FSTM 2 - FSTM 3 - FSTM	MO2 - P&L - Summary, All AAAA - Default F/S Specifications MO1 - Balance Sheet MO2 - P&L - Summary, All MO3 - P&Ls - All Profit Centers Adividually
 If wish to just select multiple Specification Sets, a window of those Sets that have been defined to the system is presented. You can just double-click those you wish to have financial statements generated for, and they will be added to the list that will get processed. 	Select F/S Specification Select items to be asso Available F/S Spe 0001 Demo Set 0003 S4 Specific 0005 S4 Specific 0006 S4 Specific 0007 S4 Specific 0008 S4 Specific 0010 S4 Specific 0011 S4 Specific 0011 S4 Specific 0012 S4 Specific 0013 S4 Specific 0013 S4 Specific 0014 S4 Specific 0015 S4 Specific 0016 S4 Specific 0017 S4 Specific 0018 S4 Specific 0019 S4 Specific 0019 S4 Specific 0019 S4 Specific 0019 S4 Specific 0019 S4 Specific 0020 S4 Specific	cociated with: Generation of Financial Statements secification Sets: Selected: t#01 Image: Select All -> 0005 fication #05 Select All -> 0005 fication #06 Select All -> 0005 fication #105 Image: Clear All Image: Clear All fication #14 Image: Clear All Image: Clear All fication #15 Image: Clear All Image: Clear All fication #16 Image: Clear All Image: Clear All fication #17 Image: Clear All Image: Clear All fication #16 Image: Clear All Image: Clear All Image: Clear All fication #17 Image: Clear All Image: Clear All Image: Clear All fication #17 Image: Clear All Image: Clear All Image: Clear All fication #17 Image: Clear All Image: Clear All Image: Clear All fication #12 Image: Clear All Image: Clear All Image: Clear All fication #12 Image: Clear All Image: Clear All Image: Clear All fication #12 Image: Clear All Image: Clear All Image: Clear All

• If a "User Specification Set Group" is chosen, then a drop down list is displayed, showing those Groups that are available. User Specification(s) Group: 2NDSET - West Coast Management Financials 2NDSET - West Coast Management Financials AUDIT - Annual Aditors F/S Statements East Coast Manager Financials FAST LARRY1 - Standard Corporate Financials If one of the 6 System Groups is ID# Code Description chosen, then for reference, a list is Sets: FSTM06 P&L - Entity 03 5 displayed showing the P&L - Entity 04 ESTM08 6 S4 Specification # 09 Specifications that have been 7 FSTM09 S4 Specification #11 8 FSTM11 allocated to the selected Group. If generating financial statements for more than one Specification Set, they may be view one at a time on the grid. A drop-down list is shown above the data screen grid, from which you may choose which Specification's Set of financial statements are to be selected to be displayed. Group 7 8 - FSTM11 - S4 Specification # 11 Specification Sets: **出** (1) (1) 5 - FSTM06 - P&L - Entity 03 6 - FSTM08 - P&L - Entity 04 Profit & Loss State 7 - FSTM09 - S4 Specification # 09 8 - FSTM11 - S4 Specification # 11 9 - FSTM12 - S4 Specification # 12 γţ == Budgets ==== 11 - FSTM14 - S4 Specification # 12 13 - FSTM16 - S4 Specification # 14 Year-To-Date **Emailing Options** check-box See the topic following this one. Printing Financial Statements [33], for a description of the emailing options.

7.5.5 F/S Totals Drill-Down Sub-Window

One particularly "nifty" feature of the Series 5 Financial Statements application is the ability to drill down on any of the totals that are reported. From the preview grid, double click on a cell that contains a reported total.

Total Operating Expanse	A 00A 9A0 91	AE 033 716 EA	3.61
California Fire Safety Ad Cncl	0.00	7,500.00	
Trade Show Exhibits	0.00	ぷ 5,146.87	
Government Affairs Programs	9,904.54	123,154.33	
Printing/Duplicating Service	0.00	3,704.39	
Technical/R & D	46,750.20	131,284.30	

A screen will be displayed that offers a list of the accounts that have transactions that contribute to the given total. From the "Account" list-box, select the account for who's transactions are to be displayed. (*Note that those G/L accounts that have contributing detail are shown with an * character preceding the account description).*

😔 F/S Tota	al field Drill-Dov	n Detail Screen		
Financial Statement S	ub-Query - For "Government	ffairs Programs"		
For Account:	6671-921 * Government Affairs	Programs 🗸		
Items Listed Sorted by:	Date (Oldest first)	For the Period: 12/01/07 · 12/31/07	2	
Lgr Date Doc Date	\$ Debit Amt \$ Credit Amt	S/L Project JE-Source Ref-Doc# Ref-Code Ref-Batch Ref-Com	ipany/Item	
12/31/07 12/31/07 12/31/07 12/31/07 12/31/07 12/31/07 12/31/07 12/31/07 12/31/07 12/31/07 12/31/07	2,265,25 2,123,04 1,500,00 759,57 240,00 24,331.16	LOBBY AP1207 140690 23822 7277 MILLENN LOBBY AP1207 140591 23822 7277 MILLENN LOBBY AP1207 140290 24221 7274 WESTER LOBBY AP1207 141118 5170 7308 ARROYO AWC AP1207 141120 5170 7308 ARROYO BBF	IA PUBLIC AFFAIRS, IA PUBLIC AFFAIRS, N ADVOCATES INC JOHN V. JOHN V. \$	
6 Items on file. Total Debits: \$ 31,225.02 Total Credits: \$ 0.00 Net Change: \$ 31,225.02				
Print Export Exit				

The push buttons to have the detail printed or exported:

Push Button functions		
Print	To have the detail for the selected account; or ALL contributing accounts, printed to a report	
Export	To have the detail for the selected account; or ALL contributing accounts, output to a spreadsheet	

Drill-Down Select Fields Definitions

For Account

The amount that is reported on the particular cell of the Financial Statement is a total that may be accumulated for a number of different posting accounts. Each of these accounts are presented in a drop-down list such that one of them may be selected to have it's detail transactions listed in the table.

Select the account for whose transactions are to be displayed. Those accounts that have detail transactions contributing to the totals are flagged with an * character.

	drop-down list	
nt 6671-901	* Government Affairs Programs	
6671-902	* Government Affairs Programs	
a 6671-903	* Government Affairs Programs	
6671-904	* Government Affairs Programs	
6671-905	* Government Affairs Programs	
Lin <u>6671-915</u>	* Government Affairs Programs	
6671-921	* Government Affairs Programs	
6671-922	* Government Affairs Programs	1/2
6671-941	* Government Affairs Programs	
6671-942	* Government Affairs Programs	
6671-943	Government Affairs Programs	
6671-944	* Government Affairs Programs	
6671-945	* Government Affairs Programs	
se		
ons		

Items Listed Sort	drop-down list
The detail for the selected account may be displayed using a couple of different sorting options. Choose your poison.	Date (Oldest first) Date (Most Recent first) Amount Source Document #

7.5.6 Printing Financial Statements

Normally when one of the ad-hoc Financial Statements are generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. If you do wish to have it printed, or emailed, you must click on the **Print Previewed** push button located in the "Fast Buttons" frame of the grid

screen.

When generating Standard Financial Statements, (those that are based on <u>pre-defined</u> <u>Financial Statement Specifications</u> [425]), they may be printed directly without being previewed or they can be built and displayed to the grid Preview screen by clicking on the **(Re)Build Preview** push button located in the "Fast Buttons" frame of the grid screen.

If you have defined Managers with email addresses for your Departments or Entities, or if you have set up Email Distribution Groups, when printing the Financial Statements, you could choose to have the system automatically email them as MS Word documents. (Refer to the topics titled Email Group Codes Maintenance 476 in the chapter on Master Code Maintenance Functions 377).

Print Previewed Financial Statements - Options Screen

After clicking to Print a Previewed Financial Statement, or when Generating and Printing Standard Financial Statements, the options available are presented in the following screen:

Print Previewed Financial Statements		
Report: PLStmt_AllPfCtrs_01.STM Print the Financial Statement(s) currently previewed		
Report Options Print Ontions		
Specify your options for the selected Financial Statement(s).		
Reporting for Fiscal Period:		
12/01/07 - 12/31/07 < Period 12 Year End Dec/2007		
Automatic Emailing Options:		
To the Distribution Group assigned to the Department or Entity (If no Group defined, then to the assigned Manager)		
To the Manager assigned to the Department or Entity To a selected Distribution Group To the Distribution Group assigned to the Specification Set		
Next Cancel		

Some points to note about the printing of Financial Statements:

- All the Financial Statements associated to a given Specification will be output to the same reporting file name as FinStmt_XXXXX_nn.FST where:
 - XXXXXX is the Financial Statement Specification Sort code

- nn is the G/L Company System suffix number
- If the EVERY Profit Center, or EVERY Profit Center for an Entity is chosen, each report for each Profit Center will be output to the same reporting file.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Print Options for Emailed Financial Statements

If selecting to have the printed Financial Statements emailed. on the Print Options screen, **DO NOT SELECT TO SAVE THE PRINTOUT AS A WORD DOCUMENT**. The system will automatically generate the MS Word document and email it.

Field Definitions

Automatic Email Option — Send ?

check-box

As a special feature of the Series 5 Financial Statement reporting function, the generated financials as well as being printed, may be generated as an MS Word document and emailed to predefined Groups of Recipients. These Email Groups are created from the Email Group Codes Maintenance function [476].

Set the check-box if the financials are to be emailed.

Emailing Groups of Specification

If financials were generated for a Group of Financial Specifications, and they are selected to be emailed, the financials for each Specification are emailed as a single Word document in a separate email.

Automatic Email — To Whom?

radio-buttons

Email Recipients or Email Groups may be defined and assigned to G/L Departments and/ or G/L Entities, and/or the pre-defined Financial Statement Specifications. When financials are generated for a particular Profit Center, Entity or Specification, as an option, the system can automatically email them to the designated email recipient(s). Also, as an alternative, a given Distribution Group may be selected at the time the financials are selected to be printed.

Click the applicable radio button for the desired results.

Automatic Email — Email Distribution Group X(6)

If the option to email the financial statements to a selected Distribution Group was chosen, then enter or select the code of the Group to whom they are to be emailed.

7.5.7 Exporting Financials to Spreadsheet

Normally when one of the ad-hoc Financial Statements are generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. If you do wish to have the financials output to a spreadsheet, click on the **Export** push button located in the "Fast Buttons" frame of the grid screen.

When generating Standard Financial Statements, (those that are based on <u>pre-defined</u> <u>Financial Statement Specifications</u>, if they are built and displayed to the grid Preview screen they may be output to a spreadsheet b clicking on the **Export** push button located in the "Fast Buttons" frame of the grid screen.

In either case the financial statements, (which are effectively columns of information), are exported to either an MS Excel spreadsheet, or a tab-delimited text file.

Some points to note about the exporting of Financial Statements to a spreadsheet:

- Each Financial Statements for each Specification will be output to a different Excel workbook. For example, if a P&L and a Balance Sheet, and Schedules are generated for a given Specification XXXXX, then the following workbooks are created:
 - PL_XXXXX_nn.xls for the P&L data
 - BS_XXXXX_nn.xls for the Balance Sheet
 - SCHD_XXXXX_nn.xls for the Schedules
- If the EVERY Profit Center, or EVERY Profit Center for an Entity, or EACH Profit Center is chosen, each report for each Profit Center will be output to a different Sheet within the given workbook

7.6 Reporting Functions

The topics in this chapter describe functions and procedures that are a available under the **Reports** drop down menu on the General Ledger menu. These menu items are used to generate and print the reports associated to the General Ledger system.

These functions are available from the G/L Menu Bar as shown:

File Trx Inquiry Operations Financial Statements Control Options Window Help User: USER	Reports Codes Maintenance Wizards User Functions Trial Balance Report Trx Source Analysis Report
TRAILER WIZ	Period Net Change Report
February 17, 2 General Ledger	Account Budget Report Inactive G/L Account Report
5 Daily Eurocions 6 Monthly Eurocion	Period Budget/Actual Report
1 Scheduled for Today 2 Overdue	Fin. Statement Formats Rpt
The following Scheduled Menu items are due for :	Projects by Period Analysis

7.6.1 Trial Balance

In a double-entry accounting system, every transaction is recorded with equal debits and credits so that the equality of the debits and credits may be tested as a proof of the recoding accuracy. This equality is tested at intervals by preparing a Trial Balance.

A Trial Balance is prepared as follows:

- Determine the balance of each account in the General Ledger
- □ Listing the accounts having balances, with the debit balance in one column, and the credit balances in another
- Adding the debit balances
- Adding the credit balances
- Comparing the sum of the debit balances with the sum of the credit balances

The accounts reporting totals in the Trial Balance may be previewed and listed sorted in the following ways:

- G/L Account Number
- Profit Center
- □ Account Description
- □ Account Type (ie., Bank, Asset, A/R Control, Income, Liability, etc.)
- Financial Statement Order

When generating the Trial Balance the data used for analysis is based on specific date ranges of data. These are determined by the Fiscal Periods defined by the Fiscal Years' Periods Maintenance function [481] found under the General Ledger's Control Options. Up to eight years of data is kept in the Series 5 General Ledger system and is available for analysis. The Trial Balance may be generated for any of the 8 Fiscal Years, or any of the Fiscal Periods within those years, or for any other date specified range.

When generating the Trial Balance report the operator is presented with the standard <u>G/L</u> <u>Account Select Filters screen</u> [144]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included on the report.

G/L Accounts Listed

Accounts are reported in the Trial Balance if they meet the following criteria:

- The account satisfies the G/L Account Select filters entered
- The account is NOT an F/S Framework account
- At least one of the 6 format codes has a VS or VP designation

and for the selected fiscal period or date range, any one of the following:

- The account has a non-Zero Opening Balance
- Total Debits is NOT Zero
- Total Credits is NOT Zero
- Has at least one journal entry on file

As a special feature of the Series 5 Trial Balance reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.



7.6.1.1 Trial Balance Preview Grid

When the Trial Balance is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed.

e View Help								
G/L Trial Balance Inc	quiry/Report Build and previe Accounts may b	v Accounts as a Trial Ba e sorted in a variety of w	alance and/or generate ays, and you may view	and print the Trial Bala or print their associated	nce Report. G/L Journal Entries.	Exit	ŧ.	
Print Trial Balance (Re)Build Preview Print Preview Export Strain Period 3/01/07 - 3/31/07 Period 03 Year End Dec/2007								
List by: G/L Account #	Go To G/L Acco	unt	~		nes h mi t	Refresh		
G/L Account	Description	Opening Balance	Total Debits	Total Credits	Net Change	Ending Balance	Туре	F/S Code
1300-002	Accrued Interest - CDN	0.00	0.00	0.00	0.00	0.00	Other Asset	B-000525-VS
1310-001	Investments - US	21,269.51	4,519.58	13,834.49CR	30,685.09	51,954.60	Other Asset	B-000500-VF
310-002	Investments - Canadian	0.00	0.00	0.00	0.00	0.00	Other Asset	B-000525-V
315-001	Unrealized Appr (Depr)	597,610.54	55,433.97	0.00	55,433.97	653,044.51	Other Asset	B-000550-V
320-001	Investment in CTL	593,595.79	0.00	0.00	0.00	593,595.79	Other Asset	B-000575-VI
410-001	Prepaid Group Insurance	23,129.22	14,568.92	2,626.77CR	11,942.15	35,071.37	Oth Cur Asset	B-000350-V
430-001	Prepaid Fringe Benefits	4,927.07CR	4,825.11	2,942.24CR	11,882.87	63,044.20CR	Oth Cur Asset	B-000350-V
430-002	Prepaid Fringe Benefits - CDN	122,889.40	90,989.22	664.32CR	56,324.90	179,214.30	Oth Cur Asset	B-000350-V
440-001	Prepaid Insurance	187,100.38	0.00	385.20CR	40,385.20CR	146,715.18	Oth Cur Asset	B-000350-V
440-002	Prepaid Insurance - CDN	2,133.61	V 0.00	2,133.15CR	2,133.15CR	0.46	Oth Cur Asset	B-000350-V
460-001	Prepaid Postage	5,512.79	8,000.00	13,743.79CR	5,743.79CR	231.00CR	Oth Cur Asset	B-000350-V
470-001	Prepaid UPS	15,812.86CR	14,072.42	10,272.80CR	3,799.62	12,013.24CR	Oth Cur Asset	B-000350-V
480-001	Prepaid Miscellaneous	6,688.00CR	2,380.00	290.00CR	18,090.00	11,402.00	Oth Cur Asset	B-000350-V
500-001	Furniture Fixtures & Equip	813,772.54	1,560.00	0.00	1,560.00	7,815,332.54	Fixed Asset	B-000725-V
500-002	Furniture Fixtures & Equip-CDN	590,367.30	0.00	0.00	0.00	590,367.30	Fixed Asset	B-000725-V
502-001	Furn Fix & Equip -Wash Affairs	311,675.72	0.00	0.00	0.00	311,675.72	Fixed Asset	B-000725-V
510-001	Accum Depr - Equipment	44,157.29CR	0.00	14,315.80CR	14,315.80CR	58,473.09CR	Fixed Asset	B-000825-V
1510-002	Accum Depr - Equipment - CDN	90,367.30CR	0.00	0.00	0.00	90,367.30CR	Fixed Asset	B-000825-VS
Trial Balance Totals Opening Balance: \$ 0.00 Total Debits: \$ 895,266.04 Net Change: \$ 0.00 for 1,389 Accounts. Total Credits: \$ 895,266.04CR Closing Balance: \$ 0.00								

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

"Fast Buttons"		
Print Trial Balance	To have the Trial Balance generated and printed	
(Re)Build Preview	To have the Trial Balance information generated and displayed to the preview grid	
Print Preview	To have the previewed Trial Balance information printed	
Export	To have the Trial Balance information output to a spreadsheet	

Some of the special features of this "Preview" grid are as follows:



Click to have the Trial Balance analysis re- generated for a date range, or for one of the standard Fiscal Years or Periods	For Fiscal Period For Selected Dates Between: 12/01/07 12/10/07
Click on the calendar icon to have the available periods for which the Trial Balance may be generated for	For Fiscal Period 2/01/07 - 2/28/07 Period 02 Year End Dec/2007
 Select the Fiscal Period for which the report is to be generated. The periods available for which the report may be generated are as follows: Each of the 8 fiscal years Each fiscal period of each fiscal year defined Note that after a new date ra entered, or a different Fiscal Perior chosen, the Trial Balance will aut be recalculated and redisplayed. 	1/01/11 · 12/31/11 Fiscal Year Ending Dec/2011 1/01/12 · 12/31/12 Fiscal Year Ending Dec/2012 1/01/13 · 12/31/13 Fiscal Year Ending Dec/2013 1/01/14 · 12/31/14 Fiscal Year Ending Dec/2014 1/01/07 · 1/31/07 Period 01 Year End Dec/2007 2/01/07 · 2/28/07 Period 02 Year End Dec/2007 3/01/07 · 3/31/07 Period 03 Year End Dec/2007 4/01/07 · 4/30/07 Period 05 Year End Dec/2007 5/01/07 · 5/31/07 Period 05 Year End Dec/2007 6/01/07 · 6/30/07 Period 06 Year End Dec/2007 7/01/07 · 7/31/07 Period 08 Year End Dec/2007 8/01/07 · 8/31/07 Period 09 Year End Dec/2007 9/01/07 · 10/31/07 Period 10 Year End Dec/2007 9/01/07 · 10/31/07 Period 10 Year End Dec/2007 1/01/07 · 11/30/07 Period 11 Year End Dec/2007 1/01/08 · 1/31/08 * Period 01 Year End Dec/2008 2/01/08 · 2/29/08 * Period 02 Year End Dec/2008
If any specific reported total's cell is double- clicked, the a "Drill-Down" window is displayed. Each of the individual transactions that contributed to the total are listed. These in turn may be printed as a report, or exported to a spreadsheet.	8,707 83 124 678 77 2,352, Show Detail for this Amount 1 355 227 92 12 129 896 26
Have the accounts displayed listed in one of the available sorts. Being able to list the accounts	

 by Financial Statement order makes it easy to compare to the Financial Statements > When listing by Financial Statement Codes or Supporting Schedule Codes IP and VP totals are tallied and presented 	G/L Account # Profit Center Account Description Account Type Fin Stmnt Code 1 Fin Stmnt Code 2 Fin Stmnt Code 3 Fin Stmnt Code 3 Fin Stmnt Code 5 Fin Stmnt Code 5 Sup Sched Code 1 Sup Sched Code 2 Sup Sched Code 3 Sup Sched Code 4 Sup Sched Code 5 Sup Sched Code 5 Sup Sched Code 6		
Note that the operator may drag the bottom of the display window to increase the number of accounts that are displayed in the grid.			

7.6.1.2 Account Total Drill-Down Sub-Window

From the Trial Balance preview screen, the detail that contributes to the totals of any account may be displayed in a sub-screen. Drill-down on the account by double clicking on the row for the account of interest.

A screen will be displayed that shows the detail of the transactions contributing to the period. These may then be printed as a report, or exported in detail to a spreadsheet.

😔 Trial Balance Account Dr	ill-Down Detail Screen
----------------------------	------------------------

Tria	al Balance	Account	Sub-Query - Fo	2670-001 S	tructurepo	int LLC				
Lis	ting items So	rted by: Lo	edger Date (Olde	est first)	~	For the Pe	riod: 12/	01707 · 1	2/31/07	2
	Lgr Date	Doc Date	\$ Debit Amt	\$ Credit Amt	S/L Project	JE-Source	Ref-Doc#	Ref-Code	Ref-Batch	Ref-Company/Item
	12/05/07 12/13/07 12/13/07 12/28/07 12/31/07 12/31/07 12/31/07 12/31/07	12/05/07 12/05/07 12/13/07 12/28/07 12/31/07 12/31/07 12/31/07 12/31/07	17,439,49 10,041.31	9,793,98CR 3,386,25CR 4,093,75CR 3,386,25CR 0,00 4,427,00CR		AR1207 AR1207 AR1207 AR1207 STD003 STD300 STD300 BBF	001019 001020 001023 001032	χς χς χς	21894 21894 21903 21919	TRANSFER TO STRUCTUREPOINT LLC STRUCTUREPOINT MONTHLY NET CHANGE PCA PORTION DEPT 355
	8 Items on file. Total Debits: \$ 27,480.80 Total Credits: \$ 25,077.23CR Net Change: \$ 2,403.57									
Print Export Exit										

The push buttons to have the detail printed or exported:

	Push Button functions
Print	To have the detail for the selected account printed to a report
Export	To have the detail for the selected account output to a spreadsheet

- Drill-Down Select Fields Definitions

List Items Sort	drop-down list
The detail for the selected account may be displayed using a couple of different sorting options. Choose your poison.	Ledger Date (Oldest first) Ledger Date (Recent first) Amount (Descending) Transaction Source Document #

7.6.1.3 Build and/or Print the Trial Balance

When generating the Trial Balance, it may be printed directly without being previewed, or it can be built to be previewed. Clicking on either the **Print Trial Balance** push button or the **(Re)Build Preview** push button located in the "Fast Buttons" frame of the grid screen.

"Print the Trial Balance" or "(Re)Build for Preview" - Options Screen

After clicking the appropriate push-button to Print or Build for Preview the Trial Balance, the options available are presented in the following screen:

Print Trial Balance Report								
Report: GLTRIALBAL01.RPT Generate Trial Balance Report								
Report Options G/L Account Select Filters Print Options								
Select your options for the Trial Balance Report/Preview.								
For Fiscal Period I2/01/07 · 12/31/07 < Period 12 Year End Dec/2007 For Selected Dates								
Group and Sub-Total Accounts by: [Not Grouped] Accounts Sorted by: Account Number								
Print G/L Transaction detail for each Account ? Sorted by: Ledger Date (Oldest first) Have Account totals also Exported to Spreadsheet ?								
Next Cancel								

The report generated, if archived, will be catalogued with a report name of

GLTRIALBALnn.RPT.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the Trial Balance report, the operator is presented with the standard <u>G/L</u> <u>Account Select Filters screen</u> [144]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included on the report; and specific types of transactions.

Field Definitions radio-buttons **Reporting Fiscal Period or Date Range** Select whether the report is to be generated for one of the standard Fiscal Periods, or for a ۲ For a Fiscal Period date range to be entered. For Selected Dates **Reporting Fiscal Period** drop-down list Select the Fiscal Period for which the report is to be generated. You can select from any of the Fiscal Year Ending Dec/2011 Fiscal Year Ending Dec/2012 Fiscal Year Ending Dec/2013 Fiscal Year Ending Dec/2014 Period 01 Year End Dec/2007 Period 02 Year End Dec/2007 Period 03 Year End Dec/2007 Period 05 Year End Dec/2007 Period 05 Year End Dec/2007 Period 06 Year End Dec/2007 Period 09 Year End Dec/2007 Period 01 Year End Dec/2007 fiscal periods defined for the eight fiscal years of 1/01/12 · 12/31/11 1/01/12 · 12/31/12 1/01/13 · 12/31/13 1/01/14 · 12/31/14 data that can be kept in the Series 5 G/L system. 1/01/07 - 1/31/07 2/01/07 - 2/28/07 3/01/07 - 3/31/07 4/01/07 - 4/30/07 You may also select an entire year. 5/01/07 - 5/31/07 6/01/07 - 6/30/07 7/01/07 - 7/31/07 8/01/07 - 8/31/07 In the drop down list, the Current Year periods are flagged with an asterisk "*" character. The current 9/01/07 - 9/30/07 10/31/07 reporting period is flagged with "<", and the current 1/01/07 11/30/07 Period 11 Year End Dec/2007 Valid Posting Period is flagged with an "@" * Period 01 Year End Dec/2008 * Period 02 Year End Dec/2008 1/01/08 · 1/31/08 2/01/08 · 2/29/08 character. The drop down list of Fiscal Periods is obtained by clicking on the I graphic icon. Selected Dates Between (mmddyy) Enter the Starting and Ending dates for which the report is to be generated for. Group and Sub-Total Accounts by drop-list When the report is printed, the accounts may be grouped and sorted with sub-totals printed. When grouped by any of the Financial Statement Codes, or Supporting Schedule

Codes, the VP and IP totals associated to the financial statements will also be printed or displayed.	G/L Department (Profit Center) Profit Center Entity G/L Account Types Financial Statement Code 1 Financial Statement Code 2 Financial Statement Code 3 Financial Statement Code 4 Financial Statement Code 5 Financial Statement Code 6 Supporting Schedule Code 1 Supporting Schedule Code 2 Supporting Schedule Code 3 Supporting Schedule Code 4 Supporting Schedule Code 5 Supporting Schedule Code 6				
Accounts Sorted by	drop-list				
When the report is printed, the accounts may be listed sorted either by Number or by Description.	Account Number Account Description				
Print Transaction Detail	check-box				
When the Trial Balance is printed, the detail trans selected date range, will be printed.	sactions for each account, within the				
Printed Transaction Detail Sorted by	drop-list				
If the option to have the detail transactions listed was selected, then choose how the detail is to be sorted.	Ledger Date (Oldest first) Ledger Date (Recent first) Amount (Descending) Transaction Source Document #				
Export Account totals to Spreadsheet	check-box				
When the Trial Balance report is being printed, as output to a spreadsheet.	s an option, the Accounts' totals will be				

7.6.2 Transaction Source Analysis

The General Ledger system is the heart of the Series 5 family of accounting applications. It accumulates journal entries from a variety of different subordinate systems, Standard sets of

transactions, or manual entry sessions. Those journal entries that were created as result of transactions being entered or processed in the subsidiary systems also come from different Batch Entry sessions or process operations.

In an effort to reconcile, or analyze the source of the G/L Journal Entries, this reporting function accumulates sub-totals of transactions by account, for a variety of different sources. If there are questionable transactions or account totals in your G/L, this analysis is a useful tool in attempting to identify how they came about.

Analysis with sub-totals by account, are available as follows:

- □ by Journal Entry Source code (codes assigned to Journal Entry Sessions)
- □ by Subsidiary Systems, (ie., Accounts Payable or Accounts Receivable)
- by the Transaction Entry Batch Codes of the Subsidiary System under which applicable transactions were entered
- □ by G/L Transaction Types (ie., AP Expense, or AR Cash Receipts, etc).
- □ by G/L Account Types (ie., A/R Control, A/P Control, Asset, Expense, Liability, etc)

For each Account, totals are accumulated and presented for Total Debit, Total Credit and Net Change.

When generating the report, the data used for analysis is based on specific date ranges of data. These are determined by the Fiscal Periods defined by the <u>Fiscal Years' Periods</u> <u>Maintenance function</u> [481] found under the General Ledger's Control Options. Up to eight years of data is kept in the Series 5 General Ledger system and is available for analysis. The Source Analysis may be generated for any of the 8 Fiscal Years, or any of the Fiscal Periods within those years, or for any other date specified range.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The Source Analysis function can be invoked from either the Trx Inquiry or the Reports dropdown menu from the G/L menu.





7.6.2.1 Source Analysis Preview Grid

When the Source Analysis is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed.

Operational Warning

The analysis requires the system to read through the entire G/L Transaction Year-to-Date file. This file may grow fairly large over time due to the number of transactions. This analyses may take some time to generate. Should you leave this function, and return, the most recent analysis that had been done will be displayed in the grid.

Source Analysis "Preview" Grid

J. Source Analysis Inquiry/Report Build and preview summary totals of Journal Entries grouped by JE Source Code, Subsystem, Transaction Type, Period Totals used for display or selected Fiscal Year Or selected Fiscal Year Account Types or Subsystem Entry Batches. From the display, generate either a report or a spreadhsheet. Exit Image: Subsystem Entry Batches. From the display, generate either a report or a spreadhsheet. Exit Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Exit Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Exit Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Exit Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Exit Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Image: Subsystem Entry Batches. From the display. generate either a report or a spreadhsheet. Image: Subsystem Entry Batches. Image: Subsystem Entry									
Set Filters and (Re)Build Print Report Export • For Fiscal Period • For Selected Dates Display: Accounts grouped by Journal Entry Sources • O For Each Fiscal Year 1/01/07 - 12/31/07 Prior Fiscal Year									
					Go to Journal Er	try Source:	<u></u>	M M M	Refresh
JE Source	G/L Accoun	t Description		PdEnd 1/31/08	PdEnd 2/29/08	PdEnd 3/31/08	PdEnd 4/30/08	PdEnd 5/31/08	PdEnd 6/30/
010801	4070-950	Contract Revenue	Debit	5,821.42	0.00	0.00	0.00	0.00	0
			Credit	1,941.95CR	0.00	0.00	0.00	0.00	0
			NetChg	3,879.47	0.00	0.00	0.00	0.00	0
			Total	3,879.47	3,879.47	3,879.47	3,879.47	3,879.47	3,879
010801	5110-110	Salaries	Debit	0.00	0.00	0.00	0.00	0.00	0
			Credit	9.48CR	0.00	0.00	0.00	0.00	0
			NetChg	9.48CR	0.00	0.00	0.00	0.00	0
			Total	S 9.48CR	9.48CR	9.48CR	9.48CR	9.48CR	9.48
010801	5110-352	Salaries	Debit	0.00	0.00	0.00	0.00	0.00	¢ 1
			Credit	9.47CR	0.00	0.00	0.00	0.00	0
			NetChg	9.47CR	0.00	0.00	0.00	0.00	0
			Total	9.47CR	9.47CR	9.47CR	9.47CR	9.47CR	9.47
D10801	5115-604	Intern/Co-op Salaries	Debit	0.00	0.00	0.00	0.00	0.00	0
			Credit	118.75CR	0.00	0.00	0.00	0.00	0
			NetChg	118.75CR	0.00	0.00	0.00	0.00	0 ¥
			Total	118.75CR	118.75CR	118.75CR	118.75CR	118.75CR	118.75
010801	5130-110	Fringe Benefits	Debit	0.00	0.00	0.00	0.00	0.00	0
			Credit	2.75CR	0.00	0.00	0.00	0.00	0
			NetChg	2.75CR	0.00	0.00	0.00	0.00	0
			Total	2.75CR	2.75CR	2.75CR	2.75CR	2.75CR	2.75
010801	5130-352	Fringe Benefits	Debit	0.00	0.00	0.00	0.00	0.00	0
			Credit	2.75CR	0.00	0.00	0.00	0.00	0
			NetChg	2.75CR	0.00	0.00	0.00	0.00	0
			Total	2.75CR	2.75CR	2.75CR	2.75CR	2.75CR	2.75
<		Ш							>

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

"Fast Buttons"						
Set Filters and (Re) Build	To have the Source Analysis generated and displayed to the preview grid					
Print Report	To have the previewed Source Analysis information printed					
Export	To have the Source Analysis totals output to a spreadsheet					

Some of the special features of this "Preview" grid are as follows:

Click to have the Source	Click to ha
nalysis re-generated for	Analysis re-
date range, for one of	a date rang
ne standard Fiscal Years	the standar



cases, only those totals for a selected Code, or a selected Account are displayed.	Display: Accounts grouped by Journal Entry Sources Accounts grouped by Subsidiary Systems Accounts grouped by Subsidiary Systems Accounts grouped by Subsidiary Entry Batches Accounts grouped by GL Account Types Accounts for selected Journal Entry Source Accounts for selected Subsidiary System Accounts for selected Subsidiary System Accounts for selected Subsidiary Entry Batch Accounts for selected G/L Account Type Journal Entry Sources for selected Account Subsidiary Systems for selected Account Subsidiary Systems for selected Account Transaction Types for selected Account
To have the grid display skip to the next or previous set of sub-totals for the particular analysis being displayed.	

The analysis report when generated, if archived, will be catalogued with a report name of **GLSRC_ANALYZEnn.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the Source Analysis report, the operator is presented with the standard <u>G/L</u> <u>Account Select Filters screen</u> and <u>Journal Transaction Select Filters screen</u>. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts and transaction types that are to be included on the report; and specific types of transactions.

7.6.2.2 Transaction Drill-Down Sub-Window

From the Source Analysis preview screen, the detail that contributes to the totals of any account for a particular period, may be displayed in a sub-screen. Drill-down to display the

transactions by double clicking on the cell intersecting the desired account and Period of interest.

A screen will be displayed that shows the detail, and from which a report offers a list of the accounts that have transactions that contribute to the given total.

IL Sub-Quer	r y> For rted by: Le	Subsystem: Ge edger Date	eneral Ledger -	Account: 10	050-002 For the Period	: 1/01/0	8 · 12/31/	08		
Lor Date	Doc Date	\$ Debit Amt	\$ Credit Amt	S/L Project	JE-Source	Try Tupe	Bef-Doc#	Bef-Code	Bef-Batch	Bef-Company/Item
1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08	1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08 1/31/08	272,108.01 3,552.18	0.00 0.00 0.00 162,563,89CR 119,414,95CR 168,19CR 268,143,38CR 268,2143,38CR 27,203,14CR 139,822,91CR 139,822,91CR 39,075,64CR	· · · · · ·	010802 STD003 STD007 STD007 STD007 STD007 STD004 STD004 STD004 STD004 STD004 STD040 STD640 STD640 STD641 010801 STD642 STD642 STD643 STD650	GL-General GL-Standrd				ACCRUE CAC LOCKBOX RECEIPT MONTHLY INSURANCE CLAIMS MONTHLY IDEIC INTEREST MONTHLY INVESTMENTS MONTHLY INVESTMENTS BOOK SHORT TERM GIC INTERES NET PAY LESS SAVINAS BONDS POST PAYMENTS BY CERIDIAN POST MONTHLY CERIDIAN FEES ONTARIO ENT ADJUSTMENT STDO04 HEADQUARTERS HEADQUARTERS ATLANTIC PROVINCES REGION MONTARIO REGION WESTERN CANADA REGION ONTARIO REGION QUEBEC REGION
161 Items on file. Total Debits: \$ 319,182.05 Total Credits: \$ 6,812,409.84CR Net Change: \$ 6,493,227.79CR										

The push buttons to have the detail printed or exported:

	Push Button functions
Print	To have the detail for the selected account printed to a report
Export	To have the detail for the selected account output to a spreadsheet

- Drill-Down Select Fields Definitions

List Items Sort		drop-down list
The detail for the selected account may be displayed using a couple of different sorting options. Choose your poison.	Ledger Date (Oldest first) Ledger Date (Recent first) Amount (Descending) Transaction Source Document #	

7.6.3 Period Net Change Report

The Series 5 General Ledger system provides for Inquiry and Reporting on up to 8 Fiscal Years.

Accounting Periods are a company's means of identifying the standard reporting periods for the fiscal year. Up to 13 periods may be defined for each year. You may define a starting and ending date for each period. (They are set up using the <u>Fiscal Year's Period Maintenance</u> and control function).

All accounting transactions are entered in the Series 5 applications with both a Transaction Date and a Ledger date. The Ledger Date determines which period the transaction is recorded to.

Internally, the Series 5 General Ledger system maintains tables for each G/L account that accumulate the total of all Credit and Debit transactions for each period. The data from these tables are used to compute the opening balance for inquiry and reporting functions for any given operator selected period. This inquiry/reporting function presents the net change for each G/L account on file, displayed by fiscal period. The operator may select to display the net changes for each account starting with a selected year sub-totaled by Fiscal Years, Fiscal Quarters or Fiscal Periods.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen or exported to an MS Excel spreadsheet.

Note that an <u>Accounts Period Summary Inquiry 221</u> is available that displays the total Debits and Credits for selected account, with the option to have totals validated. by selecting the applicable menu item from the "Trx Inquiry" drop-down menu.

Note

If there is ever any doubt as to the validity of the Period Summary amounts presented for any given G/L Account, there is an operation that will re-compute the Period Totals. From the G/L menu-bar click **Operations**, and then select the **Rebuild Account Period Summary** menu item. If there are ever any changes made to the dates set up by the Fiscal Period Maintenance function, you must rebuild the Account Period Summary totals.

The accounts reporting totals in the may be previewed and listed sorted in the following ways:

- □ by G/L Account Number
- Profit Center
- □ Account Description
- □ Account Type (ie., Bank, Asset, A/R Control, Income, Liability, etc.)
- □ Financial Statements order
- □ Supporting Schedules order

When generating the report the data used for analysis is based on specific date ranges of data. These are determined by the Fiscal Periods defined by the Fiscal Years' Periods <u>Maintenance function</u> [481] found under the General Ledger's Control Options. Up to eight years of data is kept in the Series 5 General Ledger system and is available for analysis. The Trial Balance may be generated for any of the 8 Fiscal Years, or any of the Fiscal Periods within those years, or for any other date specified range.

When selecting the accounts to be viewed the operator is presented with the standard $\underline{G/L}$ <u>Account Select Filters screen</u> [14]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included on the report.

G/L Accounts Listed

Accounts are reported if they meet the following criteria:

- The account satisfies the G/L Account Select filters entered
- The account is NOT an F/S Framework account
- At least one of the 6 format codes has a VS or VP designation

and for the selected fiscal period or date range, any one of the following:

- The account has a non-Zero Opening Balance
- Total Debits is NOT Zero
- Total Credits is NOT Zero



7.6.3.1 Account Net Change Preview Grid

When the Period Net Change report function is selected, the accounts are displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed.

Period Net Preview /	Report							
le View Help								
G/L Period Net Repo	Accounts may be sorted	nts' Period Net Changes fo in a variety of ways, and p	or the specified Fiscal Pe rinted or exported to spre	rriod(s) or Years. aadsheet.	Exit] 😐 👔		
Set G/L Account Fil	ters Print the Report Ex	port	Form Form	Fiscal Periods S Fiscal Quarters Fiscal Years	Starting from: Current Fiscal Year	- <u>m</u>	Refresh]
G/L Account	Description	Opening Balance	PrdEnd 10/2010	PrdEnd 11/2010	PrdEnd 12/2010	PrdEnd 01/2011	PrdEnd 02/2011	PrdEnd 03/20
1487-056	TRUCKS & AUTOS - SUBLEDGER	26,420.00	0.00	0.00	0.00	0.00	0.00	d
1488-056	TRUCKS & AUTOS - SUBLEDGER	4,611.70	0.00	0.00	0.00	0.00	0.00	C
489-056	TRUCKS & AUTOS - SUBLEDGER	11,500.00	0.00	0.00	0.00	0.00	0.00	C
490-091	Real estate	8,388,991.41	0.00	40,550.00	0.00	0.00	0.00	234,793.95
520-092	LEASEHOLD IMPROV - SUBLEDGER	826,287.63CR	17,057.70CR	16,238.94CR	18,111.62CR	18,773.26CR	18,773.26CR	18,968.26
530-056	SHOP EQUIPMENT	78,336.73CR	4,419.90	6,836.21CR	6,836.21CR	6,836.21CR	6,836.21CR	6,836.21
1530-092	SHOP EQUIPMENT - B52	13,660.76CR	38.98CR	116.92CR	77.95CR	77.95CR	77.95CR	77.95
530-890	SHOP REGENT CON ADJ - 04/02	110,361.66CR	0.00	0.00	0.00	0.00	0.00	c
531-056	SHOP EQUIPMENT - SUBLEDGER	44,736.84CR	14.94CR	14.94CR	14.94CR	14.94CR	14.94CR	14.94
1532-056	SHOP EQUIPMENT - SUBLEDGER	19,490.12CR	5.81CR	5.81CR	5.81CR	5.81CR	5.81CR	5.81
533-056	SHOP EQUIPMENT - SUBLEDGER	14,675.74CR	0.00	0.00	0.00	0.00	0.00	C
1534-056	SHOP EQUIPMENT - SUBLEDGER	15,743.67CR	0.00	0.00	0.00	0.00	0.00	C
535-056	SHOP EQUIPMENT - SUBLEDGER	10,909.27CR	4.04CR	4.04CR	4.04CR	4.04CR	4.04CR	4.04
1540-056	OFFICE FURNITURE - SUBLEDGER	127,446.10CR	1,295.58CR	1,295.58CR	1,295.58CR	1,295.58CR	1,295.58CR	1,295.58
540-092	OFFICE FURNITURE - B52	4,964.68CR	12.27CR	12.27CR	12.27CR	12.27CR	12.27CR	12.27
1540-890	OFFICE FURN - REGENT CON ADJ	3,800.56CR	0.00	0.00	0.00	0.00	0.00	C
1541-056	OFFICE EQUIPMENT - SUBLEDGER	31,451.62CR	0.00	0.00	0.00	0.00	0.00	0
542-056	TELEPHONE EQUIP - SUBLEDGER	7,714.67CR	0.00	0.00	0.00	0.00	0.00	0
eriod Net Totals	Opening Balance: \$ 7,863,11	38.29						
ror 404 Accounts.								

The "Fast Buttons" frame provides the push buttons to have the analysis customized,
printed or exported:

"Fast Buttons"				
Set G/L Account Filters	To have specific types or ranges of G/L Accounts selected to be displayed			
Print the Report	To have the Period Net Change information printed as a report			
Export	To have the Period Net Change totals output to a spreadsheet			

Some of the special features of this "Preview" grid are as follows:



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to compare to the Financial Statements > When listing by Financial Statement Codes or Supporting Schedule Codes IP and VP totals are tallied and presented	G/L Account # Profit Center Account Description Account Type Fin Stmnt Code 1 Fin Stmnt Code 2 Fin Stmnt Code 3 Fin Stmnt Code 4 Fin Stmnt Code 5 Fin Stmnt Code 5 Sup Sched Code 1 Sup Sched Code 2 Sup Sched Code 3 Sup Sched Code 4 Sup Sched Code 5 Sup Sched Code 5 Sup Sched Code 6
Note that the operator may drag number of accounts that are dis display window to increase the r	g the bottom of the display window to increase the played in the grid; and drag the right edge of the number of periods displayed.

"Print the Report" - Options Screen

After clicking the appropriate push-button to Print the report, the options available are presented in the following screen:

Rep	port Options Print Options		
Sel	ect your options for the generated Report.		8
	Report for / or Group and Sub-Total Accounts by: Accounts Sorted by:	[Not Grouped] Account Number	
		Next Cancel	

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The report generated, if archived, will be catalogued with a report name of **GLPRDSUMMARYnn.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Field Definitions

Group and Sub-Total Accounts by	drop-list
When the report is printed, the accounts may be grouped and sorted with sub-totals printed. When grouped by any of the Financial Statement Codes, or Supporting Schedule Codes, the VP and IP totals associated to the financial statements will also be printed or displayed.	[Not Grouped] G/L Department (Profit Center) Profit Center Entity G/L Account Types Financial Statement Code 1 Financial Statement Code 2 Financial Statement Code 3 Financial Statement Code 4 Financial Statement Code 5 Financial Statement Code 6 Supporting Schedule Code 1 Supporting Schedule Code 2 Supporting Schedule Code 3 Supporting Schedule Code 4 Supporting Schedule Code 4 Supporting Schedule Code 5 Supporting Schedule Code 5 Supporting Schedule Code 6
Accounts Sorted by	drop-list
When the report is printed, the accounts may be listed sorted either by Number or by Description.	Account Number Account Description

7.6.3.2 Period Net Detail Drill-Down

From the Accounts Period Net Change preview screen, the detail that contributes to the totals of any specific period for an account may be displayed in a sub-screen. Drill-down on the period by double clicking on the row for the account, and the column of the period of interest.

A screen will be displayed that shows the detail of the transactions contributing to the period. These may then be printed as a report, or exported in detail to a spreadsheet.

	Period Net Change Account Drill-Down Detail Screen									
r.	T-1-1 D-1	A	L O	055 C						
	I rial Balance	Account Su	b-Query - For 102	7-050 Cash			1.1		der de ser	
	Listing items	Sorted by:	Ledger Date (Ok	lest first)	•	For the Peri	od: 12/01	/11 · 12/	31/11	3
	Lgr Date	Doc Date	S Debit Amt	\$ Credit Amt	S/L Project	JE-Source	Ref-Doc#	Ref-Code	Ref-Batch	Ref-Company/Item
	12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/01/11 12/02/11 12/02/11 12/03/11 12/03/11 12/05/11	11/30/11 11/30/11 11/30/11 8/24/11 12/01/11 11/21/11 11/30/11 11/30/11 11/30/11 11/30/11 12/02/11 12/02/11 12/02/11 12/02/11 12/03/11 12/03/11	<u>↓</u>	232.44CR 225.72CR 409.00CR 409.00CR 40.00CR 15.568.77CR 174.21CR 147.24CR 959.21CR 2.308.84CR 48.00CR 12.00CR 959.21CR 2.308.84CR 2.200CR 959.21CR 2.200CR 2.200CR 2.200CR		6P0106 6P0106 6P0302 6P0302 6P0302 6P0116 6P1221 0DRAFT 6P0112 6P0112 6P0112 6P1213 6P1213 6P1213 6P1213 6P1213 6P1213 6P105	057702 057703 057704 058626 058627 057856 057851 057853 057853 057433 057648 057832 057429 057430 057430	181 181 2177 2177 3253 2175 181 181 181 2168 2103 2304 2168 2168 2168 2168	3297 3297 3380 3380 3380 3390 3302 3302 3302 3302 3302 3287 3290 3287 3290 3287 3287 3287 3287	HIWAY REFRIGERATION LTD HIWAY REFRIGERATION LTD HIWAY REFRIGERATION LTD HIWAY REFRIGERATION LTD THERMO KING OF BRITISH COL HARRIS QUALITY INC. HAMPL TRANSPORTATION, INC. ACCRUE 0/S CHEQUES TO ACCRUED A/F HIWAY REFRIGERATION LTD HIWAY REFRIGERATION LTD HIWAY REFRIGERATION LTD HIWAY REFRIGERATION LTD HIWAY REFRIGERATION LTD TRAILER AIDE INC. NTS TRANSPORTATION SERVICE GREAT DANE (WIRE TRANSFER) GREAT DANE (WIRE TRANSFER) GREAT DANE (WIRE TRANSFER) GREAT DANE (WIRE TRANSFER) GREAT DANE (WIRE TRANSFER)
	95 lt	ems on file.	Total Debits: \$	172,89	91.13 To	otal Credits: \$	259,2	19.43CR	Net Cha	nge: \$ 86,328.30CR
				Print	Ехро	ort		Exit		

The push buttons to have the detail printed or exported:

Push Button functions				
Print	To have the detail for the selected account printed to a report			
Export	To have the detail for the selected account output to a spreadsheet			

Drill-Down Select Fields Definitions

List Items Sort	drop-down list
The detail for the selected account may be displayed using a couple of different sorting options. Choose your poison.	

Ledger Date (Oldest first)
Ledger Date (Recent first)
Amount (Descending)
Transaction Source Document #

7.6.4 Account Budgets Summary Report

This function is available from the G/L Menu's Reports drop-down menu, or from the G/L Chart-of-Accounts Maintenance grid screen's Reports drop-down menu. This report provides a listing of the Budgets for all, or selected, G/L Accounts.

Some points to note when generating this report:

- Accounts may be sorted using a variety of different criteria
- Any of the eight years of Budgets may be selected to be listed in the report
- Instead of listing the Budgets for each Fiscal Period of the select years, a single total for the year may be selected

G/L Account Budgets Report - Options Tab Screen

The following screen is displayed to offer reporting options for generating the report:

Chart-of-Accounts Maintenance Report: GLBUDGETS21.LST Print a listing of the A Report Options: G/L Account Select Filters Print Op	ccounts' Budgets	
Specify the sort option for this report.		
Accounts Sorted by: G/L Account	~	
Reporting Budgets: For each Period for the years selected Totalled for each available year 	Selecting Budgets for Years Ending: May/2006 May/2010 May/2007 May/2011 May/2008 May/2012 May/2009 May/2013	
	Next Cancel	

The report generated, if archived, will be catalogued with a report name of **GLBUDGETSnn.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is presented with the standard <u>G/L Account Select</u> <u>Filters screen</u> [144]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included on the report; and specific types of transactions.

Account Budgets Report Options Screen - Field Definition			
drop-down list			
-	ield Definition drop-down list		

	G/L Account # Profit Center Account Description Account Type Fin Stmnt Code 1 Fin Stmnt Code 2 Fin Stmnt Code 3 Fin Stmnt Code 3 Fin Stmnt Code 4 Fin Stmnt Code 5 Fin Stmnt Code 1 Sup Sched Code 1 Sup Sched Code 2 Sup Sched Code 3 Sup Sched Code 4 Sup Sched Code 5 Sup Sched Code 6
For each Period or a Total for the Year	radio-buttons
Select whether the report is to be generated for one of the standard Fiscal Periods, or for a date range to be entered.	 For each Period for years selected As a Total for years selected
Selecting Budgets for Year Ending	check-boxes
A check-box will be presented for each Fiscal check-boxes for the years of Budgets that are	I Year defined in the G/L system. Set the et a listed in the report.

7.6.5 Inactive G/L Accounts Report

This function is available from the G/L Menu's Reports drop-down menu, or from the G/L Chart-of-Accounts Maintenance grid screen's Reports drop-down menu. This report provides a listing of the G/L Accounts that have not had any activity recorded in the past few years. It also provides the option to have the inactive accounts deleted from the system.

G/L Accounts are considered *inactive*, if all of the following conditions hold true:

- The account is flagged as a VS or a VP account
- All Comparatives figures associated to the first G/L Period reporting year are ZERO
- There are no Journal Entries on file for the account
- There are no un-posted General Journal transactions on file for the account
- There are no Standard Journal transactions on file for the account

Screen Inactive G/L Accounts Report - Options Tab Screen

The following screen is displayed to offer reporting options for generating the report:

Print Inactive Accounts Report	
Report: INACTIVEGL21.LST Print a list of "VS" and "VP" Accounts that are Inactive	
	-
Report Options G/L Account Select Filters Print Options	
Specify the sort option for this report.	
Accounts Sorted by: G/L Account	
Delete those accounts identified as "Inactive"	
An account is considered Inactive if all of the following conditions hold true: * All it's Comparatives figures are ZERO * There are no Journal Entries on file for the account * It has no un-posted General Journal transactions on file * It has no Standard Journal transactions defined	
Next Cancel	

The report generated, if archived, will be catalogued with a report name of **INACTIVEGLnn.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is presented with the standard <u>G/L Account Select</u> <u>Filters screen</u> [144]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included on the report; and specific types of transactions.

F/S Formats Report Options Screen - Field E	Definition
Accounts Sorted by	drop-down list
When the report is generated, the G/L Accounts may be listed sorted by a variety of different fields.	G/L Account # Profit Center Account Description Account Type Fin Stmnt Code 1 Fin Stmnt Code 2 Fin Stmnt Code 3 Fin Stmnt Code 3 Fin Stmnt Code 5 Fin Stmnt Code 5 Sup Sched Code 1 Sup Sched Code 2 Sup Sched Code 3 Sup Sched Code 4 Sup Sched Code 5 Sup Sched Code 6
Delete accounts identified as Inactive	check-box
Set the check-box to have those accounts that have deleted.	e been identified as being inactive

7.6.6 Financial Statements Format Report

This function is available from the G/L Menu's Reports drop-down menu, or from the G/L Chart-of-Accounts Maintenance grid screen's Reports drop-down menu. This report provides a listing of the G/L Accounts sorted by their Financial Statement Format Sequence numbers. This in effect may by used as a worksheet when building your financial statements.

Some points to note when generating this report:

- A specific Format Number must be selected
- Select whether the formats for the Balance Sheet, Profit and Loss Statement, or Supporting Schedules are to be listed.

Sinancial Statement Formats Report - Options Tab Screen

The following screen is displayed to offer reporting options for generating the report:

📕 Print Financial Format Report	
Report: FSTMTFORMAT21.LST Print a listing of the Financial Statement Formats	
Report Options G/L Account Select Filters Print Options	
Select which Format and which Financial Statements the worksheet is to be generated for.	
Using Format #: 1	
For the following Financial Statements:	
Profit & Loss Source & Allocation of Funds	
Next	

The report generated, if archived, will be catalogued with a report name of **FSTMTFORMATnn.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the Trial Balance report, the operator is presented with the standard <u>G/L</u> <u>Account Select Filters screen</u> [144]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included on the report; and specific types of transactions. - F/S Formats Report Options Screen - Field Definition

Format #	drop-down list
Select the Financial Statements Format that is to b have a Financial Statement Code defined for the se	e listed. Only those accounts that elected format are listed.
For Financial Statements	check-boxes
Set the check-box for the report(s) to be listed.	·

7.6.7 Projects by Period Analysis

Projects provide an additional way of labeling Journal Transactions in the Series 5 system. You might use Projects to specify where, to what, or to whom a journal entry is associated with. If you want to track expenses or revenues to a particular event, of job related to your business, you might set up a Project. When recording G/L Journal Entries, a Sub-Ledger Project Code may optionally be assigned. These Sub-Ledger Project codes may also be assigned to expenses and revenues that are recorded in the the Accounts Payable and Accounts Receivable systems.

To analyze the activity of G/L Journal Entries that had been recorded with projects, this reporting function accumulates sub-totals of transactions by Project, for a variety of different sources. Totals may be analyzed for a particular Fiscal Period, all the periods for a selected Fiscal Year, or for an operator entered date range.

Totals of Journal Entries are tallied for the following:

- by Project
- □ by Project for a selected G/L Account
- □ by Project for a selected G/L Account Main Number
- D by Project for a selected G/L Account Profit Center
- □ by G/L Account for selected Project
- □ by G/L Account Main Number for selected Project
- □ by Profit Center by selected Project

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For each combination of analysis totals are accumulated and presented for Total Debit, Total Credit and Net Total.

The inquiry analysis is based on specific date ranges of data. These are determined by the Fiscal Periods defined by the Fiscal Years' Periods Maintenance function for and under the General Ledger's Control Options. Up to eight years of data is kept in the Series 5 General Ledger system and is available for analysis. The Source Analysis may be generated for any of the 8 Fiscal Years, or any of the Fiscal Periods within those years, or for any other date specified range.

When setting display filters, printing a report, or exporting data, the operator is presented with the standard <u>G/L Transaction Select Filters</u> This allows you to select specific ranges of Dates, Sub-Ledger Projects, Profit Center, or types of transactions that are to be included.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The Project by Period Analysis function can be invoked from either the Trx Inquiry or the Reports drop-down menu from the G/L menu.





7.6.7.1 Project Analysis Preview Grid

When the Project Analysis is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed.



The analysis requires the system to read through the entire G/L Transaction Year-to-Date file. This file may grow fairly large over time due to the number of transactions. This analyses may take some time to generate. Should you leave this function, and return, the most recent analysis that had been done will be displayed in the grid.

Project Analysis "Preview" Grid

Sub-Ledge	r Project Period Inquiry/Report Bu	ild and preview summar	y totals of Journal Entrie	s with Sub-Ledger Proj	ect Codes grouped by	Exit Period Totals used for di
for selecter Set F	d Fiscal Year Ad	count, or Profit Centers.	From the display, gene	rate either a report or a	spreadhsheet.	last accumulated 127
Display: E	ach Sub-Ledger Project 🗸			O For Sele	cted Dates 1/01/0 n Fiscal Year	17 · 1/31/07 Period 01 Year End Dec/2007
						M M Pri Refresh
Project	Description	Debits	Credits	Total		
ADM305		0.00	0.00	0.00	00000004	
ADM610	General Administration - Educa	114.56	0.00	114.56	8000000	
AIA610		650.00	0.00	650.00	00000014	^
AIAALL		46.39	0.00	46.39	00000018	
AIANW	AIA NW REGIONAL CONFERENCE	11.16	0.00	11.16	00000022	
BA	BUILDING A	1,704.52	0.00	1,704.52	00000026	H
BBC	BUILDINGS B AND C	5,875.63	0.00	5,875.63	00000030	
воотн		31.27	0.00	31.27	00000034	
BP	BLDG CHARGE	N 9,617.51	0.00	9,617.51	00000038	±
CAT96	'96 CATALOG	V 0.00	0.00	0.00	00000048	
CC0619		0.00	7,692.00CR	7,692.00CR	00000052	
CC0622	Local 150 ACI Certification	2,512.00	12,000.00CR	9,488.00CR	00000056	H
CC0623	McHugh Construction	0.00	3,700.00CR	3,700.00CR	00000062	
CID	CIVIL INVESTIGATIVE DEMAND	0.00	0.00	0.00	0000066	
EC0103	CONCRETE PRNCPLES & PRACTICES	60.00	11,315.00CR	11,255.00CR	00000070	*
FOAM96		0.00	0.00	0.00	00000074	
GHOSH	SUBCONTRACTING SVCES BY GHOSE	24,816.36	12,389.00CR	12,427.36	00000078	
ICF		49.64	0.00	49.64	00000084	
EEE07	2007 IEEE Meeting	403.30	0.00	403.30	00000088	
IEEE08	IEEE Conference 2008	944.47	0.00	944.47	00000092	
LOBBY	Lobbying Services NWCPG	2,281.59	0.00	2,281.59	00000098	
NAHB07	Home Bldrs Show 2007	30,352.50	0.00	30,352.50	00000102	
NSCCIM	Nat'l Steering Comm CIM Projec	50,000.00	0.00	50,000.00	00000106	
PCA		525.00	0.00	525.00	00000110	
<						>

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

"Fast Buttons"					
Set Filters and (Re) Build	To have the Project Analysis generated and displayed to the preview grid				
Print Report	To have the previewed Project Analysis information printed				
Export	To have the Project Analysis totals output to a spreadsheet				

Some of the special features of this "Preview" grid are as follows:



 \succ The analysis totals have been accumulated for a Each Sub-Ledger Project variety of combinations of Display: Project, G/L Account, and Each Sub-Ledger Project Projects for selected G/L Profit Center. Select to Projects for selected G/L Main Account have the desired analysis Projects for selected Profit Center show. In some cases. Accounts for selected Project Project Account Mains for selected Project only those totals for a ADM305 Profit Centers for selected Project selected Project, or a ADM610 General Administration - Educa selected Account are displayed.

The analysis report when generated, if archived, will be catalogued with a report name of **SLPRJ_ANALYZE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When exporting transactions to a spreadsheet or print the report, the operator is presented with the standard <u>G/L Account Select Filters screen</u> and the <u>Project Select Filters screen</u>. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts, and Sub-Ledger Projects that are to be included.

7.6.7.2 Transaction Drill-Down Sub-Window

From the Project Analysis preview screen, the detail that contributes to the totals of any Project for a particular period, may be displayed in a sub-screen. Drill-down to display the transactions by double clicking on the cell intersecting the desired account and Period of interest.

A screen will be displayed that shows the detail, and from which a report offers a list of the accounts that have transactions that contribute to the given total.

Project Analysis Transaction Drill-Down Detail Screen

G/L Sub-Query> Fo	or Project:	BP - BLD	G CHARGE							
Listing items Sorted by:	Ledger Date		~	For the F	eriod: 1.	/01/07 · 1	/31/0/			
G/L Account 6530-406 6530-406 6540-406 6540-406 6540-406 6540-406 6540-406 6520-406 6820-406 6800-406	Lgr Date 1/10/07 1/31/07 1/01/07 1/03/07 1/33/07 1/31/07 1/31/07	Doc Date 1/10/07 1/18/07 1/01/07 1/03/07 1/10/07 1/18/07 1/08/07	\$ Debit Amt 431.86 203.56 6.665.00 315.72 96.00 1.536.91 358.46 10.00	\$ Credit Amt	JE-Source AP0107 AP0107 AP0107 AP0107 AP0107 AP0107 AP0107 AP0107	Trx Type AP-Expense AP-Expense AP-Expense AP-Expense AP-Expense AP-Expense AP-Expense	Ref-Doc# 133541 133822 132997 132998 133540 133747 133822 133768	Ref-Code 22395 406 18419 23657 11784 21120 406 18799	Ref-Batch 7172 7177 7170 7170 7172 7172 7177 7177	Ref-Company/Item GLENBRODK AUTO PARTS, INC USZKA, EDWARD J. TOTAL BUILDING SERVICES, I VEOLIA ES SOLID WASTE MIDV ROSE PEST SOLUTIONS AMERICAN SECURITY SERVICE USZKA, EDWARD J. VILLAGE OF SKDKJE (ATTN: C
8 Items on file.	Total Debi	ts: \$	9,617.51 Print	Total Credits: Export	\$	0.00 Exit	Net Cl	nange: \$	9,6	- <u>*</u> <u>*</u>

The push buttons to have the detail printed or exported:

	Push Button functions
Print	To have the detail for the selected Project printed to a report
Export	To have the detail for the selected Project output to a spreadsheet

- Drill-Down Select Fields Definitions

List Items Sort	drop-down list
The detail for the selected account may be displayed using a couple of different sorting options. Choose your poison.	Ledger Date (Oldest first) Ledger Date (Recent first) Amount (Descending) Transaction Source Document #

7.7 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are a available under the **Codes Maintenance** drop down menu on the General Ledger menu. These menu items are used to maintain the Master Codes used in the G/L. In particular, the function to Maintain your G/L Chart-of-Accounts is found here.



These functions are available from the G/L Menu Bar as shown:

7.7.1 Chart of Accounts Maintenance

The G/L Chart of Accounts defines the financial activities and reporting aspects of a company. The Chart-of-Accounts is the heart of the G/L system. Before any aspect of the G/L or a subordinate application can be used, the Chart of Accounts must first be defined.

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The Chart of Accounts is basically a set of accounts. It is made up of Posting Accounts that are used for recording journal entries, and Financial Framework Accounts for defining the layout of the Financial Statements. The Chart of Accounts Maintenance function is used to manage the accounts that are used to make it up. The following functions are managed:

- Accounts are added, deleted and modified
- Budgets figures for posting accounts are maintained
- An Accounts listing may be generated and printed
- The layout of all Financial Statements are defined
- Accounts may be imported/exported from/to spreadsheets
- Budgets may be imported/exported from/to spreadsheets
- Other Company's Chart-of-Accounts may be copied

Setup Advice

Designing your Chart of Accounts is like creating a flow chart of your company. The major reporting areas must be defined, and within that, groups of other reporting levels are identified. These groups might consist of Profit Centers, Departments, Fund Families or Divisions.

This exercise will demand a lot of thought. More often than not, a poorly laid out Chart of Accounts will not be able to produce meaningful information and will at some point have to be redesigned.

Functionality is built into the G/L Accounts by virtue of its formatting. There are two primary types of accounts. These are Postable and Non-Postable accounts.

- Postable G/L Accounts are those to which Journal Entries are recorded and Budgets are set up. These are known as **Functional Accounts**.
- Non-Postable accounts are used to define formatting information used to structure your Financial Statements. These are either Functional Framework Accounts or Framework Accounts. (For example, legends, headings, underlining, sub-totals, totals, etc.).

Once these basic elements are solidified, the layout of your Chart of Accounts can be developed. G/L Accounts are identified by numbers, the format of which, you will be able to define to the Series 5 systems.

- G/L Account Number Format

The G/L Account number is made up of two parts - the Main Account and the Profit Center. The Main Account # can be defined with from 4 - 18 digits, and the Profit Center can be 3, 4, or 5 digits. The actual size and configuration is user defined as control preference associated to each Series 5 Company System.

Defining the Format of the G/L Account

You define the format of the G/L account number separately for each Company. Use Company Systems Maintenance, available as a Systems Managers function, to define the format. More detail is available under the chapter **Company Systems Maintenance** found in the Systems Manager manual or help files.

7.7.1.1 G/L Accounts Grid

G/L Accounts are maintained using a Series 5 grid processing screen.

File Reports Edit View	Maintenance Help								
Define G/L Accounts	Select to modify, delete o transactions. Accounts a	r add G/L Accounts I re also used for forma	for recording General L atting Financial Statem	edger ents.	E <u>x</u> it 👱]			"Fast Buttons"
<u>New Mo</u> ist by: Account Number Accounts to Show:	Delete Go To Go To All O Posting O Framework	Print Im	nport <u>Exp</u> o	ert 📄	n n n	<u>B</u> efresh		New	Add a new G/L
G/L Account #	Description	Туре	FinStmt Code 1	FinStmt Code 2	Sched Code 1	Sched Code 2	Active	Modify	Modify the Acc
0000-00000-05-999 0000-00000-10-000	BALANCE SHEET (UNAUDITED)	FStmt Framework FStmt Framework	B-000025-HD-01 B-000175-HD-01	B-000025-HD-01				wouny	highlighted in th
0000-00000-15-000	LEDGEND DATE	FStmt Framework	B-000325-LG-01						riigi iligi
0000-00000-20-000	LINE FEED	FStmt Framework	B-000375-HE-01						
0000-00000-30-000	CURRENT ASSETS	FStmt Framework	B-000525-GH-01						
0000-00100-00-000	CASH	FStmt Framework	B-000575-IP-01					Delete	highlighted i the
0000-00101-10-040	CHASE GENERAL BANK ACCOU	Bank	B-000075-VS-01				2		
0000-00102-00-040	VISA PAYMENTECH CLEARING	Bank	B-000075-VS-01						
0000-00103-10-040	ACCUSEARCH - EDI FEES	Bank	B-000075-VS-01						
0000-00104-60-040	SEE AULUUNT # 11-702-40	A ID Control	P-000075-VS-01						
0000-00301-00-040	INDULED DEVENUE	A/R Control	B-000175-VS-01					Drint	Conorato a ron
0000-00401-00-040	ACCBLIED WORK-IN-PROGRES	A/B Control	B-000275-VS-01	1			*	Print	Generale a rep
0000-00404-00-040	INVOICED REVENUE CONTROL	A/R Control	B-000275-VS-01						the G/L Accourt
0000-00490-00-040	INVOICED REV ADJ CLEARING	A/R Control	B-000275-VS-01				-		
0000-00501-00-040	UNBILLED REIMBURSABLE EXP	A/R Control	B-000275-VS-01						
0000-00851-00-040	CCH LEGAL SERVICES		B-000775-VS-01						
0000-01105-01-040	M&T BANK - DR	Bank	B-000075-VS-01					Import	Imports G/L Ac
0000-01105-18-100	LASALLE BANK-SEARCH	Bank	B-000075-VS-01					mport	
0000-01105-19-100	LASALLE BANK-FILING	Bank	B-000075-VS-01						from a spreads
Accounts listed in asce	nding order by Account Numbe	r. Search:		for:					•
								Export	Export selecter
								Lypon	- Poir Selected
									Accounto to o a

Edit an existing G/L Account by double-clicking it's associated row. Standard Series 5 grid controls apply.

You may choose to have the Accounts in the grid displayed sorted in a variety of different ways. Click on the List by list-box to select the desired sort:

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Operational Tip

You can select to list the accounts in the grid display by any of t Financial Statement Codes. Selecting this sort option displays accounts in the order that they are processed by the given Fina Statement Sequence Number. Thus you can easily visualize h P&L or Balance Sheet will would look. This is very useful whe new accounts, or building the Chart of Accounts for formatting y Financial Statements.

The G/L Accounts list when generated, if archived, will be catalogued with a report name of **GLACCOUNTSnn.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

7.7.1.2 G/L Account Properties Screen

When adding a new account, or editing an existing one, there are a number of different tabbed screens that are required. There is one for the general properties of the account, six for each of the Financial Statement Format Codes, six for each of the Supporting Schedules, and one for Budgets. The Budgets screen is provided only for those "Posting" accounts. Typically, if only one Financial Statement Layout was devised, you would only use three of these screens.

Whether adding a Functional "posting" account, or a Framework "non-postable" account, the same sets of screens are utilized, and both types of accounts require a G/L account number to be assigned.

Setup Tip

When designing the format of the G/L account number, make sure there are enough digits so that you can assign separate ranges of numbers to your "postable" accounts and separate ranges to your "non-postable" accounts. For example, if you devise your account as follows:

999 - <mark>99</mark> - 9999 - 999

This number as a 3 segment main Account # and a 3 digit Profit Center.

- 999 Could represent a division within a corporation
- 99 Classifies the type of Account, (asset, liability, revenue, expense, F/S framework, etc).
- 9999 Further classifies the account type by purpose of description
- 999 The 3 digit Profit Center

Use the 2nd segment, **99**, to differentiate between your "postable and "non-postable" accounts. (le, set the account segment of **99** for all "non-postable" financial framework accounts values greater that 90, and for "postable" accounts a value less than 50).

G/L Account - Properties Tab Screen

The G/L Account's Properties screen is used to define how the account is to be used. You assign the G/L account number, the Description, and specify the Type of Account. Keep in mind that an account is either a "posting" account, or a "non-postable" account. (Which means the account is either used to record journal entries against it, or it's purpose is to provide formatting specifications for the Financial Statements).

Some points to note when setting up an account:

- "Postable" accounts, for which journal entries are recorded against, must always have a non-zero profit center assigned
- Enter the Description as either always upper case, or always capitalize lower case, in a consistent manner. The description is used as a sort key in a number of different functions
- Always correctly assign the Account Type, as this may be used in a selection filter in a variety of different functions
- At this time, Currency is not used.
- Revenue accounts should be flagged as being typically Credits and Expenses as typically Debits
- If you need to enter the same account, but for a number of different Profit Centers perform the following steps:
 - i. Enter the 1st account
 - ii. Select it in the grid, and right click to display the pop-up menu
 - iii. Choose to Copy the Account, then when the account entry window is displayed, change the Profit Center
 - iv. Click OK, then Next, Next, and Finish.
 - v. Then right click again, and choose the Paste function and repeat for as many times as needed.

The properties associated to each G/L Account are maintained by the following screen:

Chart-of-Accounts Maintenance
i/L Account: 2600-001 - Modify the Properties of
Sup/Schd Code 1 Sup/Schd Code 2 Sup/Schd Code 3 Sup/Schd Code 4 Sup/Schd Code 5 Sup/Schd Code 6 Budgets
Properties Fin/Stmt Code 1 Fin/Stmt Code 2 Fin/Stmt Code 3 Fin/Stmt Code 4 Fin/Stmt Code 5 Fin/Stmt Code 6
and Supporting Schedules. Accounts, and their formats, are developed in conjunction with your corporate's structure and it's reporting requirements.
G/L Account #: 2600 001 Account Type: Accounts Payable
Description: Accounts Payable - US
Posting Account Properties:
Mark this Account In-Active (Journal Entries may no longer be recorded)
Counter Balance Account:
Code:
G/L Transactions can be consolidated by Ledger Date "Compress YTD" Function: "Interfacing from a Sub-System":
or by Accounting Period. Iney may be consolidated when the "Compress Year-To-Date" function is selected, or when "Interfaced from a Sub-System". Image: Compress Year-To-Date
C Sub-Ledger/PI Project Code Usage:
Transactions entered for this account may, or may sub-Ledger Projects:
or for the P/I system, a P/I Project code. Select whether a Project Code is required or not.
Transactions to this account are typically recorded as: O Debits O Credits (When reported on Financial Statements, totals to the contrary are printed with parenthesis around them.)
Update
٦

Setup Tip

All "postable" accounts must have a valid non-zero profit center, and "non-postable" accounts should have profit center = ZERO, (but do not necessarily have to be zero). When Financial Statements are generated, only those "postable" accounts who's profit center's satisfy the selection criteria are included; but ALL "non-postable" accounts with profit center = ZERO are included.

So you can design your financial statements using the "non-postable" accounts with profit centers = ZERO, and regardless of which profit center, or entity is selected, the financial statements will be generated looking the same.

- G/L Account Properties - Field Definitions

G/L Account Number

9(18) - 9(5)

This is the number that is used to identify the account in your Chart of Accounts. This is the code that is entered and carried in the assorted Series 5 transactions. (*The format of the code is specified as a property by the Company Systems Maintenance function*).

Deso	cription		X(30)
The	descriptio	n is displayed for verification, and in the LOV	when invoked.
Acco	ount Type)	drop-list
Choc acco posta Fran selec Each Thes wher sprea	ose the typ unt, make able" acco nework as ction filter n type is ic e codes r n importing adsheet.	be of Account. If this is a "postable" the appropriate selection. For "non- bunts, select Financial Statement is the type. The type of account is used as a in a number of different reporting functions. Identified internally with a 2 character code. must be used to identify the type of account g the Chart-of-Accounts from a The codes are defined:	Bank Accounts Receivable Other Current Asset Fixed Asset Other Asset Accounts Payable Credit Card Payable Other Current Liability Long Term Liability Equity Retained Earnings Cost of Goods Sold Income Other Income
(Code	Account Type	Expense Other Expense
	A1	Bank	Financial Statement Framework
	A2	Accounts Receivable	
	A3	Other Current Asset	
	A4	Fixed Asset	
	A5	Other Asset	
	B1	Accounts Payable	
	B2	Credit Card Payable	
	B3	Other Current Liability	
	B4	Long Term Liability	
	E1	Equity	
	E2	Retained Earnings	
	G1	Cost of Goods Sold	
	l1	Income	
	12	Other Income	
	X1	Expense	
	X2	Other Expense	
	Z1	Financial Statement Framework	
L			
Morl	Accoun	t In-Active	check-box
War			

Currency X(4) Reserved for future use. **Counter Balance Account** 9(18) - 9(5) Counter Balancing provides for an automatic off-setting journal entries to be made when a transaction for this account is entered into a journal. If defined here, when the transaction is entered in the Standard or General Transaction Entry functions, the operator can set a check-box to indicate that the counter balance entry is also to be generated. The balancing entry will be written to whatever account number has been entered into this field. Counter Balancing can be overridden and does not occur when transactions are interfaced into the G/L from a subordinate package. **Auto Distribution Code** 9(3) This field is no longer applicable. It's left only to be compatible with the Series 4 General Ledger System. **YTD Compression Function** radio-buttons When Journal Entries are posted to the G/L, they are normally kept in detail. If you wish to reduce the number of transactions, there is a function which will compress all transactions for a given account and a given period into one transaction. Select the period to compress to. If you choose to compress your journal entries, detail will never be recovered. (This is a function that was used years ago to reduce the amount of disk space, when disc storage was at a premium. This is no longer the case. Compression should not be used). Interface Compression Function radio-buttons When Journal Entries are interface from subsidiary systems, they are normally posted to the G/L as detail. If you wish to reduce the number of transactions, setting this option, will consolidate the interfaced items for a given account and a given period into one transaction. Select the compression option. If you choose to compress your journal entries, detail will never be recovered. (This is a function that was used years ago to reduce the amount of disk space, when disc storage was at a premium. This is no longer the case. Compression should not be used). Sub-Ledger Projects Usage radio-buttons Journal Entry Transactions entered for this account may, or may not, be recorded with a Sub-Ledger Project Code. Specify whether a Project is Always, Optionally, or Never required.

P/I Project Usage		radio-buttons				
Journal Entry Transactions entered for this account may, or may not, be recorded with a P/I Project Code. Specify whether a Project is Always, Optionally, or Never required.						
Typically Debits or Cre	dits	radio-buttons				
Select the applicable rad transactions that are typic be flagged as being typic	o-button to indicate whether this a cally recorded as Debits or Credits ally Credits and Expenses as typic	account has journal entry s. Revenue accounts should cally Debits.				
When Financial Stateme	nts are printed amounts for accou	Ints that are typically Credits				
are printed with () aroun are typically Debits are p	rinted with () around them when t	the amount is < zero.				
are printed with () aroun are typically Debits are p	rinted with () around them when the account typically records De	the amount is < zero.				

7.7.1.3 Financial Statement Codes Screen

All G/L accounts, whether "posting" or Framework "non-postable" accounts, must be defined with a Financial Statement Code. You can set up six separate formats if needed. Each format is totally independent of one another. When developing the various Financial Statement formats, all aspects of the company's current and possible future reporting requirements should be analysed to ensure they are incorporated into one or more of the format structures.

Whether adding a Functional "posting" account, or a Framework "non-postable" account, the same sets of screens are utilized, and both types of accounts require a G/L account number to be assigned.

Fir	inancial Statement & Supporting Schedules Formatting Codes								
For	matting Codes ar	e made up of 4 separate fields as follows:							
	A - 999999 - CC - DD								
Eac	Each segment is defined as follows:								
	A Is a single alpha character indicating the Statement Type on which the account appears on								
	999999 Is the Sequence number. Accounts are sorted for each Statement Type code, using this number to determine it's placement when generating Financial Statements								

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C	C	Is the Format Code assigned to the account to determine it's purpose
DI	D	ls an Auxiliary Enhancer Code used in conjunction with specific Format Codes

When the account is displayed in the grid, you will see the Format Codes as described. When defining the codes on the Fin/Stmt Code screens, each segment is treated as a separate entry field.

G/L Account - Financial Statement Codes 1-6 Screens

One may define up to six separate Financial Statement Codes. You must define at least one set of Financials. This is accomplished by setting up each account with valid fields on the **Fin/Stmt Code 1** tab screen.

Some points to note when defining the F/S Codes for each account:

- Use Format 1 when initially setting up the Chart of Accounts
- Other Formats, 2-6, should be reserved for either Source and Allocation of Funds statements, or varied other supporting subsets of Financial Statements
- When planning, try to make each format as flexible as possible. Don't design a format to serve only one purpose.
- A given Account must must only be formatted for one Statement Type. (ie. either a Balance Sheet, or a Profit and Loss Statement)
- "Postable" accounts must always be assigned a Format Code of either VS or VP
- The 6 digit Sequence Number determines how the account is sorted for placement when processed for generating Financial Statements
- Use the Sequence Number to group similar accounts together.
- A series of VS accounts contributes their total \$ amounts to the preceding VP or IP account. For these accounts, they should all have the same Sequence # assigned
- "Non-postable", or Financial Statement Framework accounts, should ONLY be used with accounts that have their Profit Centers = ZERO. Account with Profit Center = ZERO are included on every Financial Statement regardless of the Profit Center that was selected as the filter.
- Assign the "non-postable" Framework and Functional Framework accounts to accounts that have their Main Account #s in a designated range
- Leave sufficient intervals between Sequence Numbers, so that it's easier to insert new accounts at a later date. (Note however that if necessary, there is a function that can be executed that will automatically reassign new sequence number at a defined interval).

More detail is available under the topic titled <u>Financial Statement Format Codes</u> ⁵⁷ in the chapter **The Chart of Accounts** found earlier in this manual or help file. The following screen is used to enter Financial Statement Codes:

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Chart-of-Accounts Maintenance								
/L Account: 2709-003 · Modify the Prop	erties of							
Sup/Schd Code 1 Sup/Schd Code 2 Sup/Sch	nd Code 3	Sup/Schd C	ode 4	Sup/Schd	Code 5	Sup/Schd	Code 6	Budgets
Properties Fin/Stmt Code 1 Fin/Stmt Code	2 Fin/S	Stmt Code 3	Fin/S	tmt Code 4	Fin/S	tmt Code 5	Fin/St	nt Code 6
For this posting account to be reported on a Financial Statemen and where it is to be listed. The tree structure may be used to ic	t, enter the typ lentify the loca	e of report, along tion on the report	with how and to dy	namically assigr	ning the sec	quencing sort nu	ımber.	
		Financia	Statemer	nt Preview Tree	č-			
Statement Type: B - Balance Sheet		~						
- Formatting Drapacting:								
r romaung rioperies.								
Account Format Code:								
V5 - Valid Posting Sub-Account	*							
Auxillary Code: 2								
Placement Sequence #: 1500								
Cooling for Source and Applications of Funds.								
L - Current Liability 🗸 🗸								
	L	Jpdate	Cancel					
		7						

- Financial Statement Codes - Field Definitions

Statement Type	drop-list
Indicates which statement the account belongs to. For Fin/Stmt Code 1, this should either be a P&L or a Balance Sheet. The Statement of Cash Flow, Change in Working Capital and Change in Financial Position types are used only for Source and Application of Funds Statements.	<< not applicable >> P - Profit and Loss Statement B - Balance Sheet C - Statement of Cash Flow W - Change in Components of Working Capital F - Change in Financial Position
Format Code	drop-list
The format code indicates what purpose the a always be assigned a Format Code of either V Format Codes refer to the topics titled <u>Financia</u> <u>Accounts</u> ها, <u>Functional Framework Accounts</u> the chapter titled The Chart of Accounts.	ccount servers. "Postable" accounts must /S or VP. For in depth explanation of al Statement Format Codes [57], Functional [61], or Framework Accounts [72] found in



Auxiliary Code

9(2) or X(1)

Depending on the type of Format Code selected, the Auxiliary code may take on different purposes.

Format Code	Purpose
VS or VP for Balance Sheet Acct	Specify the column listed within (1, 2 or 3)
HF - Page Feed	Turns Page Numbering On or Off; (1 or 2)
LF - Line Feed	# of Line Feeds to print
DS - Text Code	Specify the # of Financial Statement Text Code to insert
HH - Date/Author	Indicate Left or Right Justification of Date/Time
SR, ER, SC, EC - Ratios	Assign the Ratio account to a specific Ratio Control Set ID Number; (1 - 20)
SS, ST	Indicate if is to be used to compute Sub-Total

	Ratios for account contributing to this total (Not tobe used if the account falls with pairs of SR/El or SC/EC Ratio accounts)
Placement Sequence #	9(6)
sorted by the Sequence #. The value placement in the associated Financial same IP of VP account should have th	entered here basically determines the account's Statement. All VS accounts that contribute to the e same Sequence Number.
Source and Application of Funds Co	be <pre>// // // // // // // // // // // // //</pre>
defined with a SAF code for inclusion of applicable SAF statements. All account which are used for SAFs must be assist an SAF code. These are totally segred from other statement coding. All VS, V IP accounts on the Balance Sheet must assigned an SAF code. Framework are Functional Framework accounts may a coded for use on SAF statements to put formatting and applicable totals.	on the ints T - Title Account onts L - Cash Posting or Totals Account gned N - Sources not requiring Cash Outlays A - Current Assets (Other than Cash) L - Current Liability /P and F - Fund Flow st be nd also be rovide
For in depth explanation of SAF staten refer to the topic titled Sources and Application of Funds, found in the chap titled The Chart of Accounts.	nents oter

7.7.1.4 Supporting Schedules Codes Screen

Supporting Schedules are used to elaborate on portions of the Financial Statements, or to create additional statements for presentation. Supporting Schedules may use all the P&L and Balance Sheet functional accounts. It is not necessary to set up any new functional accounts for supporting schedules, but you may find it useful to do so.

All G/L accounts, whether "posting" or Framework "non-postable" accounts, may be defined with a Supporting Schedule Code. Each format is totally independent of one another. When developing the various Financial Statement formats, all aspects of the company's current and possible future reporting requirements should be analysed to ensure they are incorporated into one or more of the format structures.

The coding format of Supporting Schedules is similar to the Financial Statement coding. Although, each account has separate fields for each type of code.

Whether adding a Functional "posting" account, or a Framework "non-postable" account, the same sets of screens are utilized, and both types of accounts require a G/L account number to be assigned.

Finan	cial Sta	atement & Supporting Schedules Formatting Codes
Formatt	ing Code	s are made up of 4 separate fields as follows:
		A - 999999 - CC - DD
Each se	egmentis	defined as follows:
	A	Is a single alpha character indicating the Statement Type on which the account appears on
	999999	Is the Sequence number . Accounts are sorted for each Statement Type code, using this number to determine it's placement when generating Financial Statements
	CC	Is the Format Code assigned to the account to determine it's purpose
	DD	Is an Auxiliary Enhancer Code used in conjunction with specific Format Codes
When th	ne accour	It is displayed in the grid, you will see the Format Codes as described. When defining the

G/L Account - Supporting Schedules Codes 1-6 Screens

One may define up to six separate Supporting Schedule Codes. Supporting schedule coding is completely independent from that of Financial Statements. Though many accounts are used in both, there is no relationship between financial statements and supporting schedules.

Some points to note when defining the Supporting Schedule Codes for each account:

- A total of 18 P&L Schedules and 18 Balance Sheet Schedules may be set up. When Schedules are generated, all accounts are sorted and separated by the Statement type Code assigned.
- "Postable" accounts must always be assigned a Format Code of either VS or VP, (and do not necessarily have to be the same as was defined for its Fin/Stmt Code)
- The 6 digit Sequence Number determines how the account is sorted for placement when processed for generating the Schedules
- Use the Sequence Number to group similar accounts together.
- A series of VS accounts contributes their total \$ amounts to the preceding VP or IP

account. For these accounts, they should all have the same Sequence # assigned

- "Non-postable", or Financial Statement Framework accounts, should ONLY be used with accounts that have their Profit Centers = ZERO. Account with Profit Center = ZERO are included on every Financial Statement regardless of the Profit Center that was selected as the filter.
- Assign the "non-postable" Framework and Functional Framework accounts to accounts that have their Main Account #s in a designated range
- Leave sufficient intervals between Sequence Numbers, so that it's easier to insert new accounts at a later date. (Note however that if necessary, there is a function that can be executed that will automatically reassign new sequence number at a defined interval).

More detail is available under the topic titled <u>Financial Statement Format Codes</u> ⁵⁷ in the chapter **The Chart of Accounts** found earlier in this manual or help file. The following screen is used to enter Support Schedule Codes:

Chart-of-Accounts Maintenance				
/L Account: 4055-100 - Modify the Properties of				
Properties Fin/Stmt Lode 1 Fin/Stmt Lode 2 Fin/Stm Sup/Schd Code 1 Sup/Schd Code 2 Sup/Schd Code 3	t Code 3 F Sup/Schd Code	IN/Stmt Lode 4	Fin/Stmt Code 5 Code 5 Sup/Schd	Fin/Stmt Code 6 Code 6 Budgets
For this posting account to be reported on a Financial Statement, enter the type of	report, along with	how	II - •	
and where it is to be listed. The tree structure may be used to identify the location	on the report and	to dynamically assigni	ng the sequencing sort nu	imber.
	Financial Sta	ement Preview Tree:		
Statement Type: 1 - Profit & Loss Schedule 2				
r Formatting Properties:				
Account Format Code:				
VS - Valid Posting Sub-Account				
Aurillau Cada				
	ate Ca	ncel		

Supporting Schedules Codes - Field De	efinitions
Statement Type	drop-list
Indicates which statement the account belong	gs to. You may select from up to 18 P&L

Schedules and 18 Balance Sheet Schedules, and cod	dules. Codes 1 to 9 and A thru H are used to les I thru Z for Balance Sheet Schedules
Format Code	drop-list
The format code indicates what purpose always be assigned a Format Code of e Format Codes refer to the topics titled F <u>Accounts</u> [59], <u>Functional Framework Acc</u> the chapter titled The Chart of Accounts	e the account servers. "Postable" accounts must ither VS or VP . For in depth explanation of <u>Financial Statement Format Codes</u> [57], Functional <u>counts</u> [61], or <u>Framework Accounts</u> [72] found in
For "postable" accounts, the following dr presented:	op list is
VS - Valid Posting Sub-Account VP - Valid Posting Account	- Functional Format Accounts
For Framework accounts, the following o list is presented: * IP - Introduction to Posting Sub-Account * S5 - Section Sub-Total * ST - Sub-Total * TT - Total * GT - Grand Total . NT - Net Profit/Loss (P&L) . NP - Net Profit/Loss (Bal Sheet) . NS - Net Profit/Loss Sub-Acct (Bal Sheet) . RS - Unclosed Prior Yr Retain Earnings (Bal Sheet) . RS - Unclosed Prior Yr Retain Earning Sub-Acct (Bal [SR - Start Ratio Control Basis [ER - End Ratio Control Basis [SC - Start Ratio Control Basis [SC - Start Ratio Control Calculate & Show > LF - Line Feed(s) > HF - Page Feed > GH - Group Heading Text Line > TX - Single Text Line > HL - Header Line (Bal Sheet) > LG - Legend > HD - Main Financial Statement Header > DS - Text File Description > HH - Date and Author Line > UL - Underline (only if preceeding VS or VP not = Z > AL - Always Underline	In the list, sets of Format Codes are identified as follows: * - Functional Framework Total Functional Framework Net/P&L Total [- for defining start/end Ratios (no longer used) > - Framework Formatting Codes EERD)
Auxiliary Code	9(2) or X(1)
Depending on the type of Format Code s purposes.	selected, the Auxiliary code may take on different
Format Code	Purpose
VS or VP for Balance Sheet Acct	Specify the column listed within
HF - Page Feed	Turns Page Numbering On or Off
L	1

LF - Line Feed	# of Line Feeds to print				
DS - Text Code	Specify the Financial Statement Text Code to insert				
HH - Date/Author	Indicate Left or Right Justification of Date/Time				
Placement Sequence #	9(6)				
When Schedules are generated, all According Sequence #. The value entered here bather associated Schedules. All VS accourds should have the same Sequence Number	ounts for each type of statement are sorted by the isically determines the account's placement in ints that contribute to the same IP of VP account er.				
Preview Tree	window				
Reserved for a future enhancement.					

7.7.1.5 G/L Account Budgets Screen

Planning business activities before they occur is called budgeting. The object is to provide management with an intelligent plan for future operations, and after the plan has been put into effect, to provide summaries and reports comparing actual accomplishments with the plan.

Budget periods normally coincide with your accounting periods. This means that the budget period is one year in length. These are broken down into monthly or quarterly periods. Budgets may be recorded for all "posting" accounts for each fiscal period defined within each of the eight years that may be kept in the Series 5 General Ledger. The Budgets screen is provided only for those accounts "posting" accounts that are coded with format codes of either VS or VP.

Building and maintaining budgets can be daunting task. You typically would have to enter the budget figures manually for each of the "postable" accounts. The Series 5 system does offer the capability of loading, and dumping, budget figures from/to spreadsheets. This means that you could build up the budgets in a spreadsheet, and easily import them into the General Ledger. See the topics titled Importing Budgets [400], found in the chapter titled The Chart of Accounts.

The Series 5 General Ledger system does offer a number of functions that lets you easily adjust budget figures for a given year, as well as duplicating them from one year to another.

G/L Account - Budgets Tab Screen

The G/L Account's Budgets screen is used to record the budget figures for the associated account. A table is presented, with the eight columns corresponding to the eight years Fiscal Years that can be kept in the General Ledger system.

Some points to note when entering Budgets:

- When setting up budgets for the first time, build them in a spreadsheet, and import them into the system using the Import Budgets function.
- Enter Debits as positive amounts, and Credits as negative amounts.
- Enter or edit the amounts directly on the grid table screen

The Budgets associated to each G/L Account are maintained by the following screen:

art-o	f-Accounts Mair	ntenance							
Accou	int: 6530-344	-1	Modify the Properties	; of					
Properties Fin/Stmt Code 1 Fin/Stmt Code 2 Fin/Stmt Code 3 Fin/Stmt Code 4 Fin/Stmt Code 5 Fin/Stmt Code 6									
up/S	chd Code 1 S	Sup/Schd Code 2	Sup/Schd C	ode 3 Sup/S	chd Code 4 🛛 S	up/Schd Code 5	Sup/Schd C	ode 6 Budgets	
Budget For Bala	udget figure for any given period is the anticipated ending balance for the account. or Balance Sheet accounts, the amount for the 1st period should include the value of the Closing Balance from the prior year.								
	Show Graph	Clear All	Years						
	YrEnd Dec/02	YrEnd Dec/03	YrEnd Dec/04	YrEnd Dec/05	YrEnd Dec/06	YrEnd Dec/07	YrEnd Dec/08	YrEnd Dec/09	
Jan	208	166	166	208	208	125	167	0	
Feb	208	166	166	208	208	125	167	0	
Mar	208	166	166	208	208	125	167	0	
Apr	208	166	166	208	208	125	167	0	
May	208	166	166	208	208	125	167	0	
Jun	208	T 166	166	208	208	125	167	0	
Jul	208	166	166	208	208	125	167	0	
Aug	208	166	166	208	208	125	167	0	
Sep	208	166	166	208	208	125	167	0	
Oct	208	166	166	208	208	125	167	0	
Nov	208	166	166	208	208	125	167	0	
Dec	212	174	174	212	208	125	163	0	
				Update	Cancel				

The individual Budget may be edited directly on each grid cell. Right-clicking on any cell of a particular column, will display a pop-up menu, offering a number of function that lets you set or adjust the values for the year.



- G/L Account Budgets Entry Screen - Field Definitions

Budget \$ Amount	S999,999,999
Enter or edit the Budget Amount by double any Budget of a particular column, will disp function that lets you set or adjust the value	-clicking the appropriate cell. Right-clicking on lay a pop-up menu, offering a number of es for the year.

Year-Ending Budgets Adjustment Screen

Right-clicking on any cell of a particular column, will display a pop-up menu, offering a number of function that lets you set or adjust the values for the year. Selecting the **Adjust Amounts for the Year** function will present a screen that lets you choose from a number of different functions to be applied to each Budget amount in the associated column.

The following screen is displayed:

Adjust Budgets for the Year Ending Dec/08		
Adjust the Budget Amounts for each Period of the selected year. Select the desired function and enter the associated modifier argument		
O Multiply By 2.000		
● Factor By 10.00 %		
Set Equal To 100,000		
O Increase By		
O Apply Annual Amt		
Execute Selected Function Exit		

Click on the desired function, enter it's applicable argument, and click the Execute push button to effect the results.

7.7.1.6 Chart-of-Accounts List Report

The G/L Chart of Accounts defines the financial activities and reporting aspects of a company. The Chart-of-Accounts is the heart of the G/L system. A report listing the account define is generated when this function is selected.

Generate the Chart-of-Accounts list by clicking on the Print push-button found in the "Fast Buttons" frame.

Some points to note when generating this report:

- Accounts may be listed based on a variety of different sorts. In particular, accounts may be listed sorted by any of the six Financial Statement Format Codes. This will produce a list of accounts, the order of which, matches the order that G/L accounts are listed or processed when Financial Statements are generated.
- By default, Formats 1, 2 and 3 are listed. Formats 4, 5 and 6 are listed as an option.

Chart-of-Accounts Listing - Options Screen

The following screen is presented when generating the list of G/L Accounts:
Chart-of-Accounts Maintenance	
Report: GLACCOUNTS21.LST Print a listing of the Chart-of-Accounts	
Report Uptions G/L Account Select Filters Print Options	
Specify the sort option for this report.	
Accounts Sorted by: G/L Account	
Show Financial Statement Codes 4, 5 & 6 if defined	
Show Supporting Schedule Format Codes 4, 5, & 5 if defined	
Next Cancel	

The report generated, if archived, will be catalogued with a report name of **GLACCOUNTSnn.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the accounts listing report, the operator is presented with the standard <u>G/L</u> <u>Account Select Filters screen</u> [144]. This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts that are to be included on the report; and specific types of transactions.

Chart-of-Accounts Listing Options Screen - Field Definitions				
Accounts Sorted by	drop-list			
When the report is printed, the accounts may be listed sorted by a variety of different fields.				

	G/L Account #
	Profit Center
	Account Description
	Account Type
	Fin Stmit Lode I
	Fin Stmnt Lode 2
	Fin Stmnt Lode 3
	Fin Stmnt Lode 4
	Fin Stmnt Code 5
	Fin Stmit Code 6
	Sup Sched Code 1
	Sup Sched Code 2
	Sup Sched Code 3
	Sup Sched Code 4
	Sup Sched Code 5
	Sup Sched Code 6
Show Financial Statements Codes 4, 5, and 6	check-box
By default, only Financial Statement Codes 1, 2 an for 4, 5 and 6 listed, set the check-box.	d 3 are listed. To have Format Codes
Show Supporting Schedules Format Codes 4, 5, and 6	Check-box
By default, only Supporting Schedules Codes 1, 2	and 3 are listed. To have Format
Codes for 4, 5 and 6 listed, set the check-box.	

7.7.1.7 Importing G/L Accounts

The Series 5 system provides for the capability to import G/L Accounts data from a spreadsheet. The Spreadsheet Import function allows spreadsheet files containing new G/L accounts and their account formatting specifications, to be imported. Entire Financial Statement formats can be created in a spreadsheet and retrieved into the G/L. Conversely if Financial Statement formats need reworking the accounts can be first dumped out to a spreadsheet, massaged and then brought back into the G/L. This capability is especially useful if at some time you need to add a new profit center to you Chart of Accounts.

The interface is accomplished by reading ASCII text or Excel Workbook files, which in turn are imported, or populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- > MS Excel Workbooks
- > Tab Delimited Text
- Lotus Text (Comma Delimited with quotation marks)

> Slash "\" Delimited Text

CSV Text (Comma Delimited)

The import function also provides for a nifty approach to have accounts deleted from the Chart of Accounts. A processing directive may be inserted in column 1 of the spreadsheet. If while processing each input row, the command string **%DELE%** is encountered in column 1, then each of the G/L Accounts identified in subsequent rows will be deleted from the Chart of Accounts

Some points to note when Importing G/L Accounts:

- If the Account already exists, then it is fields are updated with those input from the spreadsheet.
- Blank rows are ignored, but if 5 or more rows are blank, then the system will assume that there are no more accounts to be loaded
- Rows that have a literal string in column 1 whose first 3 characters are G/L, ACC, Acc, Mai, or MAI are assumed to be a heading row and is ignored
- For new "postable" Accounts that are added, a corresponding blank Budget record will also be written
- If an Invalid code is input, a message is displayed and the account is not written
- The layout of the spreadsheet columns of the file being input is the same one used by the Account Export function

+ Accessing the Accounts Import Function

From the Chart-of-Accounts Maintenance grid's menu, select from the File drop-down menu.



The standard Series 5 <u>Import Options screen</u> will be displayed, from which the Type of Input, the source Folder, and the Filename may be specified. By default, the input filename is **GL_Accounts.XLS**. You may click the Browse button to locate the desired input file.

About Importing G/L Accounts

Each field that makes up a G/L Account is loaded from the selected input. You must provide each field in the correct column. The **About Importing** tab screen displays a table providing the Column, Field Name and Format of each field to be input.

Note about the G/L Account Columns

When a G/L Account in input or output from/to the spreadsheet, each of it's segments must occupy a separate column. For example:

999 - <mark>99</mark> - 9999 - 999

will take up 4 columns, 3 for the G/L Main Account number segments, and one for the Profit Center.

	formation The	following	Spreadsh	eet input fields are re	ad:			
₩hen %D	loading Accounts fro ELE% - All Accounts	m spread s for rows fo	sheet, you Ilowing will b	may specify pre-defin e deleted from the Chart-	ned Proces of-Accounts.	sing Directiv	es in column 1:	
olumn -	Field I	Format	Column	- Field	Format	Column -	Field	Format
A B C D E F G H I J K L M N O P Q R S	G/L Acct Main 1 G/L Acct PfCtr Description Account Type Inactive Flag (Y/N) Currency Code CntBal Acct Main 1 CntBal Acct PfCtr Auto Dist Code YTD Compress (N/D/P) Int Compress (N/D/P) Int Compress (N/D/P) Sub-Ldgr Proj Usage P/I Project Usage Typically D8 or CR FinStmt 1 Type FinStmt 1 Type FinStmt 1 Type FinStmt 1 Type Shirts 1 Aux Code SAF Code 1	9(4) 9(5) ×(23) 9(1) ×(4) 9(5) 9(3) ×(1) ×(1) ×(1) ×(1) ×(1) 9(6) ×(2) 9(2) ×(1)	T U V W X Y Z AA AAC AD AAF AAA AAA AAA AAA AAA AAA AAAAAAAA	FinStmt 2 Type FinStmt 2 Seq # FinStmt 2 Fmt Code SAF Code 2 FinStmt 3 Type FinStmt 3 Seq # FinStmt 3 Seq # FinStmt 3 Sen tode FinStmt 3 Seq # FinStmt 4 Type FinStmt 4 Seq # FinStmt 4 Seq # FinStmt 4 Seq # FinStmt 5 Seq # FinStmt 5 Seq # FinStmt 5 Seq # FinStmt 5 Seq # FinStmt 6 Seq & FinStmt 6 Seq # FinStmt 6 Seq # FinStmt 6 Seq # FinStmt 6 Seq # FinStmt 6 Seq & SAF Code 6	X(1) 9(6) X(2) 9(2) X(1) X(1) 9(6) X(2) Y(1) Y(1) 9(6) X(2) Y(1) Y(1) 9(6) X(2) 9(2) X(1) X(1) 9(6) X(2) 9(2) X(1) Y(1) 9(6) X(2) 9(2) X(1) Y(1) Y(2) Y(2) Y(2) Y(2) Y(2) Y(2) Y(2) Y(2	AS AU AV AV AV AZ BA BB BD BC BB BB BB BB BB BB BB BB BB BB BB BB	Sched 1 Type Sched 1 Type Sched 1 Aux Code Sched 2 Type Sched 2 Type Sched 2 Seq # Sched 2 Aux Code Sched 3 Type Sched 3 Seq # Sched 3 Seq # Sched 3 Aux Code Sched 4 Aux Code Sched 4 Aux Code Sched 4 Aux Code Sched 4 Aux Code Sched 5 Aux Code Sched 5 Seq # Sched 5 Seq # Sched 5 Aux Code Sched 5 Aux Code Sched 5 Aux Code Sched 6 Seq # Sched 6 Fupe Sched 6 Fupe Sched 6 Fupe Sched 6 Fup	X11) 9(6) X(2) 9(2) X(1) 9(2) Y(2) 9(2) Y(2) 9(2) Y(1) 9(2) Y(2) 9(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9(2) Y(2) 9() 9() 9() 9() 9() 9() 9() 9(

7.7.1.8 Importing Budgets

The Series 5 system provides for the capability to import G/L Account Budget amounts from a spreadsheet. The Spreadsheet Import function allows spreadsheet files containing account budgets data to be imported. Budgets for any of the defined Fiscal Years can be created in a

spreadsheet and retrieved into the G/L. Conversely if Budgets need to be refreshed, they can first be dumped out to a spreadsheet, massaged and then brought back in to the G/L. This capability is especially useful if you have a variety of different types of Budgets that you want to generate comparative Financial Statements for.

The interface is accomplished by reading ASCII text or Excel Workbook files, which in turn are imported, or populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- > MS Excel Workbooks
- Tab Delimited Text
- Lotus Text (Comma Delimited with quotation marks)
- Slash "\" Delimited Text
- CSV Text (Comma Delimited)

When the import function is executed, the operator selects the Fiscal Year for which the data applies. Any of the defined eight Fiscal Years may be chosen.

Additionally, the budgets that are input can be either loaded as one single amount for the year, (that is automatically divided into each period of the year), or as separate amounts for each period of the year.

Some points to note when importing G/L Account Budgets:

- If the Account for which Budgets are being loaded does not exists, then the data is not loaded
- If for the Account for which Budgets are being loaded does not already have a Budgets record, one is automatically written
- If the Account for which Budgets are being loaded is not a VS or VP "postable" account, then the data is not loaded
- Blank rows are ignored
- Rows that have a literal string in column 1 whose first 3 characters are G/L, ACC, Acc, Mai, or MAI are assumed to be a heading row and is ignored
- For new "postable" Accounts that are added, a corresponding blank Budget record will also be written
- The column with the description of the G/L Account, immediately to the right of the G/L Account number is optional. If it is there, then it is ignored.
- The layout of the spreadsheet columns of the file being input is the same one used by the Budgets Export function

Accessing the Budgets Import Function

From the Chart-of-Accounts Maintenance grid's menu, select from the File drop-down menu.

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+ Budgets Import - Filters Screen

When importing Budgets, the following screen will be displayed. The Fiscal Year for which the Budgets apply to must be selected; and specify whether there is one budget amount provided for the year, or individual fiscal periods of the selected year.

Char	Chart-of-Accounts Maintenance							
Impor	Importing the Chart-of-Accounts Budgets							
Impo	ort Filters Import Op	tions About Importin						
5pe	ecity the select options to	r Importing/Exporting Bud	gets/Lomparatives.					
I r								
	Selecting or Updating) data for Fiscal Year(s) Er	nding:					
	⊙ Dec/2002	O Dec/2004	O Dec/2006	O Dec/2008				
	O Dec/2003	O Dec/2005	O Dec/2007	O Dec/2009				
	 Load a seperate 	Budget amount for each	period					
	O Load a single Ar	nnual Budget amount for t	ne year which is divided to	o each period				
			N	ext Cancel				
-				- T				

When clicking on the **Import Options** tab, the standard Series 5 <u>Import Options screen</u> will be displayed, from which the Type of Input, the source Folder, and the Filename may be specified. By default, the input filename is **GL_Budgets_YYMM.XLS**. You may click the Browse button to locate the desired input file.

Budgets Import Filters Screen - Field Definitions	
For the Year Ending	radio-buttons
Select the Fiscal Year for which the Budget figures being load	ded apply.
Load Amount Option	radio-buttons
Select whether the spreadsheet has one amount listed for ea whether there is a separate amount for each period of the Fis	ach account for the year, or scal Year.
Load a separate Budget amount for each peric	od of the Fiscal Year
Load a single Annual Budget amount for the year	ear

About Importing G/L Account Budgets

Each field that makes up a G/L Account is loaded from the selected input. You must provide each field in the correct column. The **About Importing** tab screen displays a table providing the Column, Field Name and Format of each field to be input.

Note about the G/L Account Columns

When a G/L Account in input or output from/to the spreadsheet, each of it's segments must occupy a separate column. For example:

999 - <mark>99</mark> - 9999 - 999

will take up 4 columns, 3 for the G/L Main Account number segments, and one for the Profit Center.

C	Chart-of-J	Accounts Maint	enance				
	Importing the Chart-of-Accounts Budgets						
	Import Filt	ers Import Apti	ions About Importing				
	For your in	formation	The following Spreadsheet Output fields				
	Column -	Field	Format				
	A B	G/L Acct Main 1 G/L Acct PfCtr	9(4) 9(5)				
	С	Description	×(30)				
	D E F	Prd 1 Budget Prd 2 Budget Prd 3 Budget	S9(9) S9(9) S9(9)				
	G H I	Prd 4 Budget Prd 5 Budget Prd 6 Budget	S9(9) S9(9) S9(9)				
	J K K	Prd 7 Budget Prd 8 Budget Prd 9 Budget	S9(9) S9(9) S9(9)				
	M N	Prd 10 Budget Prd 11 Budget	S9(9) S9(9)				
l,	0	Prd 12 Budget	S9(9)				

7.7.1.9 Exporting G/L Accounts

The Series 5 system provides for the capability to export G/L Accounts data to a spreadsheet. The Spreadsheet Export function lets you output your Chart of Accounts to spreadsheet. Once output to a spreadsheet, new formats can be easily created based on existing ones, or new sets of accounts for a new Profit Center can be quickly built and then brought back into the G/L. This capability is especially useful if at some time you need to add a new profit center to you Chart of Accounts.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- > MS Excel Workbooks
- > Tab Delimited Text
- Lotus Text (Comma Delimited with quotation marks)
- Slash "\" Delimited Text
- CSV Text (Comma Delimited)

The export option presents the operator with the standard <u>G/L Account Select Filters screen</u> This allows you to select specific ranges of accounts, profit centers, entities, or types of accounts to be exported.

Some points to note when exporting G/L Accounts:

- A heading row is output to the spreadsheet.
- The layout of the spreadsheet columns of the file being input is the same one used by the Account Import function

Accessing the Accounts Export Function

From the Chart-of-Accounts Maintenance grid's menu, select from the **File** drop-down menu.



The standard Series 5 Export Options screen [136] will be displayed, from which the Type

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of Output, the target Folder, and the Filename may be specified. By default, the output filename is **GL_Accounts.XLS**. You may click the Browse button to locate a different folder and input file.

About Exporting G/L Accounts

Each field that makes up a G/L Account is output to the selected output. The **About Exporting** tab screen displays a table providing the Column, Field Name and Format of each field to be input.

Note about the G/L Account Columns

When a G/L Account in input or output from/to the spreadsheet, each of it's segments must occupy a separate column. For example:



will take up 4 columns, 3 for the G/L Main Account number segments, and one for the Profit Center.

	unt Select Filters E	xport Options	About	Exporting				
or your in	formation The	e following Sp	readshee	t Output fields are g	generated:			
olumn -	Field	Format	Column -	Field	Format	Column -	Field	Format
А	G/L Acct Main 1	9(4)	Т	FinStmt 2 Type	X(1)	AS	Sched 1 Type	X(1)
В	G/L Acct PfCtr	9(5)	U	FinStmt 2 Seq #	9(6)	AT	Sched 1 Seq #	9(6)
С	Description	X(30)	V	FinStmt 2 Fmt Code	X(2)	AU	Sched 1 Fmt Code	X(2)
D	Account Type	X(23)	W	FinStmt 2 Aux Code	9(2)	AV	Sched 1 Aux Code	9(2)
E	Inactive Flag (Y/N)	9(1)	X	SAF Code 2	X(1)	AW	Sched 2 Type	X(1)
F	Currency Code	×(4)	Y	FinStmt 3 Type	X(1)	AX	Sched 2 Seg #	9(6)
G	CotRal Acot Main 1	9(4)	Z	FinStmt 3 Seg #	9(6)	AY	Sched 2 Fmt Code	X(2)
u u	CotBal Acct Main 1	9(5)	AA	FinStmt 3 Fmt Code	X(2)	AZ	Sched 2 Aux Code	9(2)
	Chibar Acct Ficti	3(3)	AB	FinStmt 3 Aux Code	9(2)	BA	Sched 3 Tupe	Vm
!	Auto Dist Code	9(3)	AC	SAF Code 3	X(1)	BB	Sched 3 Sea #	9(6)
J	YID Compress (N/D/H	4 X(1)	AD	FinStrat / Tupe	Van	BC	Sched 3 Emt Code	X(2)
ĸ	Int Compress (N/D/P)	X[1]	AF	FinStmt 4 Sea #	9(6)	BD	Sched 3 Aux Code	9(2)
L	Sub-Ldgr Proj Usage	X[1]	ΔE	FinStmt 4 Emt Code	×(2)	00		5(2)
M	P/I Project Usage	X[1]	ÅG	FinStrat 4 Aux Code	9(2)	BE	Sched 4 Type	X(I)
IN .	Typically DB of CR	20	ΔH	SAE Code 4	×(1)	BF	Sched 4 Seq #	3(6)
0	FinStmt 1 Type	X(1)		Cir Check E Turne	900	BG	Sched 4 Fmt Lode	7(2)
Р	Fin Stmt 1 Seq #	9(6)	AI	Finatmt 5 Type	A(I) A(C)	вн	Sched 4 Aux Lode	9(2)
Q	FinStmt 1 Fmt Code	X(2)	AJ	Fination and Fination	3(6)	BI	Sched 5 Type	X(1)
R	FinStmt 1 Aux Code	9(2)	AN AL	FinStmt Sinnt Code	~(2) 0(2)	BJ	Sched 5 Seq #	9(6)
S	SAF Code 1	X(1)	AL	PINSUMUS AUX CODE	3(2) ⊻(1)	BK	Sched 5 Fmt Code	X(2)
			AM	SAF CODE 3	AU)	BL	Sched 5 Aux Code	9(2)
			AN	FinStmt 6 Type	X(1)	BM	Sched 6 Type	X(1)
			A0	FinStmt 6 Seq #	9(6)	BN	Sched 6 Seq #	9(6)
			AP	FinStmt 6 Fmt Code	X(2)	BO	Sched 6 Fmt Code	X(2)
			AQ	FinStmt 6 Aux Code	9(2)	BP	Sched 6 Aux Code	9(2)
			AR	SAF Code 6	X(1)			

7.7.1.10 Exporting Budgets

The Series 5 system provides for the capability to export G/L Account Budget figures to a spreadsheet. The Spreadsheet Export function lets you output your account's budgets to spreadsheet. Once output to a spreadsheet, they can be adjusted, or replaced with Budgets that might represent a different point of view, and then brought back in to the G/L. This capability is especially useful if you have different types of Budgets that are to be analyzed using the Financial Statements that are generated from the Series 5 system

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- > MS Excel Workbooks
- Tab Delimited Text
- Lotus Text (Comma Delimited with quotation marks)
- > Slash "\" Delimited Text
- CSV Text (Comma Delimited)

The export option presents the operator with the standard G/L Account Select Filters screen 144. This allows you to select specific ranges of accounts, profit centers, or types of accounts to be exported.

When the export function is executed, the operator selects the Fiscal Year for which the associated budget data is to be output. Any of the defined eight Fiscal Years may be chosen.

Some points to note when exporting G/L Account Budgets:

- A heading row is output to the spreadsheet.
- If the Account is not a VS or VP "postable" account, then the data is not output
- The layout of the spreadsheet columns of the file being input is the same one used by the Budget Import function

+ Accessing the Budget Export Function

From the Chart-of-Accounts Maintenance grid's menu, select from the **File** drop-down menu.

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Budgets Export - Filters Screen

When exporting Budgets, the following screen will be displayed. The Fiscal Year for which the Budgets to be output must be selected.

Chart-of-Accounts Maintenance						
Exporting the Chart-of-Accounts Budgets						
Export Filters G/L Account Select Filters Export Options About Exporting						
Specify the select options for Importing/Exporting Budgets/Comparatives.						
Selecting or Updating data for Fiscal Year(s) Ending:						
□ Dec/2002 □ Dec/2004 □ Dec/2006 ☑ Dec/2008						
Dec/2003 Dec/2005 Dec/2007 Dec/2009						
~						
Next Cancel						

When clicking on the **Export Options** tab, the standard Series 5 Export Options screen will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **GL_Budgets_YYMM.XLS**. You may click the Browse button to locate a different folder and output file.

About Exporting G/L Account Budgets

Each field that makes up a G/L Account is output to the selected output. The **About Exporting** tab screen displays a table providing the Column, Field Name and Format of each field to be input.

Note about the G/L Account Columns
When a G/L Account in input or output from/to the spreadsheet, each of it's segments must occupy a separate column. For example:
999 - <mark>99</mark> - 9999 - 999

will take up 4 columns, 3 for the G/L Main Account number segments, and one for the Profit Center.

Chart-of-/	Chart-of-Accounts Maintenance						
Exporting th	xporting the Chart-of-Accounts Budgets						
Eurest Filt	C.4. A		Event Ontings	About			
	ers U/L Accou	Int Select Fliters	Export Uptions	ADOUL			
For your in	formation	The following Sp	oreadsheet Outpu	t fields			
Column -	Field	Format					
AB	G/L Acct Main 1 G/L Acct PfCtr	9(4) 9(5)					
С	Description	×(30)					
D E F	Prd 1 Budget Prd 2 Budget Prd 3 Budget	S9(9) S9(9) S9(9)					
G H I	Prd 4 Budget Prd 5 Budget Prd 6 Budget	S9(9) S9(9) S9(9)					
J K K	Prd 7 Budget Prd 8 Budget Prd 9 Budget	S9(9) S9(9) S9(9)	÷				
M N O	Prd 10 Budget Prd 11 Budget Prd 12 Budget	S9(9) S9(9) S9(9)					
_				_			

7.7.1.11 Copying a Chart-of-Accounts

The Series 5 General Ledger system provides for the capability to handle multiple companies. For each company that is created, there is an entirely separate Chart of Accounts. These Charts of Accounts generally require a lot of time to be developed, and where there are a fair number of accounts involved, could require a lot of effort to enter all the accounts. In most cases, the Chart of Accounts for one company is likely to be the same as that for another, given that it defines the layout of any financial statements that are generated.

If you should find yourself in the position where you need to have a new G/L Company, this function offers a quick solution to replicating the Chart of Accounts from another already existing company.

Some points to note when exporting G/L Account Budgets:

- All Account fro the selected company are copied.
- Budgets are not copied from the selected company

Accessing the Copy Chart of Accounts Function

From the Chart-of-Accounts Maintenance grid's menu, select from the **File** drop-down menu.

🔲 Chart-of-Accounts Main	tenance
File Reports Edit View Help	
Properties	Select to m
Import Accounts	transactions
Export Accounts	Delet
Import Budgets	
Export Budgets	
Import Comparatives	Postine
Export Comparatives	
Copy Other Chart-of-Accounts Reaccign E/S Sequence #c	tion
Keassight /D Dequence #s	S F
1 Supplies 2 Non-Dues Revenue	8
3 Old Orchard Bank	
4 Payroll Control Account -	
5 Canadian Imperial Bank-Pay 6 Canadian Imperial Bank	
Evit	-
14040-395	
4040-400	
12	

+ Copy Chart of Accounts - Filters Screen

When selecting the copy function, the following screen will be displayed. The G/L Company that is to be copied, must be selected.

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🔲 Chart-of-Accounts Maintenance	
Copy antother Company's Chart-of-Accounts	
Lopy Uptions G/L Account Select Filters	
Select the G/L Company of the Chart-of-Accounts to be Copied from.	
Copy From G/L Company: PCA-AZCA - Arizona Cement Ass (Div PCA V	
✓ Replace any Accounts that are already on file in the Copied-To Company ?	
Next Cancel	

The Chart of Accounts copy option also presents the operator with the standard <u>G/L</u> <u>Account Select Filters screen 144</u>]. This allows you to select specific ranges of accounts, profit centers, or types of accounts to be exported.

- Copy Chart of Accounts Filter Screen - Field Definitions

Copy from G/L Company drop-list	
Select the G/L Company whose Chart of Accounts is to be o	copied from.
Replace any Existing Accounts	check-box
Set the check-box if you want existing accounts in the current Copy-To company to be replaced with duplicate accounts in the selected Copy-From company.	

7.7.1.12 ReAssigning F/S Sequence Numbers

When the initial Chart of Accounts was first developed, the Financial Statement Format Code Sequence numbers assigned were probably sufficient. Over time, reporting requirements may change, and more and more accounts are added. You may find that your are having difficulty assigning new financial format sequence numbers.

This function may be used to automatically re-sequence all the accounts associated with individual formats and specific statement types. The starting sequence number and the incremental value are input as arguments by the user.

Some points to note when having the Financial Statement Format Code Sequence numbers re-assigned:

- If while this function is executing, the maximum sequence number of 999999 is reached, a message will be displayed, and the original sequence numbers will be reinstated.
- Only the sequence numbers for the selected Format and Financial Statement type will be re-sequenced
- When an account with its Format Code set as an IP or VP is encountered, then all the VA accounts following will be assigned the same Sequence Number

Accessing the ReAssign F/S Sequence Numbers Function

From the Chart-of-Accounts Maintenance grid's menu, select from the **File** drop-down menu.



ReAssign F/S Sequence Numbers - Options Screen

When selecting the Re-sequence function, the following screen will be displayed.

Re-Sequence the Chart-of-Accounts Financial Statements' Sequence Numbers Re-Sequence Options Select for which Format and which Financial Statements the Sequence numbers are to be reassigned. Financial Statement Format the Sequence numbers are to be reassigned.	
Reassign Sequence Numbers for the following Financial Statement: • Balance Sheet • Supporting Schedules • Profit & Loss Statement • Profit & Loss Statement Re-Sequence Format Numbers: Starting with Sequence #: 25 In Increments of: 25	
OK	

- Copy Chart of Accounts Filter Screen - Field Definitions

Financial Statement Format Numberdrop-list		
Select the Format Code of the Financial Statements that is t selections are from 1 - 6.	o be re-sequenced. Valid	
Reassign Sequences for Financial Statementradio-buttons		
Select for which Financial Statement the re-sequencing is to be executed for.		
Balance Sheet		
Profit and Loss Statement		
Supporting Schedules		
Re-Sequence Starting Number	9(5)	

Specify the Sequence Number to start with.	
Re-Sequence Increment	drop-list
Select the Increment to be used when re-assigning sequence 25, 50 and 100.	e numbers. Select from 10,

7.7.2 Financial Statment Formats Explorer

The Chart of Accounts defines the financial activities and reporting aspects of a company. It is the core of the General Ledger system, and associated packages. Without a Chart of Accounts, G/L journal entry transactions cannot be entered, and Financial Statements cannot be generated. Before the General Ledger, or any subsidiary systems can be used, the Chart of Accounts must be defined.

For the purposes of the Series 5 systems, the Chart of Accounts will define all G/L Entry accounts to which journal entries may be posted and recorded to. The Chart of Accounts is also used to define Financial Statement Formatting accounts which determine the appearance of your Financial Statements and Supporting Schedules. (ie., Titles, headers, totals, and sub-totals, etc.).

This function is provided to simplify the process of defining the layout of your Financial Statements, by displaying the Financial Statement, (F/S), codes, along with their G/L Account #s and descriptions, in a Windows Explorer type of tree display. A variety of different functions are offered in pop-up menus to manipulate the order totals are reported, and their associated descriptions. Briefly, the following functions are provided:

- Insert an existing account's F/S Codes before or after a selected position
- Modify a Description or Sequence # of a selected entry
- Remove an account's F/S Codes
- Shift a selected item up or down
- Insert a new VS account's F/S Code within an IP or VP's totaling sub-tree
- Re-Assign new Sequence #s at specifed intervals from a specific position
- Assign a new Sequence # to a set of sibling VS accounts

Note that G/L accounts are not actually inserted using this Explorer function. It only allows manipulation of existing accounts that have been created using the <u>Chart-of-Accounts</u> Maintenance [377].

A Processing Tip

Use the Chart-of-Accounts Maintenance to enter your posting VP and IP accounts without any Financial Statement Code property. Then use the Explorer to actually insert them into your Financial Statement.

Likewise, you may also define a "pool" of framework accounts, (such as Underlines, Blank Lines, Sub-Totals, etc.,), that can be selected to be inserted using the Explorer function. For these accounts, assign G/L Account #s with a specific range that you would not assign to your posting accounts.

+ Accessing the G/L Financial Statements Layout Explorer Function

From the G/L Main menu, select **FinStmt Formats Explorer** from the **Codes Maintenance** drop-down menu.



S F/S Layout Explorer Tree Maintenance Screen

F/S Layout Explorer View/Maintenance	
File Help	
Manage your Financial Statement's Layouts by re-arranging GL Account F/S Codes, or insetting new Framework codes using a tree "Explorer" view.	
Copy from Another Format Delete this Format	
Format #: 1 for: Balance Shee	t Financial Statement 🔹
Format 1 Balance Sheet A B-000025-HD-01 [0600-999] CONSOLIDATED B-000075-LG-01 [0700-000] BALANCE SHEET B-000075-LG-01 [0800-000] "Page Legend "" B-000075-LG-01 [0800-000] CMRENT ASSETS B-000105-LG-01 [0000-000] CURRENT ASSETS B-000175-VS-01 [1000-000] CURRENT ASSETS B-000175-VS-01 [1010-051] IMPREST ACCT - KENT B-000175-VS-01 [1010-051] IMPREST ACCT - KENT B-000175-VS-01 [1010-051] IMPREST ACCT - KENT B-000175-VS-01 [1010-051] IMPREST ACCT - KENT B-000175-VS-01 [1010-051] IMPREST ACCT - KENT B-000175-VS-01 [1010-051] IMPREST ACCOUNT - WHEEL-IN B-000175-VS-01 [1010-051] IMPREST ACCOUNT - KINEST B-000175-VS-01 [102-048] HONKONG BANK OF CANADA - TELI B-000175-VS-01 [1030-053] IMPREST ACCOUNT - LGTR [0N] B-000175-VS-01 [1030-053] IMPREST ACCOUNT - LGTR [0N] B-000175-VS-01 [1030-053] IMPREST ACCTS - CONS B10 B-000175-VS-01 [1030-053] IMPREST ACCTS - CONS LGTR[0N] B-000175-VS-01 [1030-055] IMPREST ACCTS - CONS LGTR[0N] B-000175-VS-01 [1030-055] IMPREST ACCTS - CONS LGTR[0N] B-000175-VS-01 [1030-055] IMPREST ACCTS - CONS LGTR[0N] B-000175-VS-01 [1030-055] IMPREST ACCTS - CONS LGTR[0N] B-000175-VS-01 [1030-055] IMPREST ACCTS - CONS LGTR[0N] B-0000250-P02 [11030-000] rem deposits B-0000250-P02 [11030-000] rem deposits B-0000250-P02 [11030-000] rem deposits B-0000255-P0	Account Fin/Stmt Code 1 Select the type of Financial Statement Formatting for the selected account and set it's position with the value of the Placement Sequence # entered. OL Account: 1005-000 Description: Cash Account Type: Financial Statement Framework Formatting Properties: Placement Sequence #: Placement Sequence #: IP: Introduction to Posting Sub-Account Balance Sheet Column #:

"Fast Buttons"	
Copy Another Format	To copy F/S Codes from a different Format. Useful function if you wish to create a new set of Financial Statements that is similar to an existing one.
Delete this Format	To clear all Financial Statement codes for the currently selected Format and Financial Statement. <i>Be careful There is no associated Undo function</i>

Characteristics of the tree screen to note:

- The 1st level of the tree is used to display all F/S Framework accounts that make up the financial statement. A 2nd level tree is attached to each IP and VP sub-totaling account and is used to show those "posting" accounts whose totals contribute to the parent.
- Click on the 🗉 next to the 1st level IP or VP account to expand the tree to display their

associated VS accounts.

• Depending on the type of F/S Format account being displayed, a different colored icon is displayed. You can easily identify your accounts by the graphic next to the F/S Code.

	F/S Account Type:	F/S Code:
\bullet	- VP Posting Account	VP
O	- IP Posting Account	IP
Õ	- VS Posting Sub-Account	VS
×	 Fatherless VS Posting Sub- Account 	VS
0	- Totaling Framework Accounts	SS, ST, TT, GT
•	- Formatting Framework Accounts	LF, HF, GH, TX, HL, LG, HD, DS, HH, UL, AL, DL
۲	- Ratios Framework Accounts	SR, ER, SC, EC
•	 Net Profit & Retained Earnings Accounts 	NP, NT, NS, RS, RP
×	- Unclosed Retain Earnings Sub- Account	RS (not as an IP/VP child)
×	- Net Profit/Loss Sub-Account	NS (not as an IP/VP child)

- Note that you can set the check-box to have the G/L Account # displayed for each tree node.
- Expand or collapse the sub-trees of all accounts by clicking the **EXEN** icons.



• To display the functions available, right-click a given node in the tree. A pop-up menu will be displayed presenting those functions applicable to the level of the item displayed:

B-000150-GH-01 [1000-00	D] CURRENT ASSETS
B-000175-IP-02 [1005-000	l Cach
B-000175-VS-01 [1	Insert F/S Code Acct Before
B-000175-VS-01 [1	Insert F/S Code Acct After
B-000175-VS-01 [1	Madife E/C Cada fan Assaunt
	Modify F/S Code for Account
	Remove F/S Code from Account
	EU
	Shift F/S Code Account Up
	Shift F/S Code Account Down
	AP-
	Insert New Child VS F/S Code
	ReAssign F/S Seq #'s From)
🗌 🕘 B-000175-VS-01 [1ບອາ-	030 000 FETTI CAOR - EAGRANGE
B-000175-VS-01 [1040-	055] IMPREST ACCOUNT - EDMONTON

• One function to note is the **ReAssign F/S Seq #'s From** selection. When inserting new F/S accounts, it's possible that the separation between sequence numbers is not

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enough. You can use this function to have the sequence #s, from the selected tree node to the end, re-assigned with larger spacing in-between.

• The right side of the window displays properties of the selected tree node account. When modifying or inserting an F/S code account, the appropriate fields will be enabled for editing.

Inserting F/S Code Accounts

When Inserting an F/S Code, you are not actually adding a new G/L account into the Chart-of-Accounts. You are merely going to insert and existing G/L Account that has not already been assigned to the currently selected Format and Financial Statement being displayed in the tree.

G/L Account Financial/Statement Code - Properties Tab Sub-Screen

The tabbed sub-screen to the right of the tree is used to display, and edit the G/L account's F/S Code properties associated to the selected format and financial statement.

Some points to note when editing these fields:

- Enter the Description as either always upper case, or always capitalize lower case, in a consistent manner. Note that the description displayed and/or edited, is used for all Financial Statements to which the G/L account is used.
- When editing an IP or VP account's Placement Sequence #, all it's child VS accounts will also be assigned the new sequence number.
- Formats, 2-6, should be reserved for either Source and Allocation of Funds statements, or varied other supporting subsets of Financial Statements
- When planning, try to make each format as flexible as possible. Don't design a format to serve only one purpose.
- A given Account must must only be formatted for one Statement Type. (ie. either a Balance Sheet, or a Profit and Loss Statement)
- "Postable" accounts must always be assigned a Format Code of either VS or VP
- The 6 digit Sequence Number determines how the account is sorted for placement when processed for generating Financial Statements
- Use the Sequence Number to group similar accounts together.
- A series of VS accounts contributes their total \$ amounts to the preceding VP or IP account. For these accounts, they should all have the same Sequence # assigned
- "Non-postable", or Financial Statement Framework accounts, should ONLY be used with accounts that have their Profit Centers = ZERO. Account with Profit Center = ZERO are included on every Financial Statement regardless of the Profit Center that was selected as the filter.
- Assign the "non-postable" Framework and Functional Framework accounts to accounts that have their Main Account #s in a designated range
- Leave sufficient intervals between Sequence Numbers, so that it's easier to insert new accounts at a later date. (Note however that if necessary, there is a function that can be executed that will automatically reassign new sequence number at a defined interval).

The F/S properties associated to each G/L Account are maintained by the following tabbed sub-screen:

	Account Fin/Stmt Code 1
E	Select the type of Financial Statement Formatting for the selected account and set it's position with the value of the Placement Sequence # entered.
	G/L Account:
	Description: ACCOUNTS RECEIVABLE
	Account Type: Financial Statement Framework
	Formatting Properties:
	Placement Sequence #: 155
	Format Code:
	Balance Sheet Column #: 0
	Insert Before Cancel

Whether adding a Functional "posting" account, or a Framework "non-postable" account, the same sets of screens are utilized, and both types of accounts require a G/L account number to be assigned.

Financial Statement & Supporting Schedules Formatting Codes			
Formatting Codes are made up of 4 separate fields as follows:			
	A - 999999 - CC - DD		
Each segment is defined as follows:			
A	Is a single alpha character indicating the Statement Type on which the account appears on		
999999	Is the Sequence number . Accounts are sorted for each Statement Type code, using this number to determine it's placement when generating Financial Statements		

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CC	Is the Format Code assigned to the account to determine it's purpose
DD	Is an Auxiliary Enhancer Code used in conjunction with specific Format Codes

When the account is displayed in the grid, you will see the Format Codes as described. When defining the codes on the Fin/Stmt Code screens, each segment is treated as a separate entry field.

- G/L Account Properties - Field Definitions

G/L Account Number

9(18) - 9(5)

This is the number that is used to identify the account in your Chart of Accounts. Up to 6 different Financial Statement Format Codes may be assigned to a G/L Account. When selecting an account, the Account Number may be entered directly, or you can use the drop-down list, and select one of the ten most recently entered numbers, or click the G/L Account "Lookup" icon.

Entering the G/L Account

There are a couple of different ways a G/L Account # may be entered. For example, if you wanted to enter G/L Account # **001 - 0500 - 040**, you can type any of the following strings in the field provided:

- 001-0500-040
- 1-500-40
- 1 500 40
- 001 0500 040
- 0010500040

Note that the system does remember the last 10 accounts that had been entered. If by chance you need to repeat entry of one of those accounts, just open the drop-list box, and double click on the desired account.

(The format of the code is specified as a property by the Company Systems Maintenance function).

DescriptionX(30)For the assorted reporting Financial Statement Framework accounts, the description is
the text that is printed on the financial statement. For Posting accounts, this is the
description of the account.

Account Type

drop-list

Wh inse	en selecting erted to the F	a "posting" account to have it's F/S codes Financial Statement, this field identifies the	Bank					
type	e of account	. For "non-postable" accounts, the type is	Accounts Receivable Other Current Asset					
Fin	ancial State	ement Framework.	Other Asset					
Eac	ch type is ide	entified internally with a 2 character code.	Credit Card Payable					
whe	en importing	the Chart-of-Accounts from a	Long Term Liability					
spre	eadsheet. T	he codes are defined:	Retained Earnings					
	Code	Account Type	Lost of Goods Sold Income Other Income					
	A1	Bank	Expense Other Expense					
	A2	Accounts Receivable	Financial Statement Framework					
	A3	Other Current Asset						
	A4	Fixed Asset						
	A5	Other Asset						
	B1	Accounts Payable						
	B2	Credit Card Payable						
	B3	Other Current Liability						
	B4	Long Term Liability						
	E1	Equity						
	E2	Retained Earnings						
	G1	Cost of Goods Sold						
	1	Income						
	12	Other Income						
	X1	Expense						
	X2	Other Expense						
	Z1	Financial Statement Framework						
Pla	cement Sec	quence #	9(6)					
	on Einonoial	Statements are generated all Accounts fo	r apph turns of statement are					
sor	ted by the Se	equence #. The value entered here basica	Ily determines the account's					
plac	cement in the	e associated Financial Statement. All VS a	ccounts that contribute to the					
san	ne IP of VP a	account should have the same Sequence N	lumber.					
For	mat Code		drop-list					
The	format cod	e indicates what purpose the account serve	ers. "Postable" accounts must					
alw: For	ays be assig	gned a Format Code of either VS or VP. For refer to the topics titled Financial Statement	or in depth explanation of					
Acc	Accounts [59], Functional Framework Accounts [61], or Framework Accounts [72] found in							



Auxiliary Code

9(2) or X(1)

Depending on the type of Format Code selected, the Auxiliary code may take on different purposes.

Format Code	Purpose
VS or VP for Balance Sheet Acct	Specify the column listed within (1, 2 or 3)
HF - Page Feed	Turns Page Numbering On or Off; (1 or 2)
LF - Line Feed	# of Line Feeds to print
DS - Text Code	Specify the # of Financial Statement Text Code to insert
HH - Date/Author	Indicate Left or Right Justification of Date/Time
SR, ER, SC, EC - Ratios	Assign the Ratio account to a specific Ratio Control Set ID Number; (1 - 20)

SS, ST	Indicate if is to be used to compute Sub-Total Ratios for account contributing to this total (Not to be used if the account falls with pairs of SR/ER or SC/EC Ratio accounts)

7.7.3 Financial Statement Specifications

Each Financial Statement Specification is basically used to pre-define the properties used for generating and printing each of the different Financials Statements that you might want. As well as selecting which report is to be associated, or generated, with the Specification Set, the significant fields to assign values to are as follows:

- The Chart-of-Accounts Financial Statements Format. Up to six different formats may have been defined. Normally Format 1 is used for your primary set of Financials.
- The G/L Accounts for which the Financials are generated for. That is, in particular, specifying whether accounts for ALL Profit Centers, a selected Profit Center, or that are associated to a Series 5 G/L Entity are to be reported on.

The Reporting Specifications determine what type of financial statement is produced. Properties of each Specification include the type(s) of statements, which Profit Center or Entity is reported, if Budgets or Comparatives are listed, what type of data is reported, and whether ratios are reported. Once established, these Reporting Specifications become the basis of your company's Standard Financial Statements.



7.7.3.1 F/S Specifications Grid

Financial Statement Specifications are maintained using a Series 5 grid processing screen.

File Edit	view He	ement Specifications														
Define	Specifica	tion Codes Select to mo These may b	dify or delete; o be used to gene	r add Financial rate sets of pre	Statement defined G	Sepecifications. /L Financial Statem	ients.	E <u>x</u> it) 😐							
<u>N</u> ew		Lodify <u>D</u> elete														
List by: S	pecification	ID # 🖌	Go To Specifi	cation with ID #	ŧ:	~	n	ค่ศ	U Be	fresh						
ID #	Sort Code	Description		Groups	Format	PftCtr/Entity	P&L	BalSht	PLScho	BSSchd	SAF	Dist Grou				
8	STM11	S4 Specification # 11		1	1	P07	-							L c		
9	STM12	S4 Specification # 12		1	1	P08	 Image: A second s									"Fast Buttons"
10	STM13	S4 Specification # 13	NS		1	P10	×.						_			
12	-STM14	54 Specification # 14		1	1	PII	<u> </u>						_			
12	STM15	S4 Specification # 16		1	1	P12	<u> </u>									
14	STM17	S4 Specification # 17		1	1	P14	<u> </u>								New	Add a new Spe
15	STM18	S4 Specification #18		1	1	P15	÷									
16	STM19	S4 Specification # 19		1	1	P16	÷						±			
17	STM20	S4 Specification # 20		1	1	P17	Ż									
18	STM21	S4 Specification # 21		1	1	P18	1								Modify	Modify the Spe
19	STM22	S4 Specification # 22			1	P19	-									
20	STM23	S4 Specification # 23		1	1	P20	-									highlighted in th
21	STM24	S4 Specification # 24		1	1	P21	 Image: A second s									3 3
22	FSTM25	S4 Specification # 25		1	1	P22	-						÷			
23	STM26	S4 Specification # 26		1	1	P23	-									
24	STM27	S4 Specification # 27		1	1	P25	-								Delete	Delete the Spe
25	STM28	S4 Specification # 28			2	ALL			 Image: A main sector 	 Image: A start of the start of						
26	STM29	S4 Specification # 29		1	1	P26	<									highlighted i the
27	STM30	S4 Specification # 30		13	1	P27	 Image: A second s									1.3
28	STM31	S4 Specification # 31		1	1	P29	×									
29	STM32	S4 Specification # 32		1	1	P30	 Image: A state of the state of									
30	STM33	S4 Specification # 33		1	1	P31	×.									
I MARINE .	200000	Default F75 Specifications			1	ALL	 									

Edit an existing Specification Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

You may choose to have the Specifications the grid displayed sorted in a variety of different ways. Click on the List by list-box to select the desired sort:

🔲 Fin	ancial Stat	ement Specifi								
File Ed	dit View H	elp								
Defi	ne Specifica	ation Codes Se Ti								
<u>N</u>	ew <u>k</u>	<u>l</u> odify <u>D</u> e								
List by:	List by: Specification ID #									
ID #	Beporting Group 1 Reporting Group 2 fication									
9	9 Reporting Group 3 fication 9 Reporting Group 4 fication 10 Reporting Group 5 fication									
11	FSTM14	S4 Specification								

7.7.3.2 Specifications Properties Screen

Each Financial Statement Specification is basically used to pre-define the properties used for generating and printing each of the different Financials Statements that you might want. As well as selecting which report is to be associated, or generated, with the Specification Set, the significant fields to assign values to are as follows:

- The Chart-of-Accounts Financial Statements Format. Up to six different formats may have been defined. Normally Format 1 is used for your primary set of Financials.
- The G/L Accounts for which the Financials are generated for. That is, in particular, specifying whether accounts for ALL Profit Centers, a selected Profit Center, or that are associated to a Series 5 G/L Entity are to be reported on.

Each Specification Set is displayed on a screen that has two main segments. The top area is used to define general information about the Specifications. The bottom half offers a set of tabbed sub-screens, one for each of the Financial Statements that can be generated.

F/S Specifications Set - General Properties Screen

Within the top portion of each Specification Set screen, enter the Description, a Display Sort Code, and the Groups that it belongs to. You also specify which of the six G/L Chart-of-Accounts formats the financial statements are used to generated the report, and the Profit Center or Entity that is being reported.

Some points to note when setting up a given Specification Set:

- As well as specifying that either ALL or a specific Profit Center is to be reported on, you
 may choose the option to have separate Financial Statements generated for EVERY
 Profit Center that has been set up on your system. Or, you may choose to have
 separate Financials Statements generated for EVERY Profit Center defined for a
 specific Profit Center Entity. (Although these choices may generate a lot of data to view
 or print, it makes it easy to do a full analysis of your company's financial status).
- If on a regular basis, you need to generated the same sets of Financial Statements, you can assign each Specification to one of six different Reporting Groups. On the G/L menu when selecting from the Financial Statements sub-menu, the Standard Financial Statements function, the operator can choose to generated the financials for a single Specification Set, or for a Report Set. If a Reporting Set is selected, then the system generates all the Financial Statements using each Specification Set that was flagged as belonging to the Reporting Set.

The general properties are to each Specification Set are maintained by the following screen:

Financial Statement Specifications		
inancial Statement Specification Set #:	2 · Modify the Properties of	
efine reporting options for the generation of a set ny given Specification Set maybe chosen, with ot	of Financial Statement Reports that would always be applicable for your company. ers, to generate sets of reports by the Financial Statement Reporting function.	
Specification ID #: 2 Description: Sort/Id Code:	P&L and BalSheet - Summary, All PftCtrs Member of Reporting Set(s): FSTM02 (Used to Sort Specifications for selection, and is imbedded within reports or export filenames.)	
Using Fin/Stmt Format #: 1 View Formation Group:	r: ALL Profit Centers	
Profit & Loss Balance Sheet P&L St	pporting Schedules Balance Sheet Schedules Source and Application of Funds	

- F/S Specifications Properties Sub-Screen - Field Definitions

Specification ID Number	9(4)						
This is the code that is used to id 9999 is a special set that provide Statements when selected to be	dentify the Specification Set. Specification Set Number es the default options for the generation of Financial generated on an ad-hoc basis.						
Ad-hoc Financial Statement are gene Schedules, Balance Sheet Schedules drop-down menu. In these instances, intervention.	erated by selecting Profit & Loss Statement , Balance Sheet , P&I s, or Source and Allocation of Funds from the Financial Statemer the financials are automatically generated prior to any operator						
Hint							
Create Specification Set numbered 9999 that has the selection options for each of your Financial Statements that are most commonly to be generated. You'll get these when selecting to generate the ad-hoc versions without any operator intervention.							
Description	X(40)						
This field provides a brief descrip down list when generating the St	ption of the Specification set that is displayed in a drop- tandard Financial Statements.						
Sort / Id Code	X(10)						
When generating the Standard F Specifications is provided. Items	inancial Statements a drop-down list of available s are listed sorted by this code.						
Member of Reporting Set(s) -	Groups 1 - 6 check-boxes						

Spe ger belo	ecification Set, or for a Repo nerates all the Financial State onging to the Reporting Set.	rt Set. If a Reporti ements using each	ng Set is selected, then the system Specification Set that was flagged as					
Fin	ancial Statement Format #	ŧ	drop-down list					
The Se	ere are six Financial Stateme lect the one that is to be use	ent Formats that maded, from those that	ay be defined by the Chart-of-Accounts. have been created by you accountant.					
Ge	nerated For		drop-down list					
acc Sta Cha divi stru rep	counts are selected when the atements are generated. Dep art-of-Accounts has been de sions or profit centers of you ucture, select the option that ort for what is needed to be	e Financial pending on how the evised to reflect the ur corporate will produce the reported.	Selected Profit Center ALL Profit Centers EVERY Profit Center Selected Profit Center Entity Selected Account Entity EVERY Profit Center for a Specific Entity					
	Profit Center -	-Includes only tho	se accounts for the select Profit Center					
	ALL Profit Centers -	All accounts for a the Financial repo	Il Profit Centers are used to generate					
	EVERY Profit Center — A separate set of Financial Statements is generate Set Sector Statements is generate Set Sector Statement in the G/L set Sector Statement in the G/L set Sector Statement in the Sector Statement in the Sector Statement in the Sector Statement in the Sector Statement is set of Financial Statement is set of Financial Statement in the Sector Statement is set of Financial Statement in the Sector Statement is set of Financial Statemen							
	Profit Center Entity — A Profit Center Entity defines a sub-set of Pro Only those accounts with a Profit Center that defined to the Entity are used to generate the reports.							
	Account Entity -	-An Account Entity on the values of s number. These r or department wi from a cost cente Account Main nur defined to the Acc Financial reports. defined with a Pro this is the case, t	v defines a sub-set of accounts based specific digits in the G/L Accounts Main night be used to define a financial fund, thin the corporation that is different er. Only those accounts with a G/L mber that satisfies the criteria to be count Entity are used to generate the <i>(Note that Account Entities may be</i> <i>ofit Center, or Profit Center Entity. If</i> <i>hen these are used as an additional</i>					

	filter in deciding whether the account is included in the Financial Statements).
EVERY Profit Center for an Entity	 A separate set of Financial Statements is generated for EVERY Profit Center that has been defined for the selected Profit Center Entity.
Profit Center	9(5)
If Financials are to be generat	e for a Selected Profit Center, then select the Profit Cente
Profit Center Entity	P 9(4)
If Financials are to be generat	e for a Selected Profit Center Entity, then select the Entity
should select an Ann code,	a Pnn code from the list for a Profit Center Entity. <i>If you the system will automatically change the Generated</i>
Should select an Ann code, For field to that of the "Select G/L Account Entity	a Pnn code from the list for a Profit Center Entity. <i>If you the system will automatically change the Generated acted Account Entity".</i>
G/L Account Entity If Financials are to be generat	a Pnn code from the list for a Profit Center Entity. <i>If you the system will automatically change the Generated acted Account Entity".</i> A 9(4) the for a Selected Account Entity, then select the Entity.
G/L Account Entity If Financials are to be generat Note that if the "Lookup" icon i displayed. You should select should select a Pnn code, the field to that of the "Selected	a Pnn code from the list for a Profit Center Entity. <i>If you the system will automatically change the Generated acted Account Entity".</i> <i>A 9(4)</i> the for a Selected Account Entity, then select the Entity. It is clicked, both Account and Profit Center Entities are an Ann code from the list for an Account Entity. <i>If you the system will automatically change the Generated Field Profit Center Entity".</i>
GIL Account Entity If Financials are to be generat Note that if the "Lookup" icon i displayed. You should select should select a Pnn code, the field to that of the "Selected Email Distribution Group	a Pnn code from the list for a Profit Center Entity. <i>If you the system will automatically change the Generated acted Account Entity".</i> <i>A 9(4)</i> the for a Selected Account Entity, then select the Entity. The for a Selected Account and Profit Center Entities are an Ann code from the list for an Account Entity. <i>If you the system will automatically change the Generated For the Profit Center Entity".</i> <i>X(6)</i>

7.7.3.3 Profit & Loss Specs Options

F/S Specifications Set - Profit and Loss Statements Properties Sub-Screen

This tabbed sub-screen provides the options for the generation of the Profit and Loss Statement for the selected F/S Specification. It is displayed both when defining a Financial Statement Specification, and when customizing an ad-hoc generated Profit and Loss Statement or Profit and Loss Schedule.

Some points to when generating a P&L Statement:

- Depending on which data is selected to be reported, the system will attempt to construct as many columns as is necessary, and have then displayed and/or printed.
- Depending on which data is selected, if Budgets and/or Comparatives are selected to be included, they may be listed in a separate column, or they may be listed in a separate row.

The options provided for generating the Profit and Loss Statements or Schedules are maintained by the following screen:

No Budgets • Current Period Year-To-Date and Current Period Year-To-Date With Variances: One As a % Change As a \$ Difference	la.	Comparatives (From Prior Year):	
th Variances: None As a % Change As a \$ Difference With Variances: None As a % Change As a \$ Difference	No Budgets Year-To-Date and Current Period Year-To-Date and the Total Year For the Total Year	od ONo Comparatives Ourrent te OYear-To-Date and Current Period Year-To Il Year	Period -Date
	h Variances: None O As a % Change As a \$ Difference	With Variances: None As a % Change As a \$ Differen	ce
of Column Sub-Set Totals 🔹 % of Row Totals	of Column Sub-Set Totals	v Totals	
Printed and/or Displayed:	Printed and/or Displayed:		
Normal O Divided by 1000 O Leading Minus Sign Negatives in Parenthesis Without Cents O Trailing Minus Sign	Normal O Divided by 1000 Without Cents	 Leading Minus Sign Trailing Minus Sign 	

Ge	nerate P&L Statements ?	radi	o-button				
Wh che	en defining a F/S Specification, eck-box.	, if a P&L Stateme	ent is to be generated, then set this				
Rep	porting Columns of	droj	o-down list				
This repo row be s	s property determines the type orted in each column, (or in sor). It is the most significant opti- set in generating the P&L State	of data that is me cases each on that needs to ments.	Current Period and Year-To-Date Actuals Fiscal Periods Totals Fiscal Years Totals Profit Center Totals Current Period Profit Center Totals Year-To-Date Profit Center Totals Current Period and Year-To-Date				
	Current Period and - Year-To-Date Actuals	-Current Period a displayed in colu- with or without \ displayed in adja to the data that systems Finance	and Year-to-Date Actuals totals are umns. Budgets and Comparatives /ariances may also be selected to acent columns. (<i>This is compatible</i> was presented in the Series 4 G/L cial Statements).				
	Fiscal Periods Total -	 The totals for ea are reported in e Current Period I reported. If Bud separate row. C available. 	ach period of the current Fiscal Yea each column of the report. Only Budgets may be chosen to be also lgets are chosen, they are listed in Comparatives figures are not				
	Fiscal Years Totals -	 The totals for earnaintained in that are reported in earnaite are budgets managed budgets are choos. 	ach of the 8 Fiscal Years that can b e Series 5 General Ledger system each column of the report. Only To nay be chosen to be also reported. osen, they are listed in a separate ives figures are not available.				
	Profit Center Totals - Current Period	— The Current Per defined in the C column of the re and Comparativ reported. If Bud they are listed in	riod totals for each Profit Center hart-of-Accounts is reported in eac eport. Only Current Period Budgets res may also be chosen to be lgets or Comparatives are chosen, n separate rows.				
		(Note that only displayed at one that 128 profit c displayed that w	up to 128 columns of data may be ce to the screen. If there are more enters, iconic push buttons are vill allow you to shift between sets o				
		profit cent gets mes	ers. If the finar sy).	ncials are a	actually printed, it		
---------------------	--	---	--	---	---	--	--
	Profit Center Totals - Year-to-Date	 The Year- in the Cha of the repo Budgets a be choser Comparat rows. 	to-Date totals fo rt-of-Accounts ort. Only Year-to nd Year-to-Dat to be reported ives are chose	or each Pro is reported to-Date and e Compara I. If Budget n, they are	ofit Center defined I in each column d Year-Total atives may also ts or listed in separate		
	(Note that only up to 128 columns of data may be displayed at once to the screen. If there are more that 128 profit centers, iconic push buttons are displayed that will allow you to shift between sets o profit centers. If the financials are actually printed, gets messy).						
с	Profit Center Totals— Same as the prior two options. Both Current Period and Year- and Year-to-Date totals are reported on separate rows.Current Period and Year- to-DateTows.				h Current Period d on separate		
	Non-Standard Period Reporting Dates						
	If Financial Statements are generated for Operator Selected Dates , as apposed to a standard reporting Period or Year, then only " Actual " amounts are presented. Budge and/or Comparatives don't exist or are not available, and will not be shown.						
Budge	ts		radio-button	S			
lf availa	able and permitted, select th	ne			<u>_</u>		
to be re	eported. Depending on the	type	No Budgets	I	Current Period		
of "Acti will be	uals" data being reported, tr listed in a separate column	nese , or in Cu	Year-to-Date urrent Period	e and	Year-to-Date		
a sepa	rale row.		Year-to-Date	e and	For the Total		
		Ye	ar Iotai		Year		
D. i.v.)							
Prior	ear comparatives		radio-button	5			
If availa	able and permitted, select the type of Comparatives figure			4			
that are	e to be reported. Depending	g on	v No Compara	atives	V Current Period		
the typ	e of "Actuals" data being		Year-to-Date	e and	Year-to-Date		

reported, these will be listed in a separate column, or in a separate row.	Current Period					
With Variances	radio-buttons					
When either Budgets or Comparatives are selected, if Variances amounts are to be reported, select the applicable option. Depending on the type of "Actuals" data being reported, these will be listed in a separate column, or in a separate row.	 None As a % Change As a \$ Difference 					
% of Column Sub-Set Totals	check-box					
Financial Statements are typically generated that contain sets of figures that are summed to a subtotal. Within the set of figures that are summed for the sub-totals, you may specify to have each item listed with a % ratio amount that represents it's contributing share to the total. Depending on the type of "Actuals" data being reported, these will be listed in a separate column, or in a separate row.						
% of Row Totals	check-box					
When selecting to display Fiscal Years or Periods, or Profit Center Totals in each column, the total of each row is reported in the right most column. In these types of reports, you may specify to have each item listed with a % ratio amount that represents it's contributing share to the total or the row. These % or row totals will be listed in a separate row.						
Numbers Printed or Displayed - Roundin	ng radio-buttons					
Select the applicable radio button for how de amounts are to be displayed or printed. If pr without cents, or divided by 1,000, then the displayed is rounded to the nearest dollar, o	ollar inted amount or \$ 1,000. O Without Cents					
A Warning about Rounding						
The amounts are truncated and rounded wher or printed. In this case, the sum of the items li not necessarily equal any totals that are printe rounding that occurs.	n displayed sted may d due to the					
Numbers Printed or Displayed - Sign	radio-buttons					

Select the applicable radio button for		
how negative dollar amounts are to be	Leading Minus	Negatives in
displayed or printed.	Sign	Parenthesis
	Trailing Minus	
	Sign	

7.7.3.4 Balance Sheet Specs Options

F/S Specifications Set - Balance Sheet Statements Properties Sub-Screen

This tabbed sub-screen provides the options for the generation of the Balance Sheet Statements for the selected F/S Specification. It is displayed both when defining a Financial Statement Specification, and when customizing an ad-hoc generated Balance Sheet or Balance Sheet Schedule.

Some points to when generating a Balance Sheet:

- Depending on which data is selected to be reported, the system will attempt to construct as many columns as is necessary, and have then displayed and/or printed.
- Depending on which data is selected, if Comparatives are selected to be included, they may be listed in a separate column, or they may be listed in a separate row.

The options provided for generating the Balance Sheet Statements or Schedules are maintained by the following screen:

cluding Sub-Columns for:	Reporting Columns in Intervals of:	Fiscal Periods 👻
Comparatives ? With Variances:	None As a % Change As a % Difference	
☐ % of Column Sub-Set Totals		
umbers Printed and/or Displayed: O Normal O Divided by 1000 O Without Cents O Divided by 1000	C Leading Minus Sign	• Negatives in Parenthesis
	Ŀ,	

Balance Sheet Options Tab Sub-Screen - Field Definitions					
Generate Balance Sheet Statements ?	radio-button				
When defining a F/S Specification, if a Balance Sheet is to be generated, then set this check-box.					
Reporting Columns in Intervals of	drop-down list				
This property determines the type of data that is reported in each column, (or in some cases each row). It is the most significant option that needs to be set in generating the Balance Sheet Statements.					
None — If the Balance Sheet is the selected Fiscal Perprinted. (So in effect N Year Comparatives, wi selected to be displayed Fiscal Periods — The Balance at the end Year(s) is displayed or applicable and are not	to be generated with Balance Totals as of riod, then only one column is displayed or o <i>Intervals of time or displayed</i>). Prior th or without Variances, may also be id in adjacent columns. If of each Fiscal Period, for the selected printed. In this case Comparatives are not offered as an option.				

Fiscal Years —	- The Balances at the er maintained in the Serie each column of the rep available.	nd of eac es 5 Gene port. Cor	ch of the 8 Fiscal Years that can b eral Ledger system are reported mparatives figures are not
Prior Year Comparat	ves	check-	box
If available and permitte be reported. These will	ed, set the check-box if be listed in a separate of	Prior Yea column.	ar Comparatives figures are also
With Variances		radio-b	buttons
When either Budgets of are selected, if Variance be reported, select the	or Comparatives es amounts are to	None	e 🔍 As a % Change
Depending on the type being reported, these v separate column, or in	e of "Actuals" data vill be listed in a a separate row.		O As a \$ Difference
% of Column Sub-Se	t Totals	check-	box
Financial Statements a to a subtotal. Within the specify to have each ite share to the total. Dep listed in a separate col	are typically generated the set of figures that are em listed with a % ratio ending on the type of "A umn, or in a separate ro	nat contai summed amount t ctuals" d w.	in sets of figures that are summe d for the sub-totals, you may that represents it's contributing lata being reported, these will be
Numbers Printed or I	Displayed - Rounding	radio-b	buttons
Select the applicable ra amounts are to be disp without cents, or divide displayed is rounded to	adio button for how dolla played or printed. If printe of by 1,000, then the am of the nearest dollar, or \$	r ed ount 1,000.	 Normal Divided by \$ 1,000 Without Cents
A Warning about The amounts are trun or printed. In this cas not necessarily equal rounding that occurs.	t Rounding cated and rounded when dis e, the sum of the items lister any totals that are printed du	splayed d may ue to the	Conto
Numbers Printed or I	Displayed - Sign	radio-b	buttons

Select the applicable radio button for how negative dollar amounts are to be displayed or printed.	 Leading Minus Sign Trailing Minus 	 Negatives in Parenthesis
	Sign	

7.7.3.5 Source and Application of Funds

F/S Specifications Set - Source and Allocation of Funds Statements Properties Sub-Screen

This tabbed sub-screen provides the options for the generation of the Source and Allocation of Funds Statements for the selected F/S Specification. It is displayed both when defining a Financial Statement Specification, and when customizing an ad-hoc generated Source and Apps Statements.

There are three types of Source and Allocation of Funds reports:

- 1) Statement of Changes in Financial Position
- 2) Statement of Changes in Components of Working Capital
- 3) Cash Flow Report

Some points to when generating the Source and Application of Funds reports:

• These are pretty standard reports and do not offer much in the way of options. What data is presented, and the format is highly dependent on how the applicable Chart-of-Accounts accounts are defined.

The options provided for generating the Source and Apps reports are maintained by the following screen:

Generate Source and Application of Funds Statements ? (Reports include the Statement of Changes in Financial Position, the Changes in Components of Working Capital, and the Statement of Cash Flow)					
Numbers Printed and/or Displayed:					
Normal Divided by 1000 Without Cents	Leading Minus Sign O Negatives in Parenthesis Trailing Minus Sign				
	l≩.				

Source and Allocation of Funds Statements Options Sub-Screen - Field Definitions

Ge	enerate Source and Apps Statements ?	radio-l	button
W Sta	hen defining a F/S Specification, if the set of s atements are to be generated, then set this c	Source heck-bo	and Allocation of Funds ox.
Νι	umbers Printed or Displayed - Rounding	radio-l	buttons
Se an wit dis	elect the applicable radio button for how dollar nounts are to be displayed or printed. If printer thout cents, or divided by 1,000, then the amo splayed is rounded to the nearest dollar, or \$	d ount 1,000.	 Normal Divided by \$ 1,000 Without Cents
	A Warning about Rounding		
	The amounts are truncated and rounded when disport or printed. In this case, the sum of the items listed not necessarily equal any totals that are printed due rounding that occurs.	olayed may e to the	
Nu	umbers Printed or Displayed - Sign	radio-l	buttons
Se	elect the applicable radio button for		

how negative dollar amounts are to be displayed or printed.	 Leading Minus Sign Trailing Minus Sign 	 Negatives in Parenthesis

7.7.4 Financial Statment Specifiation Groups Maintenance

Financial Statement Specification Groups are used to define sets of Financial Statements that you would typically generated all at once. You may have a number of predefined F/S Specification Sets used to generate a plethora of variations of financial statements. If this is the case, defining these Groups may make it easier to actually generate your financial statements.

F/S Specification Groups Grid Screen

F/S Specification Group Codes are maintained using a Series 5 grid processing screen.

🔲 F/S Spe	cs Group Codes Maintenance		x			
File Edit	Help					
Define F	F/S Specs Groups Select to modify or deli	ete; or add a new F/S Specs Group Code.	1			
	You may also generate	a report listing the codes already defined.			,	'Fast Buttons"
New	Modify Delete Print					
	Go To F/S Spec Groups with	Code: Refresh		ŀ	New	Add a new Group
Code	Description	E/C Constitution Set IDs			i i civ	
2NDSET	West Coast Management Financials	23, 25, 29, 30, 31, 34, 35, 36.				
AUDIT	Annual Aditors F/S Statements	4, 5, 8, 13, 14, 15, 16.	-		Modify	Modify the Group
EAST	East Coast Manager Financials	4, 5, 7, 9.			Mouny	
LARRY1	Standard Corporate Financials	1, 4, 7, 9.				nignlighted in the gri
					Delete	Delete the Crown
					Delete	Delete the Group
						highlighted in the gri
			÷			5 5 6 6 5
		ht.				_
					Print	Generate a report lis
						the Croupe on file
			- -			the Groups on the
	Sea	reh: for				

Edit an existing Group by double-clicking it's associated row. Standard Series 5 grid controls apply.

F/S Specification Group - Properties Screens

The properties for each Group are defined with the following screens. The 1st tab provides

fields for the assigned Code and a Description. The 2nd tab presents a list of those Specifications that are defined on your system, and provides the ability to click a specific item to add it to the group.

F/S Specs Group Codes Maintenance						
F/S Specs Group 2NDSET - Modify the Properties of						
Properties F/S Specification Sets						
F/S Specification Groups are used to define groups of Financial Statement Specification Sets. When generating Standard Financial Statements, you may select one of these Groups and all the statements defined for each Specification Sets assigned to the group will be built and presented to be viewed or printed.						
F/S Specs Group Code: 2NDSET						
Update Cancel						

F/S Specs Group Codes Maintenance		
F/S Specs Group 2NDSET	- Modify the Properties of	
PropertiesF/S Specification SetsUp to 120 Financial Statement SpecificationAvailable F/S Specification # 2100019S4 Specification # 220021S4 Specification # 220022S4 Specification # 230022S4 Specification # 250023S4 Specification # 260024S4 Specification # 270025S4 Specification # 280026S4 Specification # 270027S4 Specification # 300026S4 Specification # 370028S4 Specification # 490029S4 Specification # 510030S4 Specification # 510031S4 Specification # 520032S4 Specification # 530033S4 Specification # 540034S4 Specification # 580036S4 Specification # 580037S4 Specification # 60GoTo:GoTo:	ets: Select All -> Add -> Add ->	
	Update Cancel	

- Field Definitions

F/S Specs Group Code	X(6)
This is the code assigned to identify the Group.	
_	
Description	X(40)
You may enter a description of the Group. Both the be displayed in a drop-down list, when generating fir	e Group Code and the Description will nancial statements for a Group.
Available F/S Specification Sets	list box
This is a list of all the F/S Specification Sets that are click a specific entry to have it assigned to the Group The Set ID # will appear in the Selected list box at th	e defined in the G/L system. Double- p, with a check-mark being displayed. he right of the screen.

Selected	list box of 9(4) fields
This shows a list of those items that have been sele remove an item from the Group, highlight it in the rig Remove button.	ected to belong to the Group. To ght-hand list box, and click the <

7.7.5 Financial Statement Text Codes Maintenance

Financial Statements may be generated and printed with text notes. These might be used to provide special instructions, explanatory notes, or extra headings. A maximum of 99 codes may be defined, each Text Code can providing for up to 1000 characters of text.

F/S Text Codes are inserted into Financial Statements by entering the F/S Text Code Number in the auxiliary code field of a Text File Descriptor, (DS), Framework Account.

F/S Text Codes Grid

F/S Text Codes are maintained using a Series 5 grid processing screen.

Financial Statement Text Codes Mainte File Edit Help Define F/S Text Codes used Select to modify or delete; or add a new Text Code. Your may also generate a report listing the codes already defined. Exit		"Fast Buttons"
New Modily Delete Print Go To F/S Text with Code:	New	Add a new F/S Text
Code If Lines 1st Text Line 01 02 These Financial Statements have been audited by Dafty Duck and have be z 0	Modify	Modify the F/S Text highlighted in the gr
	Delete	Delete the F/S Text highlighted in the gri
	Print	Generate a report li: Text Codes

Edit an existing Text Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

F/S Text Codes - Properties

The properties for each Financial Statement Text Code with the following screen:

Financial Statement Text Codes Mainte	
Financial Statement 01 - Modify the Properties of	
Compose Financial Statement Text to describe any accounting principals that you wish to have printed on your Financial Statements. To have it printed, insert this Text code into a "DS" Framework Format Chart-of-Accounts code.	
F/S Text Code: 01	
These Financial Statements have been audited by Daffy Duck and have been found to be true and accurate.	
Update Cancel	

Field Definitions			
F/S Text Code	9(2)		
This is the identifying number as - Text File Description account o on the financial statement.	signed to the Text Code. This code is inserted in the DS f the Chart of Accounts to have its associated text printed		
For example to have the text associated to Text Code 03 printed on the P&L statement, the Financial Statement Code would be as follows:			
P-000	144-DS-03		
Text	X(1000)		
The text to be displayed.descript entry screens.	ion is displayed on a variety of G/L Reports and data		

7.7.6 Department Codes Maintenance

The Department Code is used to identify a particular facet of your company. This might be a branch office, a division, or even a product group.

G/L Account numbers are comprised of a main account #, and a Profit Center. The Profit Center is basically a Department Code. You must define your Departments before account can be added to the Chart-of-Accounts.

Department Codes Grid

Department Codes are maintained using a Series 5 grid processing screen.

G/L Department Codes Maintenance		
Define Department Codes Select to modify or delete; or add a new Department Code. You may also generate a report listing the codes already defined.		"Fast Buttons"
New Modify Delete Print Go To G/L Department with Code: 	New	Add a new Departm
Code Description Manager Manager Email 00000 0	Modify	Modify the Departm highlighted in the gr
00102 Corporate Screentarial 4 00103 Corporate Screentarial 0 00103 Corporate Screentarial 0 00103 Corporate Screentarial 0 00103 Corporate Screentarial 0 00104 Corporate Screentarial 0 00105 Production Services 0 00106 Production Services 0	Delete	Delete the Departm highlighted in the gri
	Print	Generate a report li: Departments

Edit an existing Department by double-clicking it's associated row. Standard Series 5 grid controls apply.

G/L Departments - Properties

The properties for each Department are defined with the following screen:

G/L Department Codes	Maintenanc	e	
G/L Department	00109	- Modify the Properties of	
G/L Departments are basic Properties associated to ea 	cally G/L Accou ach Department	nt Profit Centers. A Department must be defined for each Profit Center. are also used for the automatic distribution of Financial Statements.	
Department (Code: 00109]	
Description:	Office Serv	vices	
Manager:	Larry Carls	en	
Manager's Email:	support@s	entinel-hill.com	
When selected as a	Financial Stater	nents filter:	
Email Distribution G	iroup: TEST	M TEST	
📃 Email Financi	ial Statement rep	ports to this Manager or Distribution Set ?	
		Update Cancel	

- Field Definitions

Department Code	9(5)
This is the number assigned to the Department. It Centers that is to be used in the Chart of Accounts	must correspond to one of the Profit
Description	X(30)
The description is displayed on a variety of G/L Re	ports and data entry screens.
Manager	X(30)
This individual is the manager of this Department. generated, the operator may select to have them a Department Managers. This is the name of the pe of the email.	When Financial Statements are utomatically emailed to the individual rson that will be referenced in the text

Manager's Email	X(40)
This is the Manager's Email address. If Financial S to individual Department Managers, this is the emai	Statements are automatically emailed il address used.
Email Distribution Group	X(6)
When Financial Statements are generated, the ope automatically emailed to each individual defined in t This is the group used to get the list of email recipie	erator may select to have them the Department's Distribution Group. ents.
Email Financial Statements to Manger or Group ?	check-box
When Financial Statements are generated, the ope automatically emailed to individual Department Mar Department's Manager ONLY IF THIS CHECK-BO	erator may select to have them nagers. The email will be sent to this X is set.

7.7.7 Profit Center Entity Maintenance

Financial Entities are used to define specific areas of a company that are grouped together for reporting purposes. Profit Center Entities allows you to group sets of Departments or Profit Centers. You might create an Entity that represents a geographical region or types of Costs/ Revenues. A maximum of 99 Profit Center Entities may be defined, each one accommodating up to 120 Profit Centers.

You may also select a previously defined Profit Center Entity to be included in the entity. This feature lets you define a Profit Center Entity, that is made up of other Profit Center Entities.

Warning

You must make sure that if a Profit Center Entity is selected, then it must not have any Profit Center Entities defined within it. The reporting functions that allow a Profit Center Entity to be used as a filter will only process sub Profit Center Entities at the first level.

Financial Statements and Trial Balances, and all other types of G/L reports can be generated for a selected Profit Center Entity.

Profit Center Entity Codes Grid

Profit Center Entity Codes are maintained using a Series 5 grid processing screen.

Profit Center Entity Maintenance		
File Edit Help Define Profit Ctr. Entities Select to add, modify or delete Financial Reporting Entity Sets. You may also generate a report listing the codes already defined. Exit		"Fast Buttons"
New Modify Delete Print Go To PHCh: Entity with Code: 이 아이 아	New	Add a new Profit Ce
Code Description Manager Profit Centers 02 ENGINEERED STRUCTURES 00350, 00351, 00353, 00355, 00355, 00355, 00355, 00355, 00355, 00355, 00355, 00350, 00402, 004	Modify	Modify the Profit Ce highlighted in the gri
09 GENERAL FUND 00100, 00101, 00102, 00103, 001 10 PUBLIC WORKS 00340, 00342, 00343, 00344, 002 11 RESIDENTIAL 00360, 00562, 00633, 00584, 12 CORPORATE SERVICES 00100, 00101, 00102, 00104, 001 14 RESEARCH & TECHNICL SRVCS 00600, 00662, 00603, 00604, 001 14 RESEARCH & TECHNICL SRVCS 00000, 00602, 00603, 00604, 001 15 WASHINGTON AFFAIRS 00200, 00201, 00202, 00203, 0002	Delete	Delete the Profit Ce highlighted in the gri
	Print	Generate a report lit Profit Center Entitie

Edit an existing Entity by double-clicking it's associated row. Standard Series 5 grid controls apply.

Profit Center Entity - Properties Tab Screen

The properties for each Profit Center Entity are defined with the following screen:

Ten Profit Center Entity Maintenance
Entity: P14 - Modify the Properties of
Properties Profit Centers
Financial Entities are used to group together sets of Departments or Accounting Groups for reporting purposes. They can be used to define a region of sub-companies, a division, or groups of accounts as a fund for income/expense flow analysis.
Entity Code: P 14
Description: RESEARCH & TECHNICAL SRVCS
Manager: Larry Carlsen
Manager's Email: support@sentinel-hill.com
When selected as a Financial Statements filter:
Email Distribution Group:
Email Financial Statement reports to this Manager or Distribution Set ?
List individual Profit Center Descriptions on the title page of Financial Statements ?
Update Cancel

- Profit Center Entity Properties Tab - Field Definitions

Entity Code	P - 9(4)		
This is the number assigned to the Entity. When generating reports to selecting only those accounts with the profit centers defined for the Entity, use this code in the applicable filtering screen.			
Description	X(30)		
The description is displayed on a variety of G/L Reports and data entry screens.			
Manager	X(30)		
This individual is the manager of all of the Departments defined in the Entity. When			

Financial Statements are generated, the operator may select to have them automatically emailed to the individual Entity Managers. This is the name of the person that will be referenced in the text of the email.			
Manager's Email	X(40)		
This is the Manager's Email address. If Financial Statements are automatically emailed to individual Entity Managers, this is the email address used.			
Email Distribution Group	X(6)		
When Financial Statements are generated, the operator may select to have them automatically emailed to each individual defined in the Entity's Distribution Group. This is the group used to get the list of email recipients.			
Email Financial Statements to Manger or Group ?	check-box		
When Financial Statements are generated, the operator may select to have them automatically emailed to individual Entity Managers. The email will be sent to this Manager ONLY IF THIS CHECK-BOX is set.			
List Profit Center Descriptions on Financial Statements Title Pages ?	check-box		
When generating Financial Statements for a selected Profit Center Entity, if this field is checked, then the Description associated to each Profit Center is printed with the first header of each report.			

Profit Center Entity - Profit Centers Tab Screen

The Profit Centers, or Profit Center Entities, to be associated to this Entity are identified by the following screen:



Profit Center Entity Profit Centers Tab - Field Definitions			
	· · ·		
Available Profit Center(s) or Entity(s)	grid		
Displays all the available Departments and Profit Center Entities that could be chosen. To select a specific Profit Center or Entity to be included, double click the desired row. Those that have been selected are identified with a check mark. <i>(The Entities are those coded as Pnn items).</i>			
Selected	list of 9(5)		
Displays all the Departments and Entities that have been selected. To remove an item, highlight it, and click the (< Remove) push button. To remove all the selected items, click the (< Clear All) push button.			

7.7.8 Account Entity Maintenance

Financial Entities are used to define specific areas of a company that are grouped together for reporting purposes. Account Entities allows you to group sets of Accounts based on segments of the G/L Account's Main Number. (The G/L Account Main # can be defined as up to 18 digits broken into up to 4 segments). You might create an Account Entity that represents a a particular Fund identifying types of income or expenses. Up to 15 different account ranges, or definitions, can be defined for each Entity, and as well a specific Profit Center or Profit Center Entity may also be chosen as a filter for defining the accounts making up the Entity.

When the Chart of Accounts is designed, functionality may have been incorporate into specific segments of the G/L Account Main number. If this is the case, then Account Entity can be effectively used for a variety of reporting options.

Financial Statements and Trial Balances, and all other types of G/L reports can be generated for a selected Account Entity.

Account Entity Codes Grid

Account Entity Codes are maintained using a Series 5 grid processing screen.

Account Template Entity Maintenance Image: Select to add, modify or delete Financial Reporting Entity Sets. You may also generate a report lating the codes already defined. Exit		"Fast Buttons"
New Modify Delete Print Go To Account Entity with Code: 	New	Add a new Account
Code Description Manager PHCtr/Enity 01 Revorvation Expenses & Revenues Sherry Parott 00060	Modify	Modify the Account highlighted in the gr
	Delete	Delete the Account highlighted in the gr
	Print	Generate a report lis Account Entities

Edit an existing Entity by double-clicking it's associated row. Standard Series 5 grid controls apply.

Account Entity - Properties Tab Screen

The properties for each Account Entity are defined with the following screen:

Account Template Entity Maintenance			
Entity: A01 - Modify the Properties of			
Properties Account Templates			
Financial Entities are used to group together sets of Departments or Accounting Groups for reporting purposes. They can be used to define a region of sub-companies, a division, or groups of accounts as a fund for income/expense flow analysis.			
Entity Code: A 01			
Description: Revovation Expenses & Revenues			
Manager: Sherry Parrott			
Manager's Email: support@sentinel-hill.com			
When selected as a Financial Statements filter:			
Email Distribution Group:			
Email Financial Statement reports to this Manager or Distribution Set ?			
Update Cancel			

- Account Entity Properties Tab - Field Definitions

Entity Code	A - 9(4)		
This is the number assigned to the Entity. When generating reports, to select only those accounts which belong to a defined Entity, use this code in the applicable filtering screen.			
Description	X(30)		
The description is displayed on a variety of G/L Reports and data entry screens.			
Manager	X(30)		
This individual is the manager of all of the Departments defined in the Entity. When Financial Statements are generated, the operator may select to have them automatically emailed to the individual Entity Managers. This is the name of the person that will be referenced in the text of the email.			

Manager's Email	X(40)		
This is the Manager's Email address. If Financial Statements are automatically emailed to individual Entity Managers, this is the email address used.			
Email Distribution Group	X(6)		
When Financial Statements are generated, the operator may select to have them automatically emailed to each individual defined in the Entity's Distribution Group. This is the group used to get the list of email recipients.			
Email Financial Statements to Manger or Group ?	check-box		
When Financial Statements are generated, the operator may select to have them automatically emailed to individual Entity Managers. The email will be sent to this Manager ONLY IF THIS CHECK-BOX is set.			

Account Entity - Profit Centers Tab Screen

An Account Entity consists of selected ranges of main G/L Account numbers that are defined with Template. These Templates are used as *Masks* to indicate the significant digits of the G/L Account that are used to identify a range, or group, of accounts for reporting purposes. Up to 15 different account ranges, or definitions, can be defined for each Entity.

These Templates are identified by the following screen:

Account Template Entity Maintenance		
Entity: A01 - Modify the Properties of		"Fast Buttons"
Properties Account Templates		
Up to 15 Account Entity Templates may be specified, that will be used as G/L Account selection filters.	New	Add a new Account
Include Accounts for:		
Al Prolit Centes A Specific Prolit Center Prolit Center: D0060 D DATA FILE SERVICES D	Modify	Modify the Account highlighted in the gr
New Modify Delete Move Up Move Down		
Item From Template To Template Account Types A 1 1200/3000C*** All All All All 2 1600/3000C*** All All All All	Delete	Delete the Account highlighted in the gr
	Move Up	Shift the Account Te one row
Update 1 Cancel	Move Down	Shift the Account Te down one row

Account Entity Profit Centers Tab - Field Definitions				
Profit Center(s)		radio-buttons		
Within an Account Entity, you ma specific Profit Center, or those P the applicable radio-button.	Within an Account Entity, you may only wish to report on those accounts ending in a specific Profit Center, or those Profit Centers associated to a Profit Center Entity. Click the applicable radio-button.			
All Profit Centers	All Profit Centers	are selected		
A specific Profit Center	Select a Profit Center to be used, associated to this Entity			
A specific Profit Center Entity	Select a Profit Center Entity whose Profit Centers will be associated to this Entity			
Profit Center		9(5)		
Enter the Profit Center, or Department that is used as an additional filter to select accounts that are associated to this Account Entity.				
Profit Center Entity		P 9(3)		
Enter the Profit Center Entity, who's member Profit Centers are to be used as additional filters to select accounts that are associated to this Account Entity.				
Main Account # Templates		grid		
Each Template represents a Mask, to determine which accounts are included with the Entity. Up to 15 different Templates may be defined, each of which can represent a range.				

Account Entity - Template Screen

The account numbers ranges are entered as "Masks, that can be flagged with wildcard characters, namely **[X]**. When the reporting application attempts to determine whether an account is to be included, if an **[X]** is found as a digit, then is means that the corresponding digit in the account being tested may have any value.

The Modify Account Template 01			
Define Start and End Masks for each Account # segment. G/L Accounts whose unmasked digits fall within the range of the defined Templates belong to this Entity. (Location of the X chars for both Start and End Templates must match)			
For Entity: A01			
Starting Template: Ending Template: Image: 1200 - XXXX *** Image: 1300 - XXXX ***			
Types of Accounts to be Included:			
Only Postable VS/VP Accounts OAll Accounts with Non-ZERO Profit Center			
Update Cancel			

The wildcard character may be entered into any digit position of the G/L Account's Main Account Number. Substituting the wildcard character for an actual digit sets up a global selection template for the given account. Two examples are offered:

Starting Template	Ending Template	Accounts Selected
1000 - 500 - ***	3000 - 900 - ***	All accounts where the account's 1st segment number falls between 1000 and 3000; and the 2nd segment falls between 500 and 900.
1XXX - 000 - ***	3XXX - 000 - ***	All accounts with a 1, 2, or 3, in the first digit of the 1st segment of the G/L Account Main number, regardless of what is defined in the other digits; and when the second segment equals ZERO.

- Account Entity Template - Field Definitions

Starting Template, (mask)

up to 9(18) - xxx

Enter the Starting account mask that will be used to determine whether an account belongs to the entity. An **[X]** may be used as a "wildcard" character. (The position of the **[X]** must be the same for both the starting and ending templates).

Ending Template, (mask)	Ending Template, (mask)		
Enter the Ending account mask that will be used to determine whether an account belongs to the entity. An [X] may be used as a "wildcard" character. (The position of the [X] must be the same for both the starting and ending templates).			
Types of Accounts Included		radio-buttons	
Prior to an account being evaluated against the associated template, these options offer a filter to select the type of account to be tested. Click the applicable radio-button.			
All Accounts	All Account	s, regardless of types, are selected	
Only Postable VS/VP Accounts	Only VS and VP, accounts to which journal entries may be recorded, are tested against the template to be selected as a member of the Entity.		
O All Accounts with Non- Zero Profit Center	Only accounts with Non-Zero Profit Centers are tested against the template to be selected as a member of the Entity		

7.7.9 Auto Distribution Codes Maintenance

Auto Distribution Sets may be used to generate Journal Entries for a number of different accounts, automatically. In the Journal Entry function, when an Auto-Distribution Set is chosen, an amount is entered. The distributed amount assigned to each account's individual transaction is computed based on the pre-defined percentage. Up to 999 different Distribution Sets may be defined.

Along with each account, a Sub-Ledger Project may also be entered.

Auto Distribution Sets Grid

Auto Distribution Set Codes are maintained using a Series 5 grid processing screen.

G/L Distribution Codes Maintenance		
File Edit Help Define Distribution Codes Select to modify or delete; or edd a new Distribution Code. You may also generate a report litting the codes already defined. Exit <		"Fast Buttons"
New Modify Delete Print Go To Distribution Set with Code: Image: Code and	New	Add a new Auto Dis
Code Description Count 1st Distribution Acct. 2nd Distribution Acct. 001 Payrol Benefits 4 5115-616 5110-356 2 0	Modify	Modify the Auto Dist highlighted in the gri
	Delete	Delete the Auto Dis highlighted in the gr
	Print	Generate a report li

Edit an existing Distribution Set by double-clicking it's associated row. Standard Series 5 grid controls apply.

Seven Auto Distributions - Accounts Maintenance Grid Screen

The Auto Distribution Set is made up of a number of Account/Project combinations, each with a percentage. The sum of all Accounts must equal 100%. Up to 36 different distributions may be defined for each set.

These distributions are maintained by the following screen:

ew Modify Delete Move Up Move Down Account Description Sub-Ledger Code Dist-32 (~ 616 interr/Cogo Salver 13.00				scription: Payroll Benefits	de: 001 Descript	istribution Code:	G/L C
Account Description Sub-Ledger Code Dist-% Account Intern/Colop Salaries 13.00		Down	e Up 🔋 🛛 Move	Delete Mov	Modify	New	
-616 Intern/Co-op Salaries 13.00	<mark>%</mark> ^	Dist-%	Sub-Ledger Code	Description	nt Des	G/L Account	
	<u>0</u>	13.00		Intern/Co-op Salaries	Inter	5115-616	1
-356 Salaries 27.00	0	27.00		Salaries	Sala	5110-356	2
-540 Uutplacement (Hestruct) 33.00	0	33.00		Uutplacement (Hestruct)	Uutp	6440-640	3
-042 Lump Sum Payments (nestruct)	<u> </u>	27.00		Lump Sum Payments (Nestruct)	Lump	0400-042	4
	-						6
	-						7
							8
							9
							10
	_						11
	~						

	"Fast Buttons"
New	Add a new Distribut
Modify	Modify the Distributi highlighted in the gr
Delete	Delete the Distributi highlighted in the gr
Move Up	Shift the Distributior one row
Move Down	Shift the Distributior down one row

- Auto Distribution Set - Field Definitions

Distribution Code	9(3)
The Auto-Distribution set is selected for u	se with the Auto-Distribution Code.
Description	X(30)
The description is displayed for verificatio	n, and in the LOV when invoked

Auto-Distribution - Account/Project % Entry Screen

Each Distribution can be defined for an Account and optional Sub-Ledger Project, depending whether or not the account is validated for a Project or not. Up to 36 different distributions may be defined. The Distribution Percentages may be negative or positive, but must add up to 100 %.

Modify Auto Distribution #01
For Distribution Code: 001 Left to Distribute: 🎗 0.00
Specify the G/L Account to which a given Journal Entry is to be distributed to. When configured, a Sub-Ledger Project code may also be entered with the distribution. Up to 36 distributions may be defined.
G/L Account: Sub-Ledger Project Code: M
Update Cancel

Auto Distribution Account Entry Scree	n - Field Definitions
G/L Account	up to 9(18) - xxx
Enter the account for which the Journal Entr	y is to be made for.
Sub-Ledger Project Code	X(6), X(8), X(4)-X(4), or X(4)-99-99,
If applicable, enter the Project Code to be pa Journal Entry is to be made for.	ired with the G/L Account, for which the
Distribution Percentage %	S999.99 %
The % to be applied to the amount used whe selected Auto-Distribution Set. To make a n percentage. The sum of all percentages mu	en generating the Journal Entries for the egative distribution, enter a negative list equal 100.

7.7.10 Sub-Ledger Projects Maintenance

Projects provide an additional way of labeling Journal Transactions in the Series 5 system. You might use Projects to specify where, to what, or to whom a journal entry is associated with. If you want to track expenses or revenues to a particular event, of job related to your business, you might set up a Project. When recording G/L Journal Entries, a Sub-Ledger Project Code may optionally be assigned. These Sub-Ledger Project codes may also be assigned to expenses and revenues that are recorded in the the Accounts Payable and Accounts Receivable systems.

All Projects entered in the Series 5 systems are validated to the Project Codes entered using this function. In those applications, validation can be as simple as verifying that it's been defined, or that it's entered with a particular Department or G/L Account. (*The level of validation to be used is specified as a property on the Sub-Ledger Options screen* 493) of the *G/L Company Control Preferences function*).

Sub-Ledger Project codes may be entered with the following transaction types:

- G/L General Journal Transactions
- G/L Standard Transactions
- G/L Auto-Distribution Codes
- A/P Supplier's Invoices
- A/R Customer Sales Transactions
- Order Processing Orders

A number of different G/L reporting and inquiry functions provide analysis of G/L Journal Entries by the Sub-Ledger Project that was defined. These include:

- Journal Entry Inquiry by Sub-Ledger Project
- Sub-Ledger Project Inquiry
- Projects by Period Analysis
- Transaction Source Analysis

Sub-Ledger Projects Grid

Sub-Ledger Project Codes are maintained using a Series 5 grid processing screen.

🔲 Sub-Ledg	er Project Codes Maintenance			- 🗆 🛛		
File Edit Hel Define Sub	p - Ledger Projects Select to modify or de Budgets. You may al:	lete; or add a new Project Code so generate a report listing the o	e with or without codes already defined.	Exit 🕒		"Fast Buttons"
New	Modify Delete Print Go To Project with	n Code:	■ m m m	Refresh	New	Add a new Project
Project LTEST2	Description Development of Test Software	Manager Larry Carlsen	Started 10/01/08	Completed	Modify	Modify the Project h the grid
					Delete	Delete the Project h the grid
					Print	Generate a report li: Projects

Edit an existing Project by double-clicking it's associated row. Standard Series 5 grid controls apply.

Sub-Ledger Project - Properties Tab Screen

You may wish to set up a Project in order to track expenses and revenues, in the General Ledger system, for a particular activity or project that is undertaken by your company. In the A/P and A/R systems, expense and revenue distributions can be entered with a Sub-Ledger Project code. These eventually end up in the G/L as journal entries. You can also enter G/L General and/or Standard Transactions with a Sub-Ledger Project code.

The properties associated to each Project are maintained by the following screen:

🔲 Sub-Ledger Project Codes Maintenance
Sub-Ledger Project Code: LTEST2 - Modify the Properties of
Properties Account/Dept Validation and Budgets
Revenue and Expenses may be accumulated for a given Project Code from applicable sub-systems. Define the Project codes, along with the G/L Accounts or Departments they are valid for. Budgets may also be recorded.
Sub-Ledger Project Code: LTEST2 Description: Development of Test Software
Estimated Start Date: 9/01/08 Actual Start Date: 10/01/08 Ending Date:
Contracted Project Revenue: \$ 790,000 Based on: 4 Years
Comment: Renogiated annually until 2015
Life-to-Date Postings to G/L: Revenues: \$ 14,666,181.00 Expenses: \$ 3,557,005.00
Update

- Sub-Ledger Project Properties - Field Definitions

Project Code	X(6), X(8), X(4)-X(4), or X(4)-99-99
This is the code that is assigne and carried in the assorted Series a property on the <u>Sub-Ledger (</u> Preferences function).	d to identify the Project. This is the code that is entered ies 5 transactions. (<i>The format of the code is specified as</i> Options screen and for the G/L Company Control
Description	X(30)
The description is displayed for	verification, and in the LOV when invoked.
User Defined Code	X(5)
This field is available to enter w	hatever code you wish. This might be used to identify

wanayer	X(30)
Provided as an information fie provided as a field in the Sub-	eld to record the Manager responsible for the Project. It is Ledger Project Select Filters screen used where application
Estimated Start Date	(mm/dd/yy)
Provided as an information fie	ld to hold the actual start date for the Project.
Actual Start Date	(mm/dd/yy)
Provided as an information fie a field in the Sub-Ledger Proje	eld to hold the date the Project was finished. It is provide ect Select Filters screen used where applicable.
End Date	(mm/dd/yy)
Provided as an information fie provided as a field in the Sub-	eld to hold the estimated start date for the Project. It is Ledger Project Select Filters screen used where applicated application of the start of t
Contracted Revenue - \$ Amount	9,999,999,999.99
Contracted Revenue - \$ Amount Provided as an information fie provided as a field in the Sub-	9,999,999,999.99 Id to hold the estimated start date for the Project. It is Ledger Project Select Filters screen used where applica
Contracted Revenue - \$ Amount Provided as an information fie provided as a field in the Sub- Contracted Revenue - Based On	9,999,999,999.99 eld to hold the estimated start date for the Project. It is Ledger Project Select Filters screen used where applica drop-list
Contracted Revenue - \$ Amount Provided as an information fie provided as a field in the Sub- Contracted Revenue - Based On Provided as an information fie hours, days, months or years	9,999,999,999,999 Id to hold the estimated start date for the Project. It is Ledger Project Select Filters screen used where applica drop-list Id to hold the duration of the Project. Select the units as
Contracted Revenue - \$ Amount Provided as an information fie provided as a field in the Sub- Contracted Revenue - Based On Provided as an information fie hours, days, months or years Comment	9,999,999,999,999.99 eld to hold the estimated start date for the Project. It is Ledger Project Select Filters screen used where applica drop-list eld to hold the duration of the Project. Select the units as . X(60)
Contracted Revenue - \$ Amount Provided as an information fie provided as a field in the Sub- Contracted Revenue - Based On Provided as an information fie hours, days, months or years Comment Provided to enter a brief comr	9,999,999,999,999.99 eld to hold the estimated start date for the Project. It is Ledger Project Select Filters screen used where applica drop-list eld to hold the duration of the Project. Select the units as . X(60) ment about the Project.

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Life-to-Date \$ Expenses	9,999,999,999.99
To record the total Expenses a General Journal Transactions	accumulated to this Project. It is updated as Standard or are posted to the G/L. It is provided as a field in the Sub- screen used where applicable.

Sub-Ledger Project - Account/Department Validation Tab Screen

If the G/L System has been set up with Sub-Ledger Project Validation by Account, then you must enter all those accounts with which this Project may be entered with. You may also enter Budget amounts for each Account/Project pair that is defined.

The valid Accounts associated to the Project are maintained using a Series 5 grid screen as follows:

ansactions may be recorde each case, you may also re	d with this Project w cord Budget figure	hen used with the G/L s, (which are totally ind	Accounts, or G/L ependant of the G/	Departments (L Project Bud	defined here. dgets).
New	Modify	Delete			
G/L Account	Desci	iption	Buc	igets ?	
000-04255-90-020	MISCE	LLANEOUS FEES-LO	CAL		
000-04306-60-070	RPY JI	JRISDICTIONAL FEES	S-REMOTE	Î	
000-04307-60-070	CCR JI	JRISDICTIONAL FEES	S-REMOTE Y	_	
1000-06454-10-040	BANK	CHARGES			
				ź	
				_	
				÷	
				_	
				•	

	"Fast Buttons"
New	Add a new validatin
Modify	Modify the validating highlighted in the gr
Delete	Delete the validating highlighted in the gr

Edit an existing Account or Department Validation by double-clicking it associated row. Standard Series 5 grid controls apply.

Sub-Ledger Project - Account Validation / Budgets Screen

If the G/L System has been set up with Sub-Ledger Project Validation by Account, then you must enter all those accounts with which this Project may be entered with. You may also enter Budget amounts for each Account/Project pair that is defined. Budgets may be set up for each of the 8 years that the G/L system can maintain at once.

Account or Department Entry

Depending on the type of project Validation chosen, the preceding screen will be displayed with a field for entering a G/L Account, or a G/L Department. If "No Validation" is wanted, only the Budget fields are shown.

The valid Accounts associated to the Project are maintained using a Series 5 grid screen as follows:

Modify Sub-Ledger Account/Budgets								
For Sub-Ledger Project Code: LTEST2								
Enter a G/L Account for which this Project may be recorded with. Budget figures may also, as an option, be entered. (Dnly those posting accounts that are flagged as "Always" or "Optionally" requiring a Sub-Ledger code may be selected.)								
G/L Account:								
	Clear All Years B		V.E. I.D. 100	V.C. 1.D. 100			V.C. 10. H2	V.C. 10. 112
	TrEnd Dec/Ub	TrEnd Dec/U/	TrEnd Dec/08	TrEnd Dec/09	YrEnd Dec/10	TrEnd Dec/11	YrEnd Dec/12	YrEnd Dec/13
Feb	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Mar	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Apr	5,000	5,000	5,500	6,400	6,000	6,020	0	0
May	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Jun	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Jul	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Aug	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Sep	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Oct	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Nov	5,000	5,000	5,500	6,400	6,000	6,020	0	0
Dec	5,000	5,000	5,500	6,400	6,000	6,020	0	0
	Update							

The individual Budget may be edited directly on each grid cell. Right-clicking on any cell of a particular column, will display a pop-up menu, offering a number of function that lets you set or adjust the values for the year.

4	a		. 👝				
<u>ð7</u>	YrEnd Dec/08	YrEnd Dec/09	YrEnd Dec/10	Yn			
0	5,500	6,400	6,000				
Ĵ	5,500	6,400	6,000	H			
Ĵ	5,500	6,400	6,000	-			
0	5 500	6 400	6,000				
.0	Show	Budgets vs Actuals	6,000				
٦.	Show	Graph for the Year	6,000				
1	Show	Graph for ALL Years	6,000				
1	Сору	Amounts for the Yea	ar 6,000	1			
,0	Paste	Paste Amounts for the Year 6,000					
00	Adjus	Adjust Amounts for the Year 🔪 6,0					
00	Zero /	Zero Amounts for the Year 6,000					
70	Zero /	Zero ALL Years Amounts 6,000					
		_		ſ			
Ť							

- Sub-Ledger Project Budgets Screen - Field Definitions

	G/L Account	up to 9(18) - xxx		
	e entered with.			
	Budget \$ Amount	S999,999,999		
Enter or edit the Budget Amount by double-clicking the appropriate cell. Right-clicking or any Budget of a particular column, will display a pop-up menu, offering a number of function that lets you set or adjust the values for the year.				

Year-Ending Budgets Adjustment Screen

Right-clicking on any cell of a particular column, will display a pop-up menu, offering a number of function that lets you set or adjust the values for the year. Selecting the **Adjust Amounts for the Year** function will present a screen that lets you choose from a number of different functions to be applied to each Budget amount in the associated column.

The following screen is displayed:
Adjust Budgets f	or the Yea	ar Ending Dec/08			
Adjust the Budget Select the desired	Adjust the Budget Amounts for each Period of the selected year. Select the desired function and enter the associated modifier argument.				
O Multiply	Ву	2.000			
 Factor E 	ly	10.00 %			
🚫 Set Equ	al To	100,000			
🔘 Increas	е Ву				
🔿 Apply A	nnual Amt				
Execute Selected Function Exit					

Click on the desired function, enter it's applicable argument, and click the Execute push button to effect the results.

7.7.11 Transaction Import Layouts

The Series 5 General Ledger system provides an interface from the Microsoft® Excel spreadsheet utility. As one of the interface options to the G/L, Journal Entries that might need to be recorded from your company's CFO's complex spreadsheets, can be easily loaded.

This is accomplished by having a spreadsheet, that retains its shape. That is, if there are rows or columns of information that may be used to generate journal entries, they typically have to be always in the same column or row. The system must be able to determine from which cells or columns of the spreadsheet, the different fields that make up a transaction are read from. These characteristics of the spreadsheet are defined by creating a Series 5 Transaction Import Layout. When the Import function is chosen from the General Journal Transaction Entry application, the applicable Layout is selected to load the transactions.

Importing the Transactions				

To actually have the transactions loaded, you must invoke the <u>General Journal Transaction</u> <u>Entry function</u> ²⁵th, and select or create a Journal Entry Session. From the transaction entry gird screen, on the menu bar, click **Interface Distributions**, then from the drop down menu, click on **From Excel Spreadsheet**. You would then choose one of the Import Layouts that are defined.



The Import Layout is used to define the properties of the spreadsheet that holds the information to be used to generate Journal Entry transactions. Because of the flexibility of most spreadsheet utilities, there needs to be a way to let users define their own models, yet offer a means of loading transactions into the G/L. A spreadsheet is a matrix of information consisting of rows and columns of data, that might also have amounts defined in specific cells. To create a Journal Entry The following fields are required:

- G/L Account Number
- Optional Sub-Ledger Project Code
- Ledger and Transaction Dates
- Journal Entry Source Code
- A Memo
- Reference fields
- A Debit or Credit \$ Amount

The transactions might be defined from a given row of the spreadsheet with each of these fields stored in a specific column; or perhaps only the credit or debit amount with a reference is stored in particular cells, and the remaining fields would always be the same. In either case a Layout Rule Set is used to define which field's data is obtained from which column or cell.

Import Layout Maintenance Grid

The Import Layouts are maintained using a Series 5 grid processing screen. Up to 999 different Layouts may be created.

Spreadsheet Layout Codes Maintenanc	e.			
Define Spreadsheet Layouts Select to mode You may also g	y or delete; or add a new Layout Co prevate a report listing the codes at Print	de. roady defined. 🔛		"Fast Buttons"
Go To Lay	out with Code:	A A Refresh Refresh	New	Add a new Import L
Bar Portogra UPS Charges	CHGBK002 TxT	D \\S4 \u00ed L \u00ed \u00ed \u00ed L \u00ed L \u00ed L \u00ed L \u00ed L	Modify	Modify the Import La highlighted in the gr
		-	Delete	Delete the Import La highlighted in the gr
			Print	Generate a report li: Import Layouts

Edit an existing Import Layout by double-clicking it's associated row. Standard Series 5 grid controls apply.

Spreadsheet Layouts - Property and Rule Set Maintenance Grid Screen

In a simple spreadsheet you might have a series of rows that represent journal entries that are to be generated. A more complex spreadsheet might have a combination of rows and specific cells that are used to generate some journal entries. (You might even have different sets of rows that generate journal entries). Either way, those sets of rows, or cells must be defined to the Import Layout with the rules as to which cell is the Account, or the Amount; or whether predefined values are assigned. Each set of rules is defined as a Journal Entry Layout Rule Set. Each Layout allows for up to 999 sets of rules to be defined.

The properties associated to the Layout include the Code, a Description, and the default location as to where the system will find the files to be interfaced. As well, each set of rules must also be defined. These properties and sets of rules are maintained by the following screen, where the Journal Entry Sets uses a Series 5 grid:

Spreadsheet Layout Codes Maintenance		
Layout #: 999 - Modify the Properties of		
Speakheet layout are used to define the opportent of Earled speakheets, the contain internation that may be used to generate CDL Journal Entrust. The Technolog for Star Startent" opportend regit to the part of Speakheet Journal Enry Definitions can be created to input transactions for a given Row/Column, or for each Row of the Speakheet.		
Layout Number: [333] Description: Postage & UPS Charges		"Fast Buttons"
Folder: D:\S4Vest\PCement\Spio Filename: CHGBK002.TXT Browse Worksheet	New	Add a new Layout F
Journal Entry Layout Rule Sels:	Modify	Modify the Layout R highlighted in the gr
Set Description Type Typically Amount Row-Col Account Col-Row (or Value) 1 Row Journal Entries - (Default Set For Row Db F / Cr G A -All		
Z Reversing Col Codit For Cell Codits C -005 1400-001 a I <td>Delete</td> <td>Delete the Layout R highlighted in the gr</td>	Delete	Delete the Layout R highlighted in the gr
Updato Cancel		

Import Layout - Field Definitions

Layout Number	9(3)			
The Journal Entry Transaction Layout is identified with the number entered in this field.				
Description	X(40)			
The description is displayed for verificatio	n, and in the LOV when invoked.			

Folder	X(80)			
Enter the name of the directory or folder we normally found.	where the spreadsheet to be loaded, is			
Filename	X(30)			
Enter the filename of the Excel spreadsheet.				
Worksheet	X(40)			
If there are multiple worksheets in the Excel workbook, enter the name of the worksheet from which journal entries are loaded from.				

Screen Import Layouts - Rule Set Property Screen

Each set of Layout Rules are defined by the following screen. (If you think it looks complicated, you should see the programming that was needed). Once you set up your first layout you'll set that it's easier than it looks.

Some points to note when setting up the Journal Entry Import Rules for a Layout:

- A given set of rules apply to either a specific Cell or a series of Rows in the spreadsheet
- Any given field of the journal entry to be created may have its value retrieved from a given column of the row, a specific cell of the spreadsheet, or is defined by the Rule Set itself.
- When specifying the dates, be sure to identify the correct format as it is stored in the spreadsheet

Layout Rule Se	t Number: 001 Description: Row Jo	urnal Entries - (Defau	lt Set 1)	
Journal Entry(s) are Generate	With Debit Amounts from Column:		Starting from Row #: 📘 💻	
 From each How From a specific Cell 	and Credit Amounts from Column:	vi	pto and including Row #: 100	(Ignoring blank
G/L Transaction Field	Value Derived From	Column / Row	Default or Set To Value	
G/L Account - Main	💿 Column 🔵 Cell 🔵 Set To	A 🔽 🚞	P	
G/L Account - Profit Center	⊙ Column ○ Cell ○ Set To ○ n/a	B 🗸 🗔	<u>M</u>	
Sub-Ledger Project	◯ Column ◯ Cell ◯ Set To ⊙ n/a		<u> </u>	
Ledger Date	Numeric Column (mmddyyyy) 🔽	D 🗸 🚞		
Transaction Date	1st Date of Current Period 💌			
J-Entry Source Code	◯ Column ◯ Cell ⊙ Set To			
Memo	⊙ Column O Cell O Set To	E 💌 🗔		
Reference Batch	◯ Column ◯ Cell ⊙ Set To			
Reference Document #	◯ Column ◯ Cell ⊙ Set To			
Reference Code	◯ Column ◯ Cell ⊙ Set To			
Reference Name	◯ Column ◯ Cell ⊙ Set To			

- Layout Rule Sets Entry Screen - Field Definitions

Rule Set Number	9(3)
	-(-)
Identifies the Rule Set. When the Layout is used, journ in sequence by the Rule Set number. (ie. Rule Set 1 is	al entry transactions are generated used, then 2, then 3, etc.).
Description	X(40)
A brief description of this set for reference.	
Journal Entry - Generated From	radio-buttons
Specify whether a single Journal Entry	
transactions is to be generated from the data	From each Row
associated to specific Cells, or whether	From a Specific Cell

multiple transactions are to be generated from the Columns of a range of Rows.	
Row Journal Entry - Debits / Credits Columns	drop-down list and spinning 9(3)
For Row Journal Entry transactions, identify the co amounts along with the range of rows to be proces	olumns providing the Debit or Credit sed.
With Debit Amounts from Column:	ig from Row #: 1 (Ignoring blank rows)
Cell Journal Entry - Debit / Credit Cell	drop-down list and spinning 9(3)
For Cell Journal Entry transactions, identify the co it's typically recorded as a Debit or Credit.	lumn/row of the amount and whether
With the Amount found in Column: C 🕥 of Row: 5	Typically Recorded As:
Table — G/L Transaction FieldIdentifies which field used to make up a Journal Enmust specify from where the data for each field	try transactions is being defined. (Y d is obtained).
Table — Value(s) Derived From	radio-buttons or drop-down
Identify whether the value assigned to the associated field comes from a given Column, a specific Cell, or is set to that from the Layout.	◯ Column ◯ Cell ◯ Set To ◯ n/a
For Ledger Date and Transaction Date, select the format and row or column if found on the spreadsheet; or from those options available.	Numeric Column (ccyymmdd) Numeric Column (mmddyyyy) Alpha Column (mm/dd/yy) Numeric Cell (yyyymmdd) Alpha Cell (mm/dd/yy) Date Imported Last Date of Current Period 1st Date of Current Period Use Transaction Date

If applicable, specify the Row or Column from where the data is obtained to be assigned to the associated field.	C 💌 10 💭	
Table — Default or Set To Values		
For the associated field, enter the value to be assig not provided from within the spreadsheet.	ned, or to be be used as a default if	

– Journal Transaction Import Data Format

There a number of different possible fields that may be used to generate a journal entry. These are loaded according to the properties that were set up for the Import Layout that was selected above. The table that follows defines the sizes and/or format of the different fields that are available. *Note that the given field must reside in the column as defined in the properties of the Import Layout.*

These definitions are the same regardless whether the input file is an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The input file name is defined by the Import Layout. By default, is named **AR_OpenItems_In.XLS**.

Column #	Excel Column	Field	Format
1	А	GL Account Main Number	from 9(4) to 9(18)
2	В	GL Account Profit Center	9(5)
3	С	Debit Amount	-999,999,999.99
4	D	Credit Amount	-999,999,999.99
5	Е	Sub-Ledger Project Code	X(8)
6	F	Ledger Date - may be either an 8 digit numeric as CCYYMMDD or MMDDYYYY; or alphanumeric as MM/DD/YY	9(8) or 99/99/99
7	G	Document Date - may be either an 8 digit numeric as CCYYMMDD or MMDDYYYY; or alphanumeric as MM/DD/YY	9(8) or 99/99/99
8	Н	Journal Entry Source Code	X(6)
9	I	Memo/Description	X(40)

10	J	Source System Batch Code	X(6)
11	К	Source System Document Number	9(10)
12	L	Source System Reference Code (ie., Customer or Employee Code)	X(8)
13	М	Source System Reference Name (ie., Customer or Employee Name)	X(40)

The Column #/Code shown is for a trivial case, and may not necessarily be as defined in the Import Layout being processed.

7.7.12 Email Group Codes Maintenance

Email Groups may be created as a set of Email Recipients. An Email Group is a set of individual email addresses that may be selected to receive Financial Statements. The Financial Statement reporting application offers the option to have financial statements automatically emailed to a specific Recipient, or a Group of Recipients.

Email Groups may be defined for each G/L Department, Profit Center Entity, and/or Account Entity Profit Center. They may also be selected directly from the Financial Statements reporting application.

The Groups are defined here.

Email Groups Grid

Email Groups are maintained using a Series 5 grid processing screen.

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Email Distribution Groups Maintenance		
File Edit Help Define Email Groups Select to modify or delete, or add a new Group Code. You may also generate a report lating the codes already defined Emit		"Fast Buttons"
New Modily Delete Pink	New	Add a new Email G
Code Description I Recipients POATES Craster Manager 2	Modify	Modify the Email Gr highlighted in the gr
	Delete	Delete the Email Gr highlighted in the gr
	Print	Generate a report li: Email Groups

Edit an existing Email Group by double-clicking it's associated row. Standard Series 5 grid controls apply.

Email Groups - Recipients Grid Screen

In order to have an Email Group, you must define the Email Recipients. These are the individuals who will be emailed the associate report, when the Email Group is selected. Up to 32 different recipients may be defined for each group.

These Email Recipients are maintained by the following grid screen:

ail Distribution PCATES · Modify the Properties of		"Fast Buttons"
for a number of different application's, you can select an Email Distribution Group to which an email will be sent. Define thise Email Recipients that belong to the group.		
Email Group Code: PCATES Description: Portland Cement Test	New	Add a new Recipier
New Modify Delete Move Up Move Down Code Name Email Image: Content of the content o	Modify	Modify the Recipien in the grid
4	Delete	Delete the Recipien in the grid
2 Recipients Defined	Move Up	Shift the Recipient ι
Update	Move Down	Shift the Recipient c

Edit an existing Recipient by double-clicking it associated row. Standard Series 5 grid controls apply.

mail Group Code	X(6)	
his is the code used to identi	fy this Email Group.	
	,	
	N(00)	

Email Recipient Select Screen

The following screen is presented when adding or editing an Email Recipient to an Email Group.

🗖 Modify Group Receiver #02				
For Distribution Group: PCATES				
Select the Email Recipient to a	add to this Email Distribution Group.			
PY-PCA M	Joan Young Portland Cement Association joanyoung@portcement.ca			
Update Cancel				

Email Recipient Select - Field	eld Definitions
--------------------------------	-----------------

Recipient Code	X(6)
Enter the code of the Recipient that is to belon	g to the Group.

7.7.13 Email Recipient Codes Maintenance

Email Recipients are individuals that may be selected as people who are to be sent an email, or belong to an Email Group. The Financial Statement reporting application offers the option to have financial statements automatically emailed to a specific Recipient, or a Group of Recipients. The Recipients are defined here.

Email Recipients Grid

Email Recipient Codes are maintained using a Series 5 grid processing screen.

🔲 Email	Recipient Codes M	laintenance			
File Edit Define	Help Email Recipient Co	des Select to modify or delete; or add	a new Email Recipient Code.		"Fast Buttons"
New	Modify	Delete Print	ming the codes already defined.	New	Add a new Email R
Code LJC LJC2 PY-PCA	Name Rembrandt Lawrence Carlsen Joan Young	Email support@sentinel-hill.com lanyc@sentinel-hill.com joarycoung@portcement.ca	Company Sentinel Hill Software Inc. Pottland Cement Association	Modif	y Modify the Email Re highlighted in the gr
				Delete	e Delete the Email Re highlighted in the gr
				Print	Generate a report lis Email Recipients

Edit an existing Email Recipient by double-clicking it's associated row. Standard Series 5

grid controls apply.

Email Recipients - Properties

The properties for each Email Recipient are defined with the following screen:

Email Recipient Codes	Maintenance	
Email Recipient Code:	JC - Modify the Properties of	_
Email Recipients are basica A number of different applic	lly individuals that will be added to an Email Distribution Group. ation's functions can send an email to each Recipient belonging to a Group.	_
Email Recipie	nt Code: LJC	
Name:	Rembrandt	
Company:	Sentinel Hill Software Inc.	
Email Address:	support@sentinel-hill.com	
	Update	

Field Definitions Email Recipient Code X(6) This is the code used to identify this Email Recipient. Name X(20) The name is displayed for verification, and in the LOV when invoked. When this Recipient is chosen to receive an email, the name is included in the header of the email.

Company	X(30)	
This is the individual's Company name.		
Email Address	X(50)	

7.8 Control Option Functions

The topics in this chapter describe functions and procedures that are a available under the **Control Options** drop down menu on the General Ledger menu. These menu items are used to set up control options, and user access rights to the application. In particular, the function to maintain the Fiscal Years' Periods are found here.

These functions are available from the G/L Menu Bar as shown:

ile Trx Inquiry Operati	ons Financial Statements Reports Codes Maintenance Wizards User Functions	Control Options
Vindow Help		Fiscal Years' Periods
liser USER		G/L Control Preferences
B	[PCA] Sentinel Hill Software Inc.	User Access Privileges My Scheduled Menu Items
General L	June 27, 2008 06:30 PM edger	

7.8.1 Fiscal Years' Periods Maintenance

The Series 5 General Ledger system provides for Inquiry and Reporting on up to 8 Fiscal Years.

Accounting Periods are a company's means of identifying the standard reporting periods for the fiscal year. Up to 13 periods may be defined for each year. You may define a starting and ending date for each period.

All accounting transactions are entered in the Series 5 applications with both a Transaction Date and a Ledger date. The Ledger Date determines which period the transaction is recorded to.

Internally, the Series 5 General Ledger system maintains tables for each G/L account that accumulate the total of all Credit and Debit transactions for each period. The data from these tables are used to compute the opening balance for inquiry and reporting functions for any given operator selected period. (*They totals for these tables may be viewed from the Account Period Summary Inquiry* [221] *function*).

You also define the Default Reporting Period, and the Current Valid Posting Period in this menu function.

7.8.1.1 Properties Tab Screen

When establishing a new G/L Company you must define the periods before any transactions may be entered, or reporting is done.

Setup Tip

You may redefine your periods at any time, but if there are any transactions on file, you MUST Rebuild the Account Period Summary records afterwards.

Defining the Accounting Periods Properties for the first time

When setting up the system for the first time, you must establish the starting date of the 1st period of the 1st Fiscal year for which you have data. You must also define the number of periods in your reporting year. Once these are entered, you may select to have the system build the tables for each year.

cal Year Periods Mai	ntenance				
al Year Accounting Pe	riods: • Modify the Properties of				?
				1	
			, j	•	
Year Ending Dec/0)6 🦳 😑 Year Ending Dec/07	Year Endir	ng Dec/08	Year Eng	ding Dec/09
'ear Ending Dec/10	Year Ending Dec/11 Year I	Ending Dec/12	Fear Endin	g Dec/13	Properties
Starting Date of the 1st F for which there is	eriod of the 1st Fiscal Year data within the last 8 years: 1/01/05 in Your Fiscal Year:			2.	
○ 1 - Annual ○ 4 - Quarterly	 12 - Monthly 13 - Quad Weekly 	Rebuild the Pe	eriod Tables		
Starting Date of the	Current Fiscal Year: Jan 01/2006	~			
		Update	Cancel		

- Enter the starting date of the 1st period of the 1st year which you will have data. (Whether loaded from your previous system, or for which you will start entering data with). You could also click on the calendar icon to choose a date.
- 2. Click the appropriate radio button to select the number of periods in your fiscal year.
- 3. Click on the push button, to have the Period Tables for each year built by the system, based on the properties you have selected.
- 4. After the Period Tables are built, from the drop down list, select the starting date of your Current Fiscal Year.
- 5.

Restricted Access

Should you wish to remove the ability to edit any of the fields on this "Properties" tab screen from any given user, set their access rights to "Restricted" for the Fiscal Years Periods Maintenance function. (see the topic named Defining Users' Access Rights [178])

Field Definitions			
Starting Date of 1st Period of 1st Fiscal Year	(mm/dd/yy)		
Determines the starting date for which data i based on the date entered.	s kept. The Fiscal Periods tables will be built		
# of Reporting Periods	radio-buttons		
Specify the # of reporting fiscal periods in your year. Typically you should select 12 or 13 periods. The Fiscal Periods tables will be built based on the selection. (<i>Note that if you select 13 periods, you will have to edit the dates in the tables</i>).			
Current Fiscal Year Start Date	drop-down List		
Once the Period Tables have been built, you	must select which is your current year.		

7.8.1.2 Year Ending Month/Year Tab Screens

There is a separate tab screen for each of the 8 Fiscal Years defined on your system.

🔲 Fiscal Y	🛛 Fiscal Year Periods Maintenance					
Fiscal Ye	Fiscal Year Accounting Periods: • Modify the Properties of					
- Default C	Default Current Reporting Period:					
	Oct 0172007 💌	^{10.} Oct 3172007 ⊻	Pion. Dec 01/200	/ <u>·</u> ^{10.} Dec 31/200	J7 <u>▼</u>	
🛛 🔴 Ye	ear Ending Dec/01	🔴 Year Ending Dec	/02 🛛 🔴 Year Ending D	ec/03 🛛 🔴 Year Endi	ing Dec/04	
🔴 Yea	ar Ending Dec/05	Year Ending Dec/06	🕘 Year Ending Dec/07	Year Ending Dec/08	Properties	
Peri 1 2 3 4 4 5 6 7 8 9 10 11	iod Starting 1/01/07 2/01/07 2/01/07 3/01/07 3/01/07 4/01/07 5/01/07 5/01/07 6/01/07 7/01/07 8/01/07 9/01/07 0 10/01/07 1 11/01/07 2 12/01/07	Ending Curr 1/31/07 2/28/07 3/31/07 4/30/07 5/31/07 6/30/07 7/31/07 8/31/07 8/31/07 10/31/07 11/30/07 12/31/07	This fiscal year has been may be recorded but any selected as the default Re National Content Posting Period(s) ar	Closed. (No journal entries of it's periods may be sporting Period) e indicated with a green arrow).	
	Update Cancel					

- The current year tab is indicated by the symbol
- Any year that has been closed has it's tab identified by the symbol

- Fiscal Periods Table

The Fiscal Periods Table displays the Starting and Ending Dates of each period. If you right click one of the rows, a pop-up menu will be displayed.

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Fiscal Ye	Fiscal Year Periods Maintenance							
Fiscal Yea	r Accounting Perio	o ds: • Mi	odity the Properties o	ſ				<u> </u>
C Default Cu	irrent Reporting Period	:		Current Valid	l Posting P	eriod:		
From:	Mar 01/2007 🔽	To: Mar	31/2007 🔽	From: A	pr 01/20	07 🔽 To:	Apr 30/200	7 💌
Year Ei	nding Dec/10	Year Ending	j Dec/11 Ye	ar Ending De	c/12	Year Ending	g Dec/13	Properties
Υε	ar Ending Dec/06	📃 🕘 Y	'ear Ending Dec/	07 Yea	ar Ending	g Dec/08	Year Endin	g Dec/09
Perio 1 2 3	d Starting 1/01/07 2/01/07 3/01/07 4/01/07	Ending 1/31/07 2/28/07 3/31/07 4/30/07	Curr [This fiscal ye may be recor selected as t	ar has bea ded but ar he default	en Closed. (No ny of it's periods Reporting Perio	journal entries may be d)	
5 6 7	5/01/07 6/01/07 7/01/07	5/31/07 6/30/07 7/31/07	Modify this Period	s Dates				
8 9 10	8/01/07 9/01/07 10/01/07	8/31/07 9/30/07 10/31/07	Set as Default Rpt	Period				
11 12	11/01/07 12/01/07	11/30/07 12/31/07	(Valio	d Current Posting	g Period(s)	are indicated wi	ith a green arrow).
Update Cancel								

You may select to modify the dates, or have the given period assigned as the Default Reporting Period, or the Valid Posting Period.

- Field Definitions

Default Current Reporting Period	(mm/dd/yy)			
For all reporting and query functions that are applicable to a particular fiscal period, this will be the default date range this is displayed.				
Current Valid Posting Period	(mm/dd/yy)			
All transactions entered into the G/L system must fall within the date range specified. In the Fiscal Period Table, the Current Valid Period is indicated by the key graphic.				
Fiscal Year Closed	Check Box			
When the Year End Close function is executed, this check box will be set. Doing so prevents any further transactions to be posted to the given year. If a user has				

"Restricted" access rights, then they will not be able to edit this field. (see the topic named Defining Users' Access Rights 178)

7.8.2 G/L Company Control Preferences

The G/L Company Preference function governs the overall structure of the G/L system.

The Series 5 offers the capability to support multiple G/L reporting companies or divisions for your corporation. For each of the Company Systems defined, (as selected at logon time), within the G/L application, you may define unlimited number of divisions or branches. The data and reporting of these divisions is maintained totally separate from one another. Each time you access the G/L application, you will be prompted to select which G/L Reporting Company you wish to work with. This is basically asking you to select which division you are working with.

Setup Advice

If you intend on managing the accounting for multiple divisions, branches, or companies all associated to a single corporation, the Series 5 system lets you do this.

In this scenario, you would have a separate Company System defined for each division, each with their own A/P and A/R sets of files. Then you would also have a separate Company System that is defined just to hold the "Corporation's" G/L data for all the divisions. (You would do this so that within the G/L you could consolidate the G/L data from all the divisions, into a "Consolidated" G/L Reporting Company in order to generate reports for the corporation as a whole).

Within the "Corporation's" Company system, you would have multiple G/L Reporting Companies. That is, for each of your divisions, there would be separate G/L Reporting Company.

When a G/L Reporting company is set up, you assign it an 8 character code. Within each subsidiary system's Control Preferences screen, there is a field in which you must enter the G/L Company Code to which it's distributions are to be recorded to.

Accessing the G/L Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the GL Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.



Then you will be prompted whether or not you will be managing Multiple Reporting Companies, or just a Single Company. You must decide the type of company structure you want – that is, do you wish to manage Multiple Companies or just a Single Company? A multi company environment allows for numerous G/L's to be created within the main control file. Each company is assigned its own Company Number and Company Code and functions independently with it's own set of data files.

In a Multi Company setting, the Company Code must be selected, each time the G/L menu is selected from the main menu. The Company Code, and its associated company description, is visible on most screens and reports. Companies can be added, modified, printed, and even deleted. The delete option, however, is Password protected to safeguard against the inadvertent removal of a valid company code.





Once your G/L Control Preferences is established, the G/L system can then be used.

7.8.2.1 Control Preferences Grid

If your G/L system is defined with Multiple Companies, then a grid screen will be displayed listing each Company.

G/L Companies Grid

Initial California Facilitaneae 1930 - Nov Define E.K. Companies Physics defined have grant for an the State or appoints and Physics defined have, grant for an the State or appoints and		"Fast Buttons"
New Modily Debte Part		Add a new G/L Company
DBBS Treaser of Intelaction DBB Treaser of Intel TACA Stream of Stream Intel MCDA Tream of Stream Intel MCDA Tream of Stream Intel Intelaction DBB Tream Intelaction DBB Tream Intel Intelaction DBB Tream Intelaction DBB Tream Intelaction Intelaction DBB Tream Intelaction DBB Tream Intelaction DBB Tream Intelaction Intelaction DBB Tream Intelaction DBB Tream Intelacti		
id sought a start of the start	Modify	Modify the Company highlighted in the grid
	Delete	Delete the Company highlighted the grid
	Print	Generate a report listing the G/L Companies

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

7.8.2.2 General Tab Screen

Defines the properties for each G/L Company defined in the system.

Modify G/L Company Preferences General Ledger Company: **SINGLE - Modify the Properties of				
General Subledger / Project Analysis Options Specify the code used to select this G/L Company and the name that appears at the to along with other control settings.	p of all G/L reports,			
G/L Company Code: **SINGLE Switch Company Name: Trailer Wizards Merged G/L Company Filename Suffix: 00 (a 2 character code appended to all files used)	to a Multi-Company G/L sed by this G/L Company)			
 Defined usage for "Company Consolidation" Multiple Profit Centres using Not used Is the "Consolidated" Company May be "Consolidated" 	sed in the Chart-of-Accounts ransaction Entry Posting Journal Entry Sessions			
Default Print Queue for G/L: Next System Assigned V PRINTER Image: Comparison of the printed on a Financial Statement output page: Comparison of the printed on a Financial Statement output page: Comparison of the printed on a Financial Statement output page: Comparison of the printed on a Financial Statement output page: Comparison of the printed on a Financial Statement output page: Comparison of the printed of the p	/alues: y Session Number: 000001 sting Set ID #: 000000100			
Default General/Standard Journal Session Code to be used for the entry of Automatic Accrual Transactions: ACCRUE Update Cancel				

- Field Definitions

G/L Company Code	X(8)			
This is the alphanumeric code that is assign to the G/L Company. Every time the G/L is accessed from the Main Menu, to select this company, this code must be entered. On single company systems, this field will be set by the system to **SINGLE . This code must also be entered into the related fields in subordinate systems control options screens where applicable.				
Warning !!!				
If you have Inter-Company relationships defined, and the G/L Company Code is changed, those relationships will be lost.				
Company Name	X(30)			

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This is the description or name for this company. It will be displayed at the top of the G/L Menu screen, and is printed at the top of all reports generated.				
Company Filename Suffix	9(2)			
A unique code is attached to every G/L company. This code is embedded in the names of the data files associated to this company and all reports generated. This field is defaulted by the system, to the next available number, or can be assigned as desired. Once assigned, this Company Suffix can never be changed. **SINGLE companies are automatically assigned the company number [00] .				
Company Usage for "Company Consolidation"	radio-buttons			
Should you have multiple Companies defined, and you need those Companies you will need to add a "Consolidation C this is that company, set the radio-button accordingly. Li Entries are to be moved to the "Consolidated" company set	eed to consolidate the data from Company" to the G/L Controls. If kewise if this company's Journal set the applicable button.			
Not Used				
May be "Consolidated"				
Default Printer Queue	X(20)			
Select the Series 5 Printer Queue that would be used to typically print the reports generated for this G/L Company. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. <i>(Refer to the Systems Management Help if required)</i> .				
Max # if Columns per Financial Statement Output Page	99			
You may specify the maximum number of data columns that is to be output on a single page when Financial Statements are actually printed. You must make sure that the Series 5 Print Queue is defined with a font that will be small enough to fit all the columns on a page. The default, 6 columns, will print on an 8 1/2 x 11 page in portrait. For 8 columns, the print queue must be configured in landscape with a 7 point Courier New font. Form more than 8 columns, printer output will require a legal form. The maximum # of columns that the system will print per page is 12.				
Multiple Profit Centers ?	check-box			
You would most certainly want to have Multiple Profit Centers. This one is a no-brainer. It				

should always be checked.				
Enable Inter-Company Transaction Entry	check-box			
If you have multiple G/L Companies defined, and you have the need to make inter- company journal entries, you may turn on this feature by setting this check-box. The Inter-Company Transaction Routing Accounts tab sub-screen will be made available. (Fields on that sub-screen are used to define the company-to-company relationships, and the default Transfer To/From accounts.				
Approval is Required for Posting Journal Entry Sessions	check-box			
If you require that a specified individual must approve all t posted as Journal Entries in the G/L system, set this che Transaction batch will then have to be approved before it	ransactions before they can be ck-box. Every General Journal may be posted.			
Those Series 5 users that are to be designated as an Approver must have the appropriate setting in their G/L User Access privileges; as well as a Posting Approval Password. (Note that once a Journal Entry Session has been approved to be posted, any user with Full access rights to the General Journal Trx Entry function may post it).				
Next System Assigned - Journal Entry Session Number	9(6)			
General Journal Transaction Session codes may be numeric or alphanumeric. If using numeric codes, when a new JE Session is added to the system, the operator can strike the F1 function key to have the Next Journal Entry Session Number automatically assigned. At that point this field will automatically be incremented.				
Next System Assigned - Standard/General Posting Set ID #	9(9)			
When General Journal Transaction Session or Standard Journal Transaction Sessions are posted, a Posting Set History record is recoded in the G/L system. These Posting Sets are assigned the next 9 digit number defined by this field. As well, all Journal Entries are recorded with this Posting Set ID. Once assigned, this field will automatically be incremented.				
Default General/Standard Journal Session Code used for Automatic Accrual Transactions	X(6)			
As a carry over option from the Series 4 General Ledger System, if you create a Journal Entry Session with the code specified here, then all transactions when posted will automatically create reversing accrual transactions dated in the subsequent accounting				

period. In the the Series 5 system, you this is now an option associated to each Journal Session that is created. You could leave this field blank.

7.8.2.3 Sub-Ledger Options Tab Screen

If you wish to track expenses and revenues in the subsidiary systems that feed this G/L Company, you must enable the use of Sub-Ledger Projects, and defined the format of the Project Code.

Modify G/L Control Preferences	5	
General Ledger Control:	- Modify the Properties of	
General Subledger / Project An	alusis Options	_
Selected Transactions may have Proje generated. These "Sub-Ledger" trans this feature, and specify the options as	ect Codes entered, that are recorded with any G/L Year-To-Date Transactions sactions contribute to assorted reports that are available. You must enable ssociated to the validation of the Project/Account values entered.	
Enable the use of Sub-Ledger F	Projects	
Format of the Project Code:		
 6 Character Alphanumeric 8 Character Alphanumeric 4-4 Character Alphanumeric 4-2 Project/Category/Catego	(XXXXX) (XXXXXX) (XXXX-XXX) pory (XXXX-XXX)	
- Account / Project Validation:		
 None 		
by Department (The Account's by Account (The G/L Account)	s Profit Centre must be predefined with each Project) nt Number must be predefined with each Project)	
Validate 4-2-2 Projects to prede	fined sub-Categories	
	Update Cancel	

Field Definitions

Enable Sub-Ledger Projects check-box

If you wish to use Sub-Ledger projects in this G/L Company set this check-box. If used, then a Project Code may be entered with Journal Entries recorded in the G/L. (If you want to record a Project Code to transactions in the Accounts Payable or Accounts Receivable systems, you must enable the use of Sub-Ledger Projects in the G/L system that those subsidiary systems feed into).

Project Code Format

radio-buttons

Choose the format of the Project Code that you wish to use.

 6 Char Alphanumeric 	XXXXXX	Simple 6 character code for each Project
8 Char Alphanumeric	XXXXXX XX	Simple 8 character code for each Project
• 4-4 Alphanumeric	XXXX- XXXX	The Project is divided into 2 segments. Greater reporting capabilities are realized but with increased overhead.
4-2-2 Project/ Category/Category	XXXX- XX-XX	The 4 character Project has two 2 character sub-Category codes associated with it. Useful if you wish to break down a given project into sub-categories. Increased overhead.

Account / Project Validation

radio-buttons

Transactions entered in the subsidiary systems, (ie, A/R, A/P of F/A), and in the G/L may have Project Codes entered with them. You may wish to impose some type of validation to ensure that Project Codes are allowed, or not, with specific G/L accounts.

None	No checking is done
by Department	Projects are validated against specific Departments, (Account Profit Centers)
by Account	Projects are validated against specific G/L Accounts.

Setup Tip

If validation by Department is chosen, you must define each Department to each each Project that it is allowed to be entered with.

If validation by Account is chosen, you must define each GL Account to each Project that it is allowed to be entered with.

Depending on the number of Projects you have, and the number of Expense or Revenue Accounts you have, this may be a tedious job.		
Validate 4-2-2 Projects to Sub- Categories ?	check-box	
If the 4-2-2 Project format was chosen, you may choose to have the Project/Category combinations validated on entry.		

7.8.2.4 Inter-Company Trx Routing

If the option to have Inter-Company Transactions has been selected, then the following subscreen may be displayed. Here you will identify with which other G/L Companies Inter-Company transactions may be made. You will also be able to define the default Transfer To/ From accounts for each company a relationship is established with. 496

	Modify G/L Company Preferences						
G	General Ledger Company: PCA · Modify the Properties of						
	General Subledger / Project Analysis Options InterCompany Transaction Routing Accounts						
	Identify the other G/L Companies with which Inter-Company Transaction processing is to be enabled with PCA						
•							
	GL Company	Name	File Suffix	Enabled	A/P Dist. Co.	A/R Dist. Co).
	AZCA CCT CNCA CPCNA GLCPA LARRY NCCC	PCA-FBO Arizona Cement Ass. PCA-FBO Cement Council Texas PCA-FBO California Nevada Ceme PCA-FBO Concrete Promo of N CA Great Lakes Cement Promo Ass. Larry Test Co North Central Cement Council	10 19 11 21 12 03 13	Yes	REMMY	COMDEX	
	NECSA	PCA Northeast Cement Shippers	14	Yes	PCA	n/a	
	NWCPG PCA-CONS PSCPC RMCC SCCPA SE SLAG	Northwest Cement Producer Grp Portland Cement Consolidated PCA-FBO Puget Sound Concrete Rocky Mountain Cement Council South Central Cement Promo Ass PCA Southeast Region PCA-FBO Slag Cement Ass.	15 99 22 16 17 18 20				
	Update						

The screen presented display a list of the G/L Companies that have been defined in the system. Click the row for the company with which Inter-Company transfers are to be enabled with.

The following new window will be displayed in which default Transfer To/From accounts may be entered.

From PCA to LARRY Intercompany Transfer Control Preferences					
Define the Inter-Company Transfer Balance Asset/Liability accounts to be used by the system.					
Separate accounts may be established for Journal entries made for Cash, Payroll, A/P Purchase Expense and Sales Revenue transfers. You may also enable the entry of inter-company Expense Distributions within the Accounts Payable's Transaction Entry function and Revenue Distributions within the Account Receivable's Sales Entry function.					
G/L Cash Transfers From/To Asset/Liability Account:	G/L Payroll Transfers From/To Asset/Liability Account:				
A/P Expense Transfers From/To Asset/Liability Account:					
Due From AZCA	Due From CAC				
Enable Intercompany Expense Distributions from within the A/P Transaction Entry function ? Company System: REMMY	Enable Intercompany Revenue Distributions from within the A/R Sales Entry function ? Company System: COMDEX Comday Minitage Systemese				
Remove Inter-Company Capability with this Company OK Cancel					

- Field Definitions

G/L Cash Transfer Account	9(18) - 9(5)	
When entering an Inter-Company Transfer journal ent Transaction, then the account entered here will be use Company Transfer To/From account. (When this cor Company, this account will be used as the default for From account.	ry, if it is identified as a Cash ed as the default for the Source npany is used as the Target the Target Company Transfer To/	
G/L Payroll Transfer Account	9(18) - 9(5)	
When entering an Inter-Company Transfer journal entry, if it is identified as a Payroll Transaction, then the account entered here will be used as the default for the Source Company Transfer To/From account. (When this company is used as the Target Company, this account will be used as the default for the Target Company Transfer To/From account).		
A/P Expense Transfer Account	9(18) - 9(5)	

When entering an Inter-Company Transfer journal entry, if it is identified as an Expense Transaction, then the account entered here will be used as the default for the Source Company Transfer To/From account. *(When this company is used as the Target Company, this account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company Transfer To/From account will be used as the default for the Target Company transfer To/From account will be used as the default for the Target Company transfer To/From account will be used as the default for the Target Company transfer To/From account will be used as the defau*

A/R Revenue Transfer Account

9(18) - 9(5)

When entering an Inter-Company Transfer journal entry, if it is identified as a Revenue Transaction, then the account entered here will be used as the default for the Source Company Transfer To/From account. (When this company is used as the Target Company, this account will be used as the default for the Target Company Transfer To/From account).

Enable Inter-Company A/P Transaction Entry check-box & drop-list

Used in conjunction with the Series 5 Accounts Payable system. Set this check-box if you wish to be able to record supplier invoices with Expense Distributions that may be applicable to different Companies. In this case the G/L Company with which this properties screen is associated.

When set, in the A/P you will be able to enter a G/L Company code with each distribution. When these A/P transactions are posted, applicable distributions will be generated in the designated Company System's Accounts Payable. (Then when interfaced to the General Ledger, they would be recorded to the correct "Target" company).

The list box will be presented to select the Series 5 Company System for which the A/P files are associated to. (In other words, the A/P system where the expense distributions are written).

Enable Inter-Company A/R Sales Entry

check-box & drop-list

Reserved for use with a future enhancement to the Accounts Receivable Sales entry function.



8 Appendix

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8.1 G/L Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "General Ledger Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

8.1.1 Data Directory Structure

Each Company maintained on your system will have a directory structure that is separate from one another.

Important Note

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.



Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.

🖙 D:\SHSI_Data\Company1				
File Edit View Favorites Tools	Help		A	
🚱 Back 🝷 🕥 🚽 🏂 🔎 Sea	arch 📂 Folders 🛄 🕶			
Address 🗁 D:\SHSI_Data\Company1			🕶 🔁 Go	
Folders ×	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	<u></u>		
Gimes SHSI_Data SHSI_Data Gimes Company1	arinface	audit		
🛅 arinface 🋅 audit 🛅 batchjob	batchjob	data		
🛅 data 🛅 orders 🖃 🛅 rpts	orders	rpts		
in arch docs text	spio	temp		
E C temp				
🛅 private 🚞 spio				
Company2				
Company3				
🔂 Etc 🛛 💆				
o objects (Disk free space: 42.5 GB)				

- Structures for 3 companies are shown under the SHSI_Data folder. Company1, Compan2 and Company3
- The Series 5 Control files are stored in the d:\SHSI_Data\etc sub-folder.
- The actual accounting data files are stored in the data sub-folder within each Companyi directory
- Archived reports are stored in the rpts\arch sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

8.1.2 G/L System Control Files

These files are used to hold the information to manage your G/L Companies' data files. They may be be found in the directory specified for the associated company system. Regardless of the number of G/L companies defined, there is only one of each of the following files.

G/L System Control files

Filename	Description
CODSELCT.XXX	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
FLEXCTRL.XXX	Holds the definition of the G/L Account Number.
GLPASSING.XXX	Used to pass options between assorted G/L functions
GLCNTROLG.XXX	Holds the properties information about each of the G/L Companies defined in your "Multi-Company G/L" system. A record exists for each Company. Each company's Fiscal Period Table is also stored in this record.
GLINTERXCTRL.XXX	Holds the Inter-Company properties information about each of the G/L Companies defined in your "Multi-Company G/L" system. A record exists for each Company that has a defined relationship with another company.
RECENTS.XXX	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.XXX	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

8.1.3 G/L Company Data Files

These files are used to hold the master codes and transaction records used by the G/L application. They may be be found in the directory specified for the associated company system. There is a separate of each of the following files for each G/L Company defined.

😔 G/L System Data files

Filename	Description
GL8YRTRXnn.XXX	Holds the posted Journal Entries for the G/L system for the 8 fiscal years defined in the system.
GLACCTSnn.XXX	Holds the G/L Chart-of-Accounts records.
GLBUDCOMnn.XXX	Holds all the G/L Accounts' Budgets defined in your system. There is one record for each VS and VP account.
GLDEPTSnn.XXX	Each record defines the properties of the G/L Departments defined in your system.
GLDIST <i>nn.XXX</i>	Holds the definitions for the G/L Auto-Distributions that have been set up. Each record holds up to 36 distributions for each code.
GLENTITYnn.XXX	Each Account and/or Profit Center Entity definition is stored in the records in this file.
GLFSTEXTnn.XXX	Financial Statement Text strings are kept in this file.
GLFSTMSPECnn.XXX	The Financial Statement Specifications defined in your system are stored in this file.
GLINTERCOTRXnn.XXX	Holds the unposted Inter-Company Journal Transactions defined in your G/L system.
GLINTERCODIST <i>nn.XXX</i>	Holds the unposted Inter-Company Target Company Journal Transactions defined in your G/L system.
GLPRDSUMnn.XXX	For each posting G/L Account the net change for each fiscal period is maintained in these records.
GLSTNDTRXnn.XXX	Holds the unposted Standard Journal Transactions defined in your G/L system.
GLTRXFILE <i>nn.XXX</i>	Hold the unposted General Journal Transactions defined in your G/L system.
PAVALD <i>nn.XXX</i>	For systems using the 4-2-2 Sub-Ledger system, holds the combinations of valid Projects and Categories.
SLCATEGRYnn.XXX	For systems using the 4-2-2 Sub-Ledger system,

	holds the valid Category Codes that have been set up.
SLPROJBUDGET <i>nn.XXX</i>	For systems using the Sub-Ledger system with Account or Department Validation, holds any Budget figures that may have been created.
SLPROJECTSnn.XXX	For systems using the Sub-Ledger system, holds the master Project Codes records.
SPJELAYOUT <i>nn.XXX</i>	Holds the data records that define any Journal Entry Spreadsheet Layouts that have been created.

Please Take Notice

Each of the files used in the G/L system has a 2 digit number embedded just before the extension. This is the 2 digit code that was setup in the properties of the particular multi-company G/L Company. (For Single Company G/L systems, this will have a value of 00).

8.2 System Operational Variables

Some aspects of the Series 5 G/L system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

8.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	Description	Description
APPDATA	C:\Documents and Settings \xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_	SHSI5.LARRY	The default Signon User code used when
NAME		signing onto the system from a client PC.
----------	-------	---
USERNAME	SHSI	The Windows client signon name. Used to
		determine the operators actual "/My
		Documents" folder pathname. (Is set up by
		Windows)
S5_DIR	D:\S5	Required ONLY by the user building the
		Series 5 executables

8.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

Processing Tip

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	Default or Sample Argument	Description
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp \spiodir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg\comp \txtorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp \trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp \imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_ PATH	d:\S5\dun- templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc

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CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question. • A - • O - • D - • I - Active Obsolet Disconti Needs • F - e nued Informat Foreca • F - • C - ion sted Planned Cancel • S - ed Suppre
IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin \images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRN D_CMD	wrun32 -d -c d: \s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PAT H	d:\acct\comp \manif-dir	
PI-INV-DESCN	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totalled by their WIP Consolidation Flag when set to N , (where $N = 1$, 9)
SHSI_ACUCON- EREQUEST-MODE	1, 2, 3, or 4	 Used to determine how E-Requests are handled by the Web Management system: ▶ 1 - Use AcuConnect on a remote server ▶ 2 - Use AcuConnect initiated from the E-Request Server program running on the PC ▶ 3 - Don't use AcuConnect at all. Process requests directly from the E-

		Request Server program on the PC > 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows \temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTL S	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

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- Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description	
DOS_MAIL_CMD			
	d:\s5\util	%RECEIVER_NAME	%
	\DOSEMAIL	%	RECEIVER_ADDRES
			S%
		%SENDER_NAME%	%
			SENDER_ADDRESS
			%
		SUBJECT%	%MESSAGE_FILE%

		%ATTACHMENT% %ATTACHMENT2%
	The shell comm have email sent other MS mail p access a 3rd pa Each pseudo va or path.	hand that is executed on Windows systems to t using a mail program other that MS Outlook, (or programs). In the Series 5 system, is used to arty utility to send email to Lotus Notes users. ariable will be replaced with the applicable string,
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.
WEB_EDOCS_DIRE CTORY	d:\s5\WEB- Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

- Printer Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
<my 1="" name="" queue=""></my>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named PRINTER1 that is designated as a Windows printer. When the runtime opens a file assigned to " <i>-P SPOOLER</i> , it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. Note that you must also set up a Printer Queue named PRINTER1 using the Printer Queue Maintenance function found on the Main Menu
		under System Maintenance on the menu bar.
<my 2="" name="" queue=""></my>	LARRYPRIN TER2 -P	Defines a Series 5 Print Queue named LARRYPRINTER2. You would define the queue

	SPOOLER- with DIRECT to be appl cont to th prog page hand you	-P SPOOLER-DIRECT if a Series 5 form was a assigned to this printer output, or if the ication formatted the printout with embedded trol codes. In this case, the print job to be sent the printer via the Windows spooler, but the gram does not use the spooler to format the es. You must use embedded control codes to dle formatting (much as you would under UNIX if used the UNIX spooler).
<my 3="" name="" queue=""></my>		
	The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output:	
	<pre><ccccc>-FORM-Q <queue-name> <create- option=""> <output-target></output-target></create-></queue-name></ccccc></pre>	
	where: <ccccc> is the Series 5 Company System code to which the variable is to be applied to</ccccc>	
	<queue-name> is one of the Series 5 Queues that has been defined</queue-name>	
	<pre><create-option> is either RECREATE, APPEND or DISTINCT</create-option></pre>	
	<output-target> is one of the following:</output-target>	
	PRINTER PRINT ARCHIVE DISK PRINT&ARC	 Output to the selected Printer Queue Output to the selected Printer Queue Output only as Archived Output only as Archived Output to the selected Printer Queue and
	HIVE BOTH	have Archived - Output to the selected Printer Queue and
	BROWSE ASCIIDISK	have Archived - Output to the Series 5 Browser - Output to disk as an ASCII Text document
	WORDDISK PRINT&WOR D	 Output to disk as an MS Word document Output to disk as an MS Word document and to selected Printer
	ARCHIVE&W ORD	 Output to disk as an MS Word document and have Archived
	WORD2003	- Output to disk as an MS Word 2003 document

Appendix

	PRINT& D2003 ARCHIVE ORD2003 WORD200 PRINT& D2007 ARCHIVE ORD2000 PDFDISE PRINT& ARCHIVE F	 WOR - Output to disk as an MS Word 2003 document and to the selected Printer W - Output to disk as an MS Word 2003 document and have Archived O7 - Output to disk as an MS Word 2003 document WOR - Output to disk as an MS Word 2003 document and to the selected Printer W - Output to disk as an MS Word 2003 document and have Archived C - Output to disk as a PDF document PDF - Output to disk as a PDF document and to the selected Printer Queue PDF - Output to disk as a PDF document and have Archived
ccc-OP-INVOICE-Q	<my queue<br="">name> RECREATE BOTH</my>	Print Queue used for O/P Invoices
ccc-OP-INV- REPRINT-Q	<my queue<br="">name> RECREATE PRINT</my>	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS- INVOICE-Q	<my queue<br="">name> RECREATE BOTH</my>	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE- PRINT-Q	<my queue<br="">name> RECREATE ARCHIVE& PDF</my>	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS- Q	<my queue<br="">name> RECREATE BOTH</my>	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue<br="">name> RECREATE BOTH</my>	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue<br="">name> RECREATE BOTH</my>	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue<="" td=""><td>Print Queue used for A/P Checks</td></my>	Print Queue used for A/P Checks

	name> RECREATE BOTH	
ccc-AP-QUICK- CHECK-Q	<my queue<br="">name> RECREATE BOTH</my>	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT- Q	<my queue<br="">name> RECREATE DISK</my>	Print Queue used for A/R Statements
ccc-PI-INVOICE-Q	<my queue<br="">name> RECREATE PRINT&W ORD</my>	Print Queue used for PI Invoices
ccc-PI-INV-REPRINT- Q	<my queue<br="">name> RECREATE ARCHIVE& WORD</my>	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE- ORDER-Q	<my queue<br="">name> RECREATE ARCHIVE& WORD2007</my>	Print Queue used for PO Purchase Orders
ccc-PO- REQUISITION-Q	<my queue<br="">name> RECREATE ARCHIVE& WORD</my>	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue<br="">name> RECREATE PDFDISK</my>	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT- Q	<my queue<br="">name> RECREATE ARCHIVE& WORD</my>	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	⊢or Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string=""></text>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string=""></text>	Report Print Form # nnn - Printer command to

		reset printer
FMnnn-SELECT- TRAY-1	<text string=""></text>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT- TRAY-2	<text string=""></text>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT- TRAY-3	<text string=""></text>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE- HEAD	<text string=""></text>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE- FOOT	<text string=""></text>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE- HEAD	<text string=""></text>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE- FOOT	<text string=""></text>	Report Print Form # nnn - Printer command string for even page footers
FMnnn-RPT-DATE- LINE	<text string=""></text>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string=""></text>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT- LEGENDS	<text string=""></text>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT- HEADERS	<text string=""></text>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE- 1	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 2	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 3	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 4	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 5	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 6	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 7	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 8	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 9	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 10	Lii <text string></text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-	"LANDSCA	Defined specifications for outputting Series 5

SPECS	PE" "Courier New" 8	 reports to an MS Word Document Arguments are: <orientation> </orientation> <fontsize> <template-name></template-name></fontsize> The font must be defined on the clients PC Orientation must be LANDSCAPE or PORTRAIT The Template is an MS Word defined template and must be stored in MS Word's Template directory
MSWORD-AR-STMT- SPECS	LANDSCAP E "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV- SPECS	PORTRAIT "Courier New" 8 Invoice- Template	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document
MSWORD- DUNSTMT-SPECS	LANDSCAP E "Arial" 10 Letter- Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS- SPECS	LANDSCAP E "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS- SPECS	PORTRAIT "Courier New" 8 Invoice- Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP- QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes- Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP- SPECS	LANDSCAP E "Courier New" 8 Pack- Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV- SPECS	PORTRAIT "Courier New" 8 Invoice- Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-	PORTRAIT	Defined specifications for outputting P/O Purchase

FORMS-SPECS	"Courier New" 10 purchase_or der.dot	Orders to an MS Word Document
MSWORD-PO- REQS-SPECS	PORTRAIT "Courier New" 10 requisition.d ot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV- SPECS	PORTRAIT "Courier New" 8 Misc- Invoice- Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB- RPT-SPECS	LANDSCAP E "Courier New" 7	Defined specifications for outputting E-Request server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the speciifed bitmap file to the given row/column of the page at the specifed pixel Height/Width on every page of the report.
SHSI-RPT- DESTINATION	4	 Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows: To the printer Archived Both the printer & Archived to be Browsed Only to disk as an ASCII file To disk as an MS Word 2003 document To disk as an MS Word 2003 document & Archived To disk as an MS Word 2007 document & Archived To disk as an MS Word 2007 document & Archived To disk as an MS Word 2007 document & Archived To disk as an MS Word 2007 document & Archived To disk as an MS Word 2007 document & Archived To disk as an MS Word 2007 document & Archived To disk as an MS Word 2007 saved as a PDF file

- Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	Default or Sample Argument	Description
CODE-PREFIX	/web//shweb/ acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG- FILE	/web//shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE- MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP- LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP- LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP- LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP- LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP- LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS- DIRECTORY	/web//shweb/ acutemp	The directory path in which temporary files are created used to send attachments as

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		emails on UNIX web servers.
WEB-MGMT-CTRL- PATH	@accserver:/acctg/ shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

8.3 Runtime Error Codes

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These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- □ Application generated Errors
- □ Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

8.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	Message	Possible Problem
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in
35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error. The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by	The max number of files has been reached. The

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	process	configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's vutil utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command vutil32 -rebuild filename).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)
9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

8.3.2 Microsoft Utility Errors

TheSeries 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	Message	Possible Problem
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'", (single quote), character as the 1st character of the string being output.

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