DAPREX, INC.

Specialists in Data Processing

Presents...

The General Ledger System

For The IBM AS/400 (R)

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INTRODUCTION TO THE GENERAL LEDGER SYSTEM

The DAPREX General Ledger/400 contains four major levels of financial reporting. For documentation purposes, we have designated them as corporation, division, department and job. They can however, be assigned the headings of your choice throughout the system, (i.e. Fund, Cost Center, Department and Program). Given this hierarchy, there are 999 possible corporations, each with up to 999 divisions. There are also 999 possible departments and 99999 possible jobs, which can be used across corporate and divisional boundaries, (i.e. Data Processing, Administrative). P&L and Balance Sheet accounts can exist at any and all of the 4 G/L levels. If balance sheet accounts are considered "corporate or fund" level only, the Div., Dept. and Job fields can be left blank (system assumes zero at those unused levels). One master chart of accounts serves all of the entities yet access can be prohibited to any account(s) using the 'Rejection Mask' at any of the four levels. For instance, a T&E account may be valid in only one division of a corporation. The Rejection Mask allows the user to restrict all other divisions' use of that account. Regular, auto-reversing and recurring journal entries are all processed by the system, with full audit trails. Automatic allocation of any entries across corporate/divisional/departmental/job/account boundaries can be set up and modified at will. There is a comprehensive budget subsystem that maintains budget and forecast figures for comparative inquiry and reporting. The General Ledger Manual has been designed to follow the system menus. The menus have been arranged so as to follow a logical workflow and similar jobs have been grouped together: i.e. Regular and Recurring Journal Entries, Edit and Update jobs. This section outlines the general purpose of each menu option on the G/L main menu. Each of these is then examined in detail in subsequent sections of the manual.

DAILY PROCESSING - This menu contains the data entry, edit and update procedures for regular and recurring journal entries.

INQUIRIES & REPORTS - All General Ledger inquiries and reports can be found on this menu. Detailed account, financial statements and budget information can be accessed via screen inquiries. Complete G/L reporting including Trial Balances, Detailed Ledgers, comparative financial statements, and the Encumbrance P&L is contained on this menu as well. Additional reports can be found on the additional reports sub-menu.

YEAR END PROCESSING - All year end and special processing jobs are found on this menu.

BUDGETING - This menu contains all the jobs necessary to enter and maintain annual budget and forecast figures, along with comprehensive inquiries and reporting.

FILE MAINTENANCE - All Master files are entered and maintained on this menu.

FILE LISTINGS - Listings of each master file can be obtained from this menu.

SPECIAL REPORTING MENU - A variety of special user designed General Ledger reports can be created and run from this menu. The Multi-Year Merge program can also be found here.

REPORT WRITER MENU - The programs on this menu allow creation and printing of user reports wherein the individual data and result columns can be defined.

SUPERVISOR FUNCTIONS - Regular journal entries, quantity journal entries, template entries and forecast revision entries under any user ID can be accessed from the options on this menu.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job.

F3=	**EXIT**	Exit the screen and return to the menu.
F4=	**SCAN**	Scan on any input field for which there is a master file.
F5=	**RESET**	Reset the screen and re-enter the data.
F6=	**DETAIL DATA**	View G/L account detail for a specified Corp/Div/Dept/Job in the G/L Inquiries.
F7=	**PRIOR YEAR**	View prior year G/L data.
F8=	**NEXT YEAR**	View next year G/L data.
F10=	**ADD**	Switch back to ADD mode from UPDATE mode in a transaction file. I.E. G/L Journal Entries. Sometimes the ADD function is accomplished using F6.
F11=	**UPDATE**	Change or delete an entry in a transaction file. I.E. - G/L Journal Entries.
F12=	**PREVIOUS**	Go back to the previous screen.
F14=	**SELECT CORP/DIV/DEP/JOB**	Select the Corporations, Divisions, Departments and Jobs on which to inquire/report.
F15=	**G/L ACCOUNTS**	Select individual accounts or a range of accounts to be included in a report.
F16=	**BOOKS**	Select up to 25 Book Codes/JE#s to be included in a report.
F18=	**INTEG. SELECTION**	Select the Corporations, Divisions, Departments and Jobs on which to inquire/report.
F19=	**SHIFT LEFT**	Move the screen to the left to view additional data.
F20=	**SHIFT RIGHT**	Move the screen to the right to view additional data.

USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The first kind is a non-corporate specific file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Department File is an example of this type of file. See below.

```
              DEPARTMENT MAINTENANCE

    POSITION TO:                    (BY G/L DEPT#)


    DEPT.   DESCRIPTION
    001     ADMINISTRATIVE
    002     DATA PROCESSING
    003     WAREHOUSE
    004     SALES & MARKETING
```

The second kind is almost identical to the first except that it is corporate specific. This means that a Corp# must be entered PRIOR to entering any records to the file. This file type also contains few enough fields that they all fit on one screen. The Division File is an example of this type of file. See below.

```
              DIVISION FILE MAINTENANCE

    *CORPORATION 1
     POSITION TO:                   (BY DIVISION#)

    DIVISION         DESCRIPTION
    001              NEW YORK
    002              CONNECTICUT
    003              VERMONT
    004              FLORIDA
```

When first building these first two file types, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type 999 (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field. To change/update an existing record, move the cursor to the field in question and key the new data over the old. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a *'4'* in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The third kind of file is that which is frequently corporate specific AND each record has more fields than will fit on the first screen that is displayed. An example is the Multiple Account Distribution File. When this menu option is selected for the first time, a blank screen like that shown below appears.

```
              MULTIPLE ACCOUNT DISTRIBUTION MAINTENANCE

    POSITION TO:                     (BY DISTRIBUTION CODE)


    OPT     CODE   DISTRIBUTION CODE        DESCRIPTION



    F3=EXIT  F10=ADD
```

Press **F10** to Add a record. The actual entry screen then appears, prompting the operator for the desc., corp, div, dept, etc. After keying all of the necessary fields, press **ENTER** to accept the record, and **F12**. Continue with the next record to be added. All of the records that were added will be displayed as shown below.

```
              MULTIPLE ACCOUNT DISTRIBUTION MAINTENANCE

    POSITION TO:                   (BY DISTRIBUTION CODE)


    OPT     CODE   DESCRIPTION
             1     DISTRIBUTION CODE 1
             2     DISTRIBUTION CODE 2

    F3=EXIT  F10=ADD
```

To change/update any of the existing records, key a *'1'* in the **OPT** field and press **ENTER**. This will display the selected record and you may make any updates/changes or delete the record by keying a *'D'* in the **D=DEL** field.

The last type of file is that which may or may not be corporate specific and is entered one record at a time without displaying the existing records. The Corporation, Vendor and Bank Files are examples. Upon selection of one of these menu options, the operator is prompted for the Corp#, for example. Press **ENTER** to proceed. The remaining fields are then displayed. Enter the necessary fields and press **ENTER** to accept the record. Continue with the next record. To change/update an existing record, call up that record, move the cursor to the field to be changed, and key over the existing data. Press **ENTER** to accept. To delete an existing record, key a *'D'* in the **D=DELETE** field and press **ENTER**.

USING THE CORP/DIV/DEPT/JOB SELECTION UTILITY

Throughout the General Ledger system extensive use is made of the Corporation/Division/Department/Job selection utility for selecting the entities to be included in reports. This section outlines the use of this facility, along with that of selecting certain G/L accounts and/or Book Codes for reporting.

On almost every report option within the system, the **F14=Select Corp/Div/Dept/Job** capability exists. This allows the operator to select the entities to be included in the report. You should first key all of the other selection parameters (i.e. To and From Accounting periods) and then press **F14**. A screen like that below appears, showing each corporation# and name.

CORPORATION SELECTION UTILITY

SELECT CORPS: 1=ALL DIVS, 2=SELECT DIVS, 4=CLEAR

1,2,4	CORP# AND NAME	STATUS
	1 XYZ CORP.	
	2 HIGH TECH CO.	
	3 DAPREX, INC.	

F10 = SELECT BY CONSOLIDATION#

The operator has 3 options: **1=ALL DIVISIONS** within a corporation, **2=SELECTED DIVISIONS** within a corporation, or **4=CLEAR**. (A *'4'* clears a previous selection). Place a *'1'* or a *'2'* in the **1,2,4** field to the left of the corporation# and press **ENTER**. If a *'1'* is keyed, *ALL DIVISIONS* appears in the **STATUS** field. You may then press **F3** to exit and return to the report screen. (If all selections have been made and all other criteria entered, press **ENTER** at the report screen to process the report). If a *'2'* is keyed, a division selection screen appears, displaying all the divisions within the selected corporation. The same *'1'* and *'2'* options exist for ALL departments or selected departments within a division. If a *'1'* is keyed *ALL DEPARTMENTS* appears in the **STATUS** field. (You may choose all departments within some divisions and selected departments in another). If a *'2'* is keyed, a department selection screen appears, displaying all the departments within the selected division. The same *'1'* and *'2'* options exist for ALL jobs or selected jobs within a department. If a *'1'* is keyed *ALL JOBS* appears in the **STATUS** field. (You may choose all jobs within some departments and selected jobs in another). If a *'2'* is keyed, a job selection screen appears with options **1=SELECT JOB** and **4=CLEAR**. When all selections have been made press **F12** three times to return to the Corporation Selection screen and **F3** to exit and continue processing.

Profile #14 under area code 'XP' controls the function key **F10=Select by Consolidation#.** If set to *'Y'*, **F10** can be used to choose from a list of pre-defined list of *corp/div/dept/job* consolidations, i.e. Consolidation #001 consolidates corporations 1 and 9 for divisions 1, 7 and 11, Consolidation #002 consolidates all departments in corporation 1 for job 3 and 4. If the profile option is set to *'N'* , **F10** can be used to choose from a list of predefined *corporate* consolidations (no div/dep/job selection within corporation). I.E. Consolidation 001 consolidates corporations 1, 2, and 5. Consolidation 002

consolidates corporations 3, 4, and 7. The consolidation file maintenance is described in the File Maintenance section of this manual.

In some of the G/L reports, there are two other function keys that are used for selection. **F15** allows the operator to select individual accounts or a range of accounts to be included in a report. **F16** allows the operator to select up to 25 Book Codes/JE#s to be included in a report. These keys can be used before or after Corp/Div/Dept/Job selection.

After pressing **F15** to select accounts, a screen like that below appears. Simply key in the account numbers to be included in the report and press **ENTER** to verify them. (You may delete any entry by placing a '*D*' in the **DELETE** field). You can use the **F4=Scan** to search for an account-by-account description.

```
         G/L ACCOUNTS SELECTION UTILITY


   KEY IN G/L ACCOUNT TO SELECT (D=DELETE)

   G/L ACCOUNT#     G/L ACCT. DESCRIPTION        DELETE
```

If you want to select a range of accounts, press **F9=Select From-To**. You are prompted to enter the **FROM** and **TO ACCOUNT#**. When these have been keyed, press **ENTER** and the all of the accounts within the range are displayed for verification. Use the **ROLL UP/DOWN** keys to check that all the desired accounts have been selected. You may also enter more accounts or delete any that you do not want. When all of the account selections have been made press **F3** to return to the report screen and continue processing.

To select certain Book Codes/JE#s, press **F16**. A screen appears allowing the entry of up to 25 codes to be included. When all entries have been made, press **F12** to return to the report screen and continue processing.

USING THE INTEGRATED SELECTION UTILITY

Throughout the General Ledger an alternative utility is available to perform the selection of Corp/Div/Dept/Job entities for report generation. This section outlines that "Integrated Selection" utility and describes the advantages/limitations of this method over the previously described Corp/Div/Dept/Job selection program. On almost every reporting option (P&L, Balance Sheet, Budget, and Suite) within the system, the **F18=Integrated Selection** capability exists. This allows the operator to bypass the regular Corp/Div/Dept/Job selection screens and enter ALL of the desired entities on one screen, with fewer keystrokes.

Prior to accessing the Integrated Selection, the operator must specify the reporting level (1=Corp, 2=Div, 3=Dept, 4=Job). This determines the appearance of the Integrated Selection screen. Each G/L level (Corp/Div/Dept/Job) has its own 'window' on the selection screen. For example, when running any non-consolidated reports, the integrated selection screen provides access to those windows **equal to or higher than** the selected reporting level. (If reporting level is Division, the operator sees only the Corp# and Div# windows. The example below shows all four levels.) For the consolidated reports, access is provided to all four levels regardless of the reporting level. (After entry into the Corp# 'window', the other 'windows' are accessed by pressing **F8=Window Down(Next)** or **F7=Window Up(Previous)**.

CORP

__ __ __ __ __ __ __ __ __ __

__ __ __ __ __ __ __ __ __ __

DIV

__ __ __ __ __ __ __ __ __ __

__ __ __ __ __ __ __ __ __ __

DEPT

__ __ __ __ __ __ __ __ __ __

__ __ __ __ __ __ __ __ __ __

JOB

____ ____ ____ ____ ____ ____ ____ ____ ____

____ ____ ____ ____ ____ ____ ____ ____ ____

When generating non-consolidated reports, the operator must enter each Corp/Div/Dept/Job for which a report is to be printed. If P&Ls are needed for all divisions of Corp 1 & 2, (1-10 in Corp 1 and 1-3 in Corp 2), the reporting level should be 2=Div and the selection screen should look like below. (When all of your entries have been made on the integrated selection screen press **ENTER** and **F3=Save & Exit** or **F12=Cancel**.)   Alternatively, if you wish to enter a range of Funds/Divs/Depts/Jobs, use F9=Range in each of the windows, and key the lowest to highest numbers to be included.

```
CORP
001 002 ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

DIV
001 002 003 004 005 006 007 008 009 010 ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
```

The system creates a matrix based on valid combinations for each corporation and creates the appropriate reports. (Notice that the Div. window only contains 1-10, regardless of the fact that Corp 2 has divisions 1-3.) The matrix will match up all valid Corp/Div combinations and report upon them. This is a tremendous time saver over the Corp/Div/Dept/Job selection utility where divisions 1-10 must be selected for Corp 1 and then divisions 1-3 for Corp 2.

When generating consolidated reports, all four windows are displayed on the entry screen regardless of reporting level. If a P&L consolidating certain divisions across Corps 1 & 2 is needed, the reporting level should be 1=Corp and the selection screen should look like below.

```
CORP
001 002 ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

DIV
001 002 003 004 005 006 007 008 009 010 ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

DEPT
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

JOB
____ ____ ____ ____ ____ ____ ____ ____ ____

____ ____ ____ ____ ____ ____ ____ ____ ____
```

Notice that it looks just like the non-consolidated selection screen. The difference is that ONLY ONE P&L will be produced consolidating ALL those same divisions (1-10 in Corp 1 and 1-3 in Corp 2).

PROFILE OPTIONS

When the DAPREX General Ledger system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative. The Profile menu can be accessed by typing **GO DXPROF** at a command line.

There are two levels of profile in the G/L - that which is generic to all corporations and that which is corporate specific. All profile options should be answered with a *'Y'* or an *'N'*. The generic General Ledger Profile Options can be accessed via menu option #2 on the Profile menu using an area code of 'GL'. The options should appear in the following sequence. Section headings such as '---JOURNAL ENTRY ---' are not listed here and do not require a Y/N response.

Use Corporate Level Security - Allows you to limit user access to specific corps/funds.

Multiple Fiscal Years - When using the A/P or Payroll interfund posting mechanism to update G/L for funds having different fiscal years, this option must be activated.

Multi-Corp for G/L - Indicates whether more than one corporation/fund will be active in the G/L system.

Journal Entry: Auto Assign New Batch# - Used in conjunction with the new G/L Journal Entry program, a 'Y' automatically assigns the next available batch#. An 'N' allows the user to assign the next batch#.

Select Journal Entry Batches To Post - Used in conjunction with the new Journal Entry program, a 'Y' allows the user to select batches for posting. An 'N' posts all in balance batches for that userid.

Use New Journal Entry/Edit/Update - A 'Y' indicates that the new (1/99) Journal Entry, Edit and Updates programs are in use. This is a batch oriented entry program similar to that used in the A/P system.

Journal Entry: Allow Div. - Displays and allows entry to the Div# field in G/L Regular & Recurring Journal Entry.

Journal Entry: Allow Dept. - Displays and allows entry to the Dept# field in G/L Regular & Recurring Journal Entry.

Journal Entry: Allow Job# - Displays and allows entry to the Job# field in G/L Regular & Recurring Journal Entry.

Journal Entry: Allow Auto-Dist. – Set to 'N'.

Journal Entry: Allow MAD# - Displays and allows entry to the MAD# field in G/L Regular & Recurring Journal Entry.

Journal Entry: Allow Quantities - Used in conjunction with the new Journal Entry program, a 'Y' allows for   the entry of quantities as well as dollar amounts. An 'N' does not allow for quantity entry.

Journal Entry: Allow Contra Fields - Displays and allows entry to the Contra fields in G/L Regular & Recurring Journal Entry – (new G/L Journal Entry program only.) The response here can be overridden on a batch-by-batch basis as needed.

Blank = DUP in New Journal Entry – If any of the fields, Corp#, Account#, Accounting Period, Book Code, Explanation is left blank on individual journal entries AND the default Corp#, Accounting Period, Book Code and Explanation fields are left blank on the Batch Header, the system duplicates the data for that field from the previous line. New Journal Entry program only.

New J/E – Hide Fields with Default Values – A 'Y' non-displays the Corp#, Accounting Period# and Book Code for each line of a journal entry when a default values for the field(s) is entered for the batch. An 'N' continues to display all of those fields regardless of what is entered in the default values fields.

Enable Rental Order# in Journal Entry – A 'Y' allows the entry of a rental order# in Journal Entry. Profiles #36-Allow Quantities and #56-Post Transaction Info, to GL Detail – Amquip must also be set to 'Y'.

Bypass Book Level Totals on Journal Entry Edit - Bypasses the book code level in balance check when printing the G/L Journal Entry Edit.

Hash Totals on GL Edit - Prints account# hash totals on the G/L Entry Edit that can be printed upon closing the GL Journal Entry program.

Old JE - Return Cursor to Book/JE# - Repositions the cursor at the Book/JE# field for the next journal entry instead of at Div#.

Old JE – Allow Intercorp. – Allows for entry of Intercompany info in old JE program.

Restrict Recurring J/E Once Per Period - A 'Y' prevents the recurring entries from being posted more than once per accounting period and ensures that they are posted in sequence by accounting period. If set to 'Y', an additional field appears in the Accounting Period file indicating whether the recurring journal entries have been posted for each period. An 'N' allows the entries to be posted more than once to the same period and the posting can be run for any period at any time.   This profile works with both the old and new Journal Entry programs.

Enable Change Period By Range in JE - A 'Y' provides the ability to change the accounting period for a range of line numbers within the G/L Journal Entry program using the F9 key.

No Page Break on J/E Edit List – A 'Y' does NOT page break on a new corporation when printing the Journal Entry Edit report. This option works only with the new Journal Entry programs.

Post Transaction Info into G/L Detail - Posts details about G/L transactions into a separate file with the same key as the G/L detail file. If set to 'Y', detail records whose balance is set to $0.00 will NOT be deleted.   AMQUIP

Display Transaction Detail – Inquiries/Reports - Displays transaction date detail on detail inquiries and reports. Profile option #56 must also be set to 'Y'. AMQUIP

Interim J/E Post – Limit Entities/Account#s - When running the Interim J/E Post, the system lists only the entities and account numbers which were used in the unposted journal entries.

Print Accounting Period Description on JE Edit – A 'Y' prints the accounting period description on the journal entry edit, on the line below the period number.

Do Not Delete Expiring Recurring Entries – An 'N' deletes the expiring recurring journal entries when they are posted to their final period. A 'Y' does NOT delete them.

Post Loan Trans. Info to Detail File (OMNI) – Set to 'N'.   (Omni only – 'Y').

Post A/R Trans. Info to Detail File (NORCAL) - Set to 'N'.   (NorCal only – 'Y').

Show PJ Detail in G/L Detail Listing - Prints the Purchase Journal detail on the G/L Detail Listing. Normally only a summary posting is printed. The operator has the option to override at print time.

Show DJ Detail in G/L Detail Listing - Prints the Disbursement Journal detail on the G/L Detail Listing. Normally only a summary posting is printed. The operator has the option to override at print time.

Show MCR Detail In G/L Detail Listing - Prints the Miscellaneous Cash Journal detail on the G/L Detail Listing. Normally only a summary posting is printed. The operator has the option to override at print time.

Show SJ Detail In GL Detail Listing - A 'Y' prints the AR Sales Journal detail when printing the G/L Detail Listing.

Print Budget on G/L Detail Listings – A 'Y' prints the annual and remaining budget amounts under the account totals on the regular and balance forward listings.

Doublestrike Account# and Name on Detail List - Doublestrikes or boldface prints the account# and account description on the G/L Detail and G/L Balance Forward Lists for easier reading.

Print Entity Headings on Formal Statements - A 'Y' prints the entity description(s) (Corp/Div/Dept/Job) of the selected entity(s) on the formal financial statements. If printing a consolidated statement, the description comes from the GLCONSCRP# data area.

Print Run Date on Formal Statements - A 'Y' prints the run (system) date in the page heading of all the formal statements in the G/L and Report Writer systems.

Don't List Financial Report Selection - A 'Y' prevents the report option (accounting period range, Y/N flags) and entity selection page from printing with any of the G/L reports.

J/E Inquiry: Only Show Detail Corp - When drilling down into a JE from the detail inquiry, only those entries whose Corp# matches the corp# from the detail inquiry are included (i.e. no intercorp. Entries are displayed except the 123XXX account). This does not apply when entity selection (F14/F18) is used.

Detail Inquiry – Default Balance Forward - A 'Y' causes the GL detail inquiry program to default to 'balance forward' mode, showing a balance forward for all selected periods in the selected range EXCEPT the last one, for which the detail is shown. An 'N' causes the GL detail inquiry to default to 'all periods' mode, showing the detail for all selected periods.

Include Explanation In J/E Drilldown –A 'Y' displays the journal entries with the same JE#/Book Code/Period AND the same explanation when drilling down on the JE#/Book Code.

Run Inquiry Selections in Batch – A 'Y' causes the data selection programs for the inquiries that use the skeleton to be run in batch. Set to 'Y' ONLY if instructed to do so by DAPREX.

P/L Revenue Variance: Current > Prior/Budget/Forecast is + - Prints the variance between actual and prior/budget/forecast REVENUE as a positive number when the actual amount is greater than the prior/budget/forecast amount. Key an *'N'* here to print the variance as a negative number.

P/L Expense Variance: Current > Prior/Budget/Forecast is + - Prints the variance between actual and prior/budget/forecast EXPENSES as a positive number when the actual amount is greater than the prior/budget/forecast amount. Key an *'N'* here to print the variance as a negative number.

Allow Opening/Closing Balances on P&L & Report Writer - Allows you to have the opening and closing Fund Balance/Retained Earnings amounts print on the regular P&L and Report Writer reports. If activated, this same prompt is one of the options at the time of running these reports. In order for this to work properly, the Fund Balance/Retained Earning account# must have been set up in the Corporate Values File. Contact your DAPREX representative regarding this.

Use Balances In Inventory End/Start – Not Used.

B/S Asset Variance: Current > Prior is + - Prints the variance between actual current and prior ASSET amounts as a positive figure when the current amount is greater than the prior amount. Key an *'N'* here to print the variance as a negative number.

B/S Liability Variance: Current > Prior is + - Prints the variance between actual current and prior Liability amounts as a positive figure when the current amount is greater than the prior amount. Key an *'N'* here to print the variance as a negative number.

Special Letter-Size Balance Sheet (SOP) - A 'Y' prints a special format 8x11 Balance Sheet for SOP. It prints all the columns that exist on the 11x14 version with some print formatting differences (i.e. truncated descriptions, no commas).

Use Dept# - Determines whether the **DEPARTMENT#** field is displayed in the Budget Maintenance program. If the DAPREX Fixed Assets system is being used, this also determines whether the **DEPARTMENT#** field appears in the Fixed Asset Master File.

Use Job# - Determines whether the **JOB#** field is displayed in the Budget Maintenance program. If the DAPREX Fixed Assets system is being used, this also determines whether the **JOB#** field appears in the Fixed Asset Master File.

Allow Budgets for Accounts < 300000 - Allows you to enter budgets for Asset & Liability accounts.

Use 13 Periods when Spreading Budget - A 'Y' uses 13 periods rather than 12 when allocating the budget across the fiscal year. If set to 'Y', XP profile Option #11, 'Use Accounting Period 13' must also be set to 'Y'. Key an 'N' to spread the budget only over the first 12 periods when the XP Profile option is set to 'Y'.

Multiple Forecasts - Allows you to have more than one set of forecast figures for comparative budget reporting and inquiry. A new forecast is created by copying what is in the regular Forecast file at any point in time. The procedure to lock-in a new forecast can be found on the Budget sub-menu.

Budget/Forecast Entry: Check Status - A 'Y' checks the status in the Lock/Release Budget File to determine whether a budget and/or forecast for a specific year can be updated using the Budget File Maintenance. If 'N', the system allows changes to any budget/forecast, assuming the user has access to that menu option.

Budget/Forecast Entry: Multi-Column - A 'Y' provides some comparison options when creating or viewing a budget/forecast in the Budget File Maintenance program. See the section on Budget File Maintenance for further details.

Budget/Forecast Entry: Protect Actual - A 'Y' protects the data that has been copied into the forecast file from the actual G/L balances (using the Post Actual Data into Forecast option on the Budget Menu). An 'N' allows the user to change that data.

Forecast Revisions: Default Book# to MM/DD - If activated, the book code in Forecast Entry defaults to the system month and day on which the entry is keyed. Otherwise the user must make an entry to the book code field.

Print Summary Lines on Budget Worksheet – A 'Y' prints the summary totals for each sequence# on the supporting schedule. Normally only the account amounts included each sequence# are printed.

Reverse Variance Calculation from Standard – Set to 'N'.

Corps 901-999 Restricted Multi-Year - Indicates whether corporation numbers 901-999 are reserved for the purpose of reporting on a cycle OTHER THAN a corporation's regular fiscal year. I.E. - The fiscal year is Jan-Dec. but for certain reporting it needs to be reported on as if the fiscal year is Oct-Sept. Ask your DAPREX representative for more information.

Use Account Type to Determine Numeric Sign - A 'Y' allows you to assign account types 1=Asset & Expense, 2=Liability & Revenue) to G/L accounts for the purpose of omitting the

minus sign on revenue and/or liability accounts. There is then a **TYPE** field in the Chart of Account file. The default type for accounts 200000-399999 is a '2', assuming that all revenue accounts are in the 300000-399999 series. If your revenue accounts are outside that range or there are expense accounts in that range, the appropriate entries must be made to new and existing accounts. The minus signs will be omitted from the budget entry, budget file listing, G/L Detail Inquiry and the regular and balance forward versions of the G/L Detail listings. All other report and inquiry programs ignore this account type.

Replaced by File Change 80/132 Screen – Set to 'N'.

Allow Contra Fields in G/L Template – A 'Y' displays contra entity (Corp/Div/Dept/Job) and account# fields in G/L template maintenance, inquiry and entry programs.

Default F/A Description from Entity Name – Defaults the lowest level entity description as the line description on a financial analysis report rather than the account# description. (SOP)

Use Alternate F/A Report Layout – Uses alternate report format for both detail & summary financial analysis reports. Prints a 6 column report on 8x11 paper showing current month and year-to-date actual, budget and variances. (SOP)

OMNI Customization – Always set to 'N'.

 F/A: Omit "Inactive" From Depr. Sched? - A 'Y' omits the 'Inactive' assets from the depreciation schedule in the Fixed Assets system.

Update Unposted FADETP Recs if Owner Changes – A 'Y' changes the debit/credit account#s of the **unposted** FADETP records when the asset Owner Code is changed in the Fixed Asset master file.

Non-display Non-allowed Options – A 'Y' hides menu options for which a user is not authorized. An 'N' displays those menu options but does not allow the user to use them.

Print Headings at 10 CPI - Prints the report headings at 10 characters per inch.

Once all of your responses have been made, press **ENTER** and **F20** to accept.

The corporate specific General Ledger Profile Options can be accessed via menu option #4 on the Profile menu using an area code of 'GL' and the Corp#. After keying the area code and Corp#, press **ENTER** to display the profiles in the following sequence.

Require G/L Department# Entry - Forces the user to enter a department# when entering journal entries.

Year End: Create B/F for all Entities - Indicates that new year balance forward records are to be created at each entity level as applicable (Corp/Div/Dept/Job). Key *'N'* to create balance forward records only at the highest (Corp) level.

Year End: Retained Earnings at Corp. Level only – If the previous option is set to *'Y'*, all balance forward records are created at the appropriate entity levels EXCEPT the entry to retained earnings which is posted at the Corp/Fund level.

Once all of your responses have been made, press **ENTER** and **F20** to accept. Once the corporate specific profiles have been created for one corporation, they can be cloned to another corporation by pressing **F24=Clone** and entering the To Corp#. If data already exists for the To Corp#, the operator is prompted to press **F20** to copy ALL profile settings, **F15** to clone only those options that are blank in the To Corp# or **F12** to cancel the clone procedure. When you are finished press **F3** to exit.

The cross application library also has general profile options, which affect General Ledger and must be set properly. Under menu option #2, use *'XP'* as the area code and answer the options below with a *'Y'* or *'N'*.

Multi-corporate - Indicates whether more than one corporation/fund will be active on the system. This pertains to ALL DAPREX modules.

Validate Entity Combinations - 4 Level - Indicates whether you are using the 4 level entity validation file. All valid Corp/Div/Dept/Job combinations can be entered into the 4 Level Entity Validation file and all input data can be checked for proper combinations when this option is set to 'Y'.

Allow Div# with Account# < 300000 - Indicates that balance sheet accounts can be associated with divisions. Divisional Balance Sheets can then be run.

4 Level Validation for Accts < 300000 - Indicates whether you wish to perform 4 level entity validation on balance sheet accounts. If you are using balance sheet accounts as corporate level only, this is not necessary. However, if you are using balance sheet accounts at any of the other 3 levels, (Div, Dept, Job) you may want to respond with a 'Y'.

Warn if G/L# Overrides MAD# - Alerts operator that an account# and a MAD# have been entered for the same transaction and that the account# will override the account#s in the MAD#.

Force Div# 001 for All (Including B/S) - A 'Y' forces division# 001 into all A/P and G/L entries, including balance sheet accounts. In most cases, this should never be used.

Test Rejection Mask in GL Accounts Search – No longer used.

Protect Div. File from Deleted Records - Prevents users from deleting division numbers from the Division Master file.

Protect Dept. File from Deleted Records - Prevents users from deleting department numbers from the Department Master file.

Protect Job File from Deleted Records - Prevents users from deleting job numbers from the Job Master file.

Don't Close G/L if A/P or A/R Open - A 'Y' prevents an operator from setting the **Valid for G/L** flag to 'N' in the Accounting Period file when A/P and/or A/R are still open for the period.

Use Accounting Period 13 - A 'Y' allows for a 13th accounting period per year, whereas an 'N' limits you to 12 periods.

Use 4-Level Entity Consolidation – GMC only.

Multi-Entity Check Rec. – A 'Y' allows a user to perform a joint check reconciliation (same bank# across multiple corporations) by using Corp# 999 in the Check Rec. Entry program. The system then matches check numbers for the bank across all corps. In the edit, update and end of month programs, the system prompts for the multi-corp. bank number first. Enter the shared bank# or leave it blank to use the normal corp/bank selection.

GUI Screen Display – A 'Y' must be here if you are using the GUI interface. When pressing F13 for the System Function Menu, the background screen will disappear temporarily.

Do Spool Mail Send Interactively – Set to 'Y' if using Spoolmail

Non-Display Non-allowed menu options – A 'Y' does NOT display the men options that a user is not authorized to access.
.

The Report Writer library (if installed) also has general profile options, which affect General Ledger and must be set properly. Under the menu option for General Profile Y/N Fields, key *'RW'* as the area code and answer the options below with a *'Y'* or *'N'*.

Special Formatting (SOP) - A 'Y' causes special report formatting on the 8x11 detail report only. The company name, standard report heading, skeleton and definition numbers/descriptions, and sequence# descriptions are suppressed and the free format text description appears below the two line user specified report heading.

Suppress Page Headings – A 'Y' suppresses certain page heading information from the report writer reports, i.e. User ID, workstation, skeleton # and description etc.

Print Page# on Formal Statements – A 'Y' prints page numbers on the formal statements. An 'N' does not print page numbers.

User Security for Vertical P&L - A 'Y' restricts access to vertical P&L skeletons based on user ID.

Print Contribution% - A 'Y' calculates and prints a contribution% as the last line of the report writer report. This calculation takes the Net Gain/Loss amount and divides it by the Total Sales amount.

Once all of your responses have been made, press **ENTER** and **F20** to accept. Press **F3** to exit to the menu and **F3** two more times to return to the DAPREX menus.

10 POSITION VALUES BY CORP/APPLICATION

When the DAPREX General Ledger system is installed at your location, the installer will assist you in setting up the necessary entries to this file as applicable. In order to access the 10 Character Profile values, go to #1, General Functions, off the main menu. Then select #1, X-App File Maintenance Menu #1, and press **ENTER**. Select option # 22, Values by Corp/Application, from the menu and key **Corp# 999** and an area code of **GL**. The following screen appears.

```
DXFM54            CORP PROFILE FILE MAINTENANCE

CORPORATION (*) . .   999   DAPREX INC.
  AREA . . . . . . .     GL   GENERAL LEDGER

DLT  REC            DESCRIPTION                           VALUE     NOTES
      1       RETAINED EARNINGS ACCOUNT #          (6)
      2       BEGINNING INVENTORY ACCOUNT #        (6)
      3       ENDING INVENTORY ACCOUNT #           (6)
      4       SPECIAL INTERCORP J/E - BOOK CODE    (4)
      5       SPECIAL INTERCORP J/E - PARENT CORP  (3)
     11       BEGINNING INVENTORY ACCOUNT # = '1'   (6)
     12       ENDING INVENTORY ACCOUNT # = '1'      (6)
     13       BEGINNING INVENTORY ACCOUNT # = '2'  (6)
     14       ENDING INVENTORY ACCOUNT # = '2'     (6)
     15       BEGINNING INVENTORY ACCOUNT # = '3'  (6)
     16       ENDING INVENTORY ACCOUNT # = '3'     (6)
     17       BEGINNING INVENTORY ACCOUNT # = '4'  (6)
     18       ENDING INVENTORY ACCOUNT # = '4'     (6)
     19       BEGINNING INVENTORY ACCOUNT # = '5'  (6)
     20       ENDING INVENTORY ACCOUNT # = '5'     (6)
     21       BEGINNING INVENTORY ACCOUNT # = '6'  (6)
     22       ENDING INVENTORY ACCOUNT # = '6'     (6)
     23       BEGINNING INVENTORY ACCOUNT # = '7'  (6)
     24       ENDING INVENTORY ACCOUNT # = '7'     (6)
     25       BEGINNING INVENTORY ACCOUNT # = '8'  (6)
     26       ENDING INVENTORY ACCOUNT # = '8'     (6)
     27       BEGINNING INVENTORY ACCOUNT # = '9'  (6)
     28       ENDING INVENTORY ACCOUNT # = '9'     (6)
    899       "HUB" CORP FOR BALANCING INTERCORPS  (3)
    999       DEFAULT CP # (ENTER IN CP 999 ONLY)  (3)
```

Enter the appropriate data as described below.

Retained Earnings Account# - Enter the default account# to be used for the posting of Retained Earnings/Net Assets when the year end is run. This account# can be overridden at the time of running the year end if necessary. It is also used when printing Opening/Closing Balances on the P&L statement.

Beginning Inventory Account# - Enter the beginning inventory account# if you want the system to calculate the correct beginning and ending inventory on the P&L.

Ending Inventory Account# - Enter the ending inventory account# if you want the system to calculate the correct beginning and ending inventory on the P&L.

Special Intercorp J/E – Book Code - Hitch Only. Enter the unique Book Code that automatically generates journal entries to the parent corporation whenever there an intercorporate entry between two subsidiary corporations.

Special Intercorp J/E – Parent Corp - Hitch Only. Enter the parent corporation# in which the entries described above should be created.

Beginning Inventory Account# 1 – 9 - Enter the second through ninth beginning inventory account# if you want the system to calculate the correct beginning and ending inventory on the P&L.

Ending Inventory Account# 1 – 9 - Enter the second through ninth ending inventory account# if you want the system to calculate the correct beginning and ending inventory on the P&L.

HUB Corp. for Balancing Intercorps - Not Applicable.

Default Corp# - Enter the default corporation# to be used in all programs. This Corp# can be overridden in individual programs as necessary.

10 POSITION VALUES BY USER/CORP

When the DAPREX General Ledger system is installed at your location, the installer will assist you in setting up the necessary entries to this file as applicable. In order to access the 10 Character Profile values, go to #1, General Functions, off the main menu. Then select #1, X-App File Maintenance Menu #1, and press **ENTER**. Select option # 23, Values by User/Corp, from the menu and key a **User ID**, **Corp# 999** and an area code of **GL**. The following screen appears.

```
DXFM69              CORP PROFILE FILE MAINTENANCE


  USER . . . . . . .  LISA
  CORPORATION (*) . .  999    *** INVALID ***
  AREA . . . . . . .   GL   GENERAL LEDGER
 POSITION TO . . . . .      BY RECORD#


DLT    REC  DESCRIPTION                                    VALUE
       700  FINANCIAL INQUIRY - DEFAULT SKETETON (3)
       701  FINANCIAL INQUIRY - DEFAULT CORP      (3)
       702  FINANCIAL INQUIRY - DEFAULT DIV       (3)
       703  FINANCIAL INQUIRY - DEFAULT DEPT      (3)
       704  FINANCIAL INQUIRY - DEFAULT JOB       (5)
```

Enter the appropriate data as described below.

Financial Inquiry- Default Skeleton – Enter the default skeleton#, (if any), to use for this user in the Financial Inquiries (#2 on the GL Inquiries & Reports menu). This can be a P&L or a Balance Sheet skeleton# and it may be overridden by the user as necessary when in the inquiry.

Financial Inquiry- Default Corp – Enter the default corporation# (if any) to use for this user in the Financial Inquiries (#2 on the GL Inquiries & Reports menu). You MUST enter a 3 digit Corp#, i.e. 001. To consolidate ALL corporations, key 999 and leave the remaining fields blank. This value can be overridden by the user as necessary when in the inquiry.

Financial Inquiry- Default Div – Enter the default division#, (if any), to use for this user in the Financial Inquiries (#2 on the GL Inquiries & Reports menu). You MUST enter a 3 digit Div#, i.e. 001. To consolidate ALL divisions, key 999 and leave the remaining fields blank. This value can be overridden by the user as necessary when in the inquiry.

Financial Inquiry- Default Dept – Enter the default department#, (if any), to use for this user in the Financial Inquiries (#2 on the GL Inquiries & Reports menu). You MUST enter a 3 digit Dept#, i.e. 001. To consolidate ALL departments, key 999 and leave the remaining fields blank. This value can be overridden by the user as necessary when in the inquiry.

Financial Inquiry- Default Job – Enter the default job#, (if any), to use for this user in the Financial Inquiries (#2 on the GL Inquiries & Reports menu). You MUST enter a 5 digit Job#, i.e. 00001. To consolidate ALL jobs, key 999. This value can be overridden by the user as necessary when in the inquiry.

FILE MAINTENANCE

The File Maintenance Menu contains all the programs necessary to create the files that are used in the General Ledger System. The menu appears as below.

1.	CORPORATION
2.	CHART OF ACCOUNTS
3.	CHART OF ACCTS. - AUTODISTRIBUTION
4.	CHART OF ACCTS. - REJECTION MASK
5.	DIVISION
6.	DEPARTMENT
7.	JOB
8.	ACCOUNTING PERIOD
9.	FINANCIAL SKELETON
10.	MULTIPLE ACCOUNT DISTRIBUTION
11.	FINANCIAL STATEMENT REPORT SUITE
12.	BUDGET P&L REPORT SUITE
13.	FINANCIAL ANALYSIS REPORT SUITE
14.	MULTI-PAGE SPREAD REPORT LAYOUT
15.	4 LEVEL ENTITY VALIDATION
16.	BUDGET PERCENT ALLOCATIONS
18.	CLONE ACCOUNTING PERIODS
19.	CLONE FINANCIAL SKELETONS
20.	CLONE REPORT SUITES
21.	CLONE MULTI-ACCOUNT DISTRIBUTION CODES
22.	G/L TEMPLATE FILES
23.	RESERVED BOOK CODES AVAILABLE FOR ENTRY
24.	FORECAST EXCLUSION FILE
25.	INITIAL REJECTION MASK ENTRY
26.	DETAIL REPORT SUITE

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

CORPORATION MASTER

The Corporation is the highest level in the General Ledger hierarchy of Corporation/Division/Department/Job, and represents a single corporate (or fund) entity. Up to 999 corporations may be active on the system and each can have its own fiscal year. In addition to the name and address information, the federal and state tax identification numbers can be entered (required if running the DAPREX Payroll). Indicate the month# (1=Jan, 12=Dec.) in which the fiscal year begins, the default warehouse# for Purchasing, if applicable, and the interest% to charge on overdue A/R balances, if any.

Corporations can share a master list of vendors and/or customers, or may have their own vendors/customers. If a master list is to be maintained, decide on the corporation# under which to enter the vendors/customers and enter that corp# in the **A/R CORP#** and **VENDOR FROM CORP#** fields. If a specific corporation is to have its own vendors/customers, these two fields may be left blank and they will default to the Corp# shown at the top of the screen. If you are using the DAPREX Payroll system fill in the SSA Contact information as well as the Depository scheduler Monthly/Semi-weekly flag. On the second screen of the Corporation file, there are six user defined aging buckets that are used in the A/R system and a default A/P Div#, Dept#, and Job# for discounts taken on invoices posted to asset or liability accounts. Make these entries as necessary. See sample screens below and on following page.

```
CORP # . . . . :   1


CORP NAME . . .        DAPREX, INC                     NOTES
STREET ADDRESS .    860 CANAL STREET
ADDRESS LINE 2 .
CITY . . . . . . STAMFORD              STATE CT      ZIP 06902 -
ADDRESS LINE 4 .
TELEPHONE # . . 203 324 2474        FOREIGN ADDRESS ONLY:
TELEX . . . . .                     STATE NAME . .
FAX . . . . . . 2033488228          ZIP/POSTAL CODE
FEDERAL ID# . . 123456789           COUNTRY CODE .
STATE ID# . . .       1
FISCAL MO #1 . . 1        CONTACT PERSON FOR SSA REPORTING:
PO WHSE# . . . . 1        NAME . MARY SMITH
INTEREST % . . .          E-MAIL  MSMITH@DAPREX.NET
AR CORP # . . . 1         FAX # . 2033488228  (USA ONLY)
VENDOR FROM CORP   1
DEPOSIT SCHED.    (M/S)   PHONE # 203-324-2474     EXT.
DELETE=D                  PREFERRED METHOD OF NOTIFICATION : 2
                                    (1=E-MAIL,2=FAX,3=MAIL)
```

```
ACCOUNTS RECEIVABLE AGEING INFORMATION

AGE HEADING #1 .  CURRENT          AGE DAYS 1 . . .
AGE HEADING #2 .  PAST DUE         AGE DAYS 2 . . .   29
AGE HEADING #3 .  DELINQUENT       AGE DAYS 3 . . .   59
AGE HEADING #4 .  OVER 60          AGE DAYS 4 . . .   89
AGE HEADING #5 .  OVER 90          AGE DAYS 5 . . .  119
AGE HEADING #6 .  OVER 120         AGE DAYS 6 . . .  999

A/P PURCH. DISC. DFLTS:      CURRENCY P/L DEFAULTS:

DIV # . . . .   1            DIV# . . . .
DPT # . . . .   5            DPT# . . . .
JOB # . . . .   5            JOB# . . . .
```

CHART OF ACCOUNTS

This file contains a master list of ALL possible G/L account numbers and names that are used by the active corporation(s). Using the Chart of Accounts - Rejection Mask (see that section), use of certain accounts can be limited to specific corporate/divisional/departmental entities.

When setting up the Chart of Accounts, you must use the following ranges for your accounts. (It is important to remember that the descriptions of the accounts will be constant from corporation to corporation.)

100000	-	199999	Assets
123001	-	123999	Reserved for Intercorporate
			Due To and Due From accounts
200000	-	299999	Liabilities
300000	-	999999	Income and Expenses

NOTES For the coding of intercorporate/fund Due To and Due From accounts, the last three digits of the account number represent the due to or from corporation/fund. (i.e. 123001 is for Corp# 001, 123055 is for Corp# 055). If you have converted the chart of accounts file and need to rebuild the scan file of account descriptions, run DXBT01C from a command line.

If profile option, #31, 'Use Account Type to Determine Numeric Sign', has been activated, an account type (1=Asset & Expense, 2=Liability & Revenue) must also be entered. These account types are then used to determine whether an account should be printed without a minus sign on certain reports and inquiries. If, for example, you want liability accounts and revenue accounts not to have a minus sign, this profile option should be activated. The default type for accounts 200000-399999 is a '2', assuming that all revenue accounts are in the 300000-399999 series. If your revenue accounts are outside that range or there are expense accounts in that range, the appropriate entries to the type field must be made to new and existing accounts. The minus signs will be omitted from the budget entry, budget file listing, G/L Detail Inquiry and the regular and balance forward versions of the G/L

Detail listings. All other report and inquiry programs ignore this account type and continue to function as they have.

Certain accounts (i.e. salary or payroll related accounts) can be secured so that specific users cannot access them the G/L Detail Report and the G/L Account Inquiry programs.   In order to setup the accounts to be excluded from a user's authority, use menu option #14-G/L Account Security by User, on the General Functions File Maintenance menu. Simply enter the user ID and any account#s to be excluded from the user's authorization.

CHART OF ACCOUNTS - REJECTION MASK

The Chart of Accounts Rejection Mask file allows the operator to indicate which account(s) from the master Chart of Accounts are not used or are invalid for certain corporate/divisional/departmental entities. By creating this "Rejection Mask" for an account, no postings can be made to that account within the specified corporation/division/department. For example: In the Chart of Accounts there is a Travel and Entertainment account. This account is only valid in two of the three divisions within the corporation. The operator needs to create a record in this file to indicate that this account is INVALID for the third division. By the same token, the account may be valid for Corporation 1 but invalid for Corporation 2. Or to take it a step further, it may only be valid for certain departments within certain divisions of a corporation. On the first screen that appears, you can enter a single account# for which to create a rejection mask, a range of accounts#s for which to create rejection mask records, or you can use the **F8-Account List** key to enter a list of random account#s for which to create rejection mask records. Once that step is complete a screen appears allowing you to enter the Corp/Div/Dept combination for which the account(s) is restricted/rejected.

By using *'999'* at any of the three levels, (Corp/Div/Dept), access can be restricted to ALL entities at a level and subsequently those levels beneath it. I.E. - a *'999'* at the Div. level indicates that the account is invalid in All divisions and also all departments within the specified corporation.

DIVISION

Division is the second level of the G/L hierarchy Corporation/Division/Department/Job and represents a separate P&L entity, cost center etc. Divisions are corporate specific and a maximum of 999 may exist in any one corporation. Each division may be broken down further into departments and jobs. Divisional reporting can be on an individual or consolidated basis.

```
* FUND     . . . .   1 DAPREX INC.
  POSITION TO . . . .        BY DIV#


  DLT    DIV    DESCRIPTION           NOTES  X
         1     STAMFORD, CT          Y
         2     NEW YORK CITY
         3     WESTCHESTER           Y
```

4	MAINE	Y

DEPARTMENT

Department represents the third level of the G/L hierarchy and its use it entirely optional. It also is a P&L entity as a subsidiary to a division, and departmental reporting can be on an individual or consolidated basis. For those companies where a divisional breakdown is sufficient, it is not necessary to make any entries to this file. For those companies wishing to use departments, it is important to know that up to 999 departments can be active on the system and that they can cut across corporate and divisional boundaries. For Example: Dept #1 - Data Processing, can be used by any division within any corporation except where prohibited by the Rejection Mask.

		G/L DEPARTMENT FILE MAINTENANCE		
DLT	**G/L DEPT #**	**DESCRIPTION**	**NOTES**	**X**
	1	SALES	Y	
	2	ADVERTISING	Y	
	3	RESEARCH AND DEVEL.	Y	
	4	WAREHOUSING	Y	
	5	EXECUTIVE	Y	

JOB

Job# represents the fourth level of the G/L hierarchy and its use is also optional. It is a P&L entity as a subsidiary to a department, and job reporting can be on an individual or consolidated basis. For those organizations where a divisional or departmental breakdown is sufficient, it is not necessary to make any entries to this file. For those that wish to use jobs, it is important to know that up to 99999 jobs can be active on the system and that they cut across corporate, divisional, and departmental boundaries, similar to departments.

ACCOUNTING PERIOD

This file contains the fiscal year periods for each active corporation. Assign period numbers and the actual closing date of each period for the fiscal year. A fiscal year may have a maximum of 13 periods, the first period always being 01, regardless of whether it is January or July. (If you want to use 13 periods, general Profile Option #11-Use Accounting Period 13 under area code *'XP'* must be set to *'Y'*). The accounting periods are used in G/L Journal Entry and in the selection of the range of periods for G/L reporting and inquiries. The field **VALID FOR G/L ENTRY**, requires a response of *'Y'* or *'N'*, indicating whether G/L journal entries can be posted to the period. An *'N'* will prevent journal entries from being made to this period. (If General Profile #9*, 'DON'T CLOSE G/L IF A/P OR A/R OPEN'*, in area code '*XP'* is set to *'Y'*, a response of *'N'* in the **VALID FOR G/L** field is allowed only when A/P and A/R have been closed for that period.)

The fields regarding the status of A/P and A/R are updated by the system when the End of Month is run in those systems and cannot be changed in this program. If G/L Profile #33, *'RESTRICT RECURRING J/E ONCE PER PERIOD'* has been set to *'Y'*, a column indicating whether the recurring entries have been posted to each period also appears. This field cannot be changed except using program DXFM39. Contact your DAPREX representative should you need to change the Y/N flag for any period.

The Accounting Period file **must** contain data through December of the current CALENDAR year if you are using the DAPREX Fixed Assets system. If your fiscal year ends in June, you **must** build the following fiscal year *at least* through the month of December.

CLONE ACCOUNTING PERIODS

This program allows the user to copy or clone an accounting year record from one Corp/Year to another Corp/Year OR from one Corp/Year to the SAME corporation and a NEW year, (i.e. at the beginning of a new year). The closing dates are incremented by one year when the **FROM** and **TO CORP#** is the same and the **FROM** and **TO YEAR** is different.

In addition to copying the period numbers, names and closing dates, the operator can choose whether or not to copy the period closed data fields, (Valid for G/L Entry, A/R Closed and A/P Closed), depending on whether a record is being copied from one corporation to another for the SAME year or if it is being copied to create a NEW accounting year for the same corporation. If you key a *'Y'* to copy the period closed data, the From and To Corp/Yr. Y/N flags for those fields is copied. If you key an *'N' not* to copy the period closed data, you are prompted as to how each flag should be set, *'Y'* or *'N'.*)

FINANCIAL SKELETON

Up to 999 Balance Sheets and P&L Statements may be created for financial reporting. All of the 'skeletons' are user-designed and each corporation may have its own version(s) of these reports, or a generic skeleton may be created that can be used by some or ALL corporations. The user determines the sequence and combination of the G/L accounts to be used in the actual printing of the reports. The same skeleton or format is used when viewing a financial statement via the screen inquiries. Each corporation may have multiple skeletons if necessary and the user is prompted for the skeleton# to use when viewing or printing the statements.

PROFIT AND LOSS STATEMENT

The first thing to consider when laying out the financial statements is which accounts need to be combined to create a summary line. For example, the summary line *Sales* may be the total of several sales accounts, just as *Warehouse Expenses* may include a variety of expense accounts relating to the warehouse. It is helpful to make a list of how the formal statement should look, showing headings (i.e. *Current Assets*), summary lines, subtotal and total lines (i.e. *Gross Profit, Total Operating*

Expenses, Net Income), blank spaces, and underlines. You also want to designate the accounts to be included under each summary line.

The next step is to number each of these heading, summary, total and blank lines. (Valid sequence/line numbers are 001-998). It is a good idea to start with 100 and increment by 10 as you go. (i.e. 100, 110, 120, 130 etc.) This way there is enough space between lines in the event a line needs to be inserted at a later time. You may start with 100 for each skeleton as each is a separate entity.

NOTES: The last sequence# on the P&L skeleton MUST BE ASSIGNED to *Net Profit/Loss*. NO SEQUENCE#S MAY FOLLOW IT, or the percentage of sales/revenue will not print!!

If you wish to make use of the system's ability to calculate a Per Unit Cost rather than a % of revenue, please read the last two paragraphs under Special Handling Codes, following the section on the Balance Sheet. In order to use this feature, quantities must be entered via Quantity Journal Entry on the Daily Processing menu. The accounts to which the quantities are posted MUST BE RESERVED SOLELY FOR THAT PURPOSE. No dollar amount transactions can be posted for these 'quantity only' accounts. Contact your DAPREX representative for further details. Now you should have something that looks roughly like this:

100	*Sales*
110	
120	*Cost of Goods Sold*
130	
140	*Gross Profit*
150	
160	
170	*Operating Expenses*
180	
190	*Selling Expenses*
200	*Delivery Expenses*
210	*Warehouse & Store Expenses*
220	*General & Administrative Expenses*
230	
240	*Total Operating Expenses*
250	
260	*Operating Income (Loss)*
270	
280	*Other Income & Expenses*
290	
300	*Other Income*
310	*Other Expenses*
320	*Acquisitions Costs*
330	
340	*Income (Loss) Before Taxes*
350	
360	*Income Taxes*
370	
380	*Net Income*

You are now ready for Step 1 of the creation of your skeleton. When creating a financial skeleton, you must first assign a **SKELETON#** and the corresponding **SKELETON TYPE**. (*P= P&L Statement, B=Balance Sheet*.)   When these fields have been keyed, press **ENTER** to proceed, and key in the description to be associated with this skeleton#. The description entered appears at the top of the printed statement. Press **ENTER** again to proceed.

The entry screen now appears. First make sure that you are in ADD MODE. (Press **F10** to get into ADD MODE from UPDATE MODE). Each line as shown on your outline needs to be keyed. Enter the assigned line# at the **SEQ#** prompt and then key the associated description, if any. For blank lines simply press **ENTER** after keying the sequence#.   You may use upper and lower case and indent or center to create the desired effect. As each line is entered, it appears on the upper portion of the screen. If any lines are entered incorrectly, you may go into UPDATE MODE by pressing **F11**. Then key the computer assigned Line# displayed on the screen and **FIELD EXIT** to bring the line down to make changes. After making the desired changes, press **ENTER**. To delete a previously keyed line, key a *'D'* into the **DELETE** field and press **ENTER**. See below.

```
 FSKL3                 FINANCIAL SKELETON ENTRY

 ANAL#: 555 P&L STATEMENT              PROFIT AND LOSS STATEMENT
 LN# SEQ# D E S C R I P T I O N       <= SEQ# OF LINES TO BE ADDED TO =>




 --------------------------------------------------------------------------------------------
 SEQ# 100         DESCRIPTION . . SALES
    SEQ# OF LINES TO BE ADDED TO         ... TO BE SUBTRACTED FROM
 ___  ___  ___  ___  ___  ___  ___  ___  ___   ___  ___  ___  ___  ___
            SPECIAL HANDLING AND PRINTING OPTIONS
 PG BREAK (DETAIL) . . N   PG BREAK (SUMM) . . . N   UNDERLINE $ COL . . . N
 REVERSE SIGN  . . . .   N   ENCLOSE IN (-) . . .    N   1ST LIABILITY LN. . .  N
 NET REV. LINE . . . .   N   BEGINNING OF INV . . N    ENDING OF INV . . . .  N
 DON'T PRINT IF 0 . .   N   DOLLARS/QTY ($/Q) . . $    PERQTY% CUR/CUM .
```

When all heading, summary, blank and total lines have been keyed, use the **ROLL UP/DOWN** keys to review your entries or press **F8** to print a listing. You are now ready for step 2 in the creation of the financial statement. You must assign the account numbers that are to be associated with each summary line and provide the system with the information to make the necessary calculations for the financial statement. You need to use the outline or listing of the statement as created in Step 1.

The example previously shown will be used for explanation purposes. First it is necessary to tell the system which accounts are included under that summary line heading, and then to assign the sequence numbers of the subsequent lines into which lines the individual summary lines need to be added. For example; Seq# 100-*Sales* may be a combination of 2 sales accounts, 300000-Outside Sales and 300001-Retail Sales. It is also a component of Seq# 140-*Gross Profit.* The same can be said for *Cost of Goods Sold.* The total line Seq# 140-*Gross Profit* is a component of Seq# 260-*Operating Income/Loss.* Operating Income/Loss is a component of #280-*Income/Loss Before Taxes* and #280-*Income/Loss Before Taxes* is a component of #380-*Net Income.* Blank lines are not components of other lines and do not need to be considered in this step. Any one line can be a component of up to 9 subsequent lines. Next to each summary line on the listing, fill in the account numbers to be included and the sequence number(s) of which they are components. Do the same for the subtotal and total lines (no account#s – only sequence#s are assigned). This data should be keyed into the **SEQ# OF LINES TO BE ADDED TO** fields. See sample that follows.

With the Financial Skeleton Entry screen in front of you, make sure the previously created skeleton is displayed and that you are in UPDATE MODE. (Press **F11** to get to UPDATE MODE from ADD

MODE.) Call down each summary line by keying the computer assigned Line# as shown on the screen and press **FIELD EXIT** and **ENTER**. When the line is displayed at the bottom of the screen, move the cursor to the **SEQ# OF LINES TO BE ADDED TO** field and key in the appropriate sequence numbers previously described. On the P&L skeleton, do not make any entry into the **SEQ# OF LINES TO BE SUBTRACTED FROM** fields. These are reserved for a special purpose on the Balance Sheet. Once these have been keyed you are ready to assign the account number information. See sample screen on the following page.

```
 ANAL#:  1 P&L STATEMENT    P&L STATEMENT - BOARD OF DIRECTORS VERS.
 LN# SEQ# D E S C R I P T I O N        <= SEQ# OF LINES TO BE ADDED TO =>


 ---------------------------------------------------------------------------------------------------------
 SEQ# 100        DESCRIPTION . . SALES
      SEQ# OF LINES TO BE ADDED TO        ... TO BE SUBTRACTED FROM
 140 ___  ___  ___  ___  ___  ___       ___  ___  ___  ___  ___
               SPECIAL HANDLING AND PRINTING OPTIONS
 PG BREAK (DETAIL) . . N  PG BREAK (SUMM) . . . N   UNDERLINE $ COL . . . N
 REVERSE SIGN  . . . .  Y   ENCLOSE IN (-) . . .    N   1ST LIABILITY LN. . .  N
 NET REV. LINE . . . .   N   BEGINNING OF INV . . N   ENDING OF INV . . . .   N
 DON'T PRINT IF 0 . .   Y   DOLLARS/QTY ($/Q) . . $  PERQTY% CUR/CUM
```

There are two methods of entering the account data: use the **F6** command to key each account number, or **F9** to key a range of account numbers. When using the **F9** command it is important that the range used include ONLY those accounts to be accumulated under the summary line on which you are working. (Be sure that each account in the chart for the corporation is accounted for and that each account is used only once.) To use the first method, press **F6** after keying the sequence# data and key in all of the accounts for this summary line. When all have been keyed, press **ENTER** and **F12** to return to the data entry screen and press **ENTER** again. To use the second method, press **F9** and key the appropriate **TO** and **FROM** range and press ENTER to accept and return to the previous screen. Again, press **ENTER** to complete your entry. Proceed with the next line. See sample screens for each method below.

F6 = Add individual account numbers:

```
 ADD/UPDATE G/L ACCTS FOR SEQ# : 100      GROSS SALES
       G/L ACCT#          G/L DESCRIPTION
       300000             SALES
       _____            _____
       _____            _____
       _____            _____
```

F9= Add account numbers within a range:

```
 ADD G/L ACCTS FOR SEQUENCE # : 100       GROSS SALES

  ADD ALL G/L ACCOUNTS IN THE CHART OF ACCOUNTS
   BETWEEN THE FOLLOWING VALUES . . . . . . . . . . :

  FROM ACCOUNT# . . . ._____      TO ACCOUNT# . . . ._____
```

When all of your entries have been made, be sure to print an edit list of your work using the **F8** command. You receive two listings, a summary and a detail. A sample summary is shown below. The detail version also shows the accounts assigned to each summary line.

SEQ#	DESCRIPTION	SEQ# OF LINES TO BE ADDED TO
100	SALES	140
110		
120	COST OF GOODS	140
130		
140	GROSS PROFIT	260
150		
170	OPERATING EXPENSES	
180		
190	SELLING EXP	240
200	DELIVERY EXP	240
210	WAREHOUSE EXP	240
220	G & A EXP	240
230		
240	TOTAL OPERATING EXPENSES	260
250		
260	OPERATING INCOME (LOSS)	340
270		
280	OTHER INCOME & EXPENSES	
290		
300	OTHER INCOME	340
310	OTHER EXPENSES	340
320	ACQ. COSTS	340
330		
340	INCOME/LOSS BEFORE TAXES	380
350		
360	INCOME TAXES	380
370		
380	NET INCOME	

For adding the finishing touches, refer to the Special Handling Codes described on the next page.

1. The 'Sequence# of Lines to be Subtracted From' fields must be used to specify that the 'Total Assets', 'Total Liabilities' and all equity lines are part of the 'Current Earnings' line so that the system can calculate the current year net gain/loss. See the sample skeleton that follows.

BALANCE SHEET

The procedure for creating the Balance Sheet skeleton is identical. There is however, one additional step regarding the coding for the purpose of capturing the Current Earnings. As mentioned before, the **SEQ# OF LINES TO BE SUBTRACTED FROM** fields have a special purpose for the Balance Sheet. The **SEQ# OF LINES TO BE SUBTRACTED FROM** fields must be used to specify that the *Total Assets*, *Total Liabilities* and all equity lines are part of the *Current Earnings* line so that the system can calculate the current year net gain/loss. When those three components are combined, the net figure is the difference between the assets and liabilities, or the *Current Earnings* (Net Income amount from the P&L). See the following example.

BALANCE SHEET SKELETON

Seq#		*Seq# of lines to be added*	*subtracted from*
100	CURRENT ASSETS:		
120	Cash	200	
130	Accounts Receivable	200	
140	Accrued Income Receivable	200	
150	Merchandise Inventory	200	
160	Prepaid Expenses and Taxes	200	
170	Loans Receivable - Officer	200	
190			
200	Total Current Assets	410	
210			
220	FIXED ASSETS:		
230	Leaseholds	257	
240	Leasehold Improvements	257	
250	Machinery and Equipment, etc.	257	
257	Total Fixed Assets	280	
260			
270	Less:Accumulated Depreciation	280	
275			
280	Net Fixed Assets	410	
290			
300	OTHER ASSETS:		
310	Intangible Assets	380	
320	Less:Accumulated Amortization	380	
330	Net Value	380	
350	Deposits and Securities	380	
380	Total Other Assets	410	
410	TOTAL ASSETS		590
412			
415	LIABILITIES		
416			
420	CURRENT LIABILITIES:		
430	Accounts Payable	470	
440	Accrued Expenses and Taxes Payable	470	
450	Payroll Taxes Payable	470	
460	Notes Payable - Current Portion	470	
470	Total Current Liabilities	530	
480			
490	NON CURRENT LIABILITIES:		
500	Notes Payable - Non Current	525	
525	Total Non Current Liabilities	530	
527			
530	TOTAL LIABILITIES	620	590
540			
550	STOCKHOLDERS EQUITY:		
560	Capital Stock	615	590
570	Paid in Capital	615	590
575	Retained Earnings	615	590
590	Current Earnings	615	
610			
615	TOTAL STOCKHOLDERS EQUITY	620	
617			
620	TOTAL LIABILITIES & STOCKHOLDERS EQUITY		

SPECIAL HANDLING CODES

The Special Handling Codes can be used throughout your financial skeletons to create certain effects. These can be added or changed at any time. (The system defaults to an '*N*' in each field upon entry). Simply key a '*Y*' next to the special handling codes you wish to activate for an individual line. The available codes and their uses are outlined below.

Page Break (detail) - starts a new page with this line on the detailed analysis. This is especially useful for Balance Sheets when you may want to start on new page for the Liabilities section.

Page Break (summary) - starts a new page with this line on the summary/formal financial statement.

Underline $ Column - places an underline under the columns that are used to show dollars. It can be used on a blank line to separate the underline from the dollar values.

Reverse Sign - reverses the sign of the dollar values on this line only. This is useful for making Sales show as a positive amount.

Enclose in (-) - puts brackets *()*, instead of a minus sign '-', around credit amounts.

1st Liability Line - this code should be placed on the first liability line to reverse the sign of ALL liabilities.

Net Revenue Line - key a '*Y*' in this field on the line that represents the Net Revenue figure or the last revenue account. In doing so, the system calculates the percentage of revenue that each line below this represents. It also uses this indicator to distinguish between revenue and expense accounts when assigning the + or - sign to budget variances. All accounts appearing above this point in the skeleton are assumed to be revenue accounts, and all below it, expense accounts. Refer to the section entitled "Profile Options" for further information.

For those that prefer *Beginning* and *Ending Inventory* instead of *Change in Inventory* on the P&L, the following fields and codes can be used.

Beginning Inventory - This can only be used on the P&L. Place a '*Y*' or a *'1' – '9'* in this field on any line that is used for *Beginning Inventory* ONLY. The *'Y'* and *'1' – '9'* correspond to the 10 Character Profiles for Beginning Inventory. When running a P&L for 0101 through 0601, the system uses the 0101 inventory balance for the YTD figures (from the Beginning Inventory account#). It uses the 0501 inventory balance into the MTD figures (from the Ending Inventory account#). The beginning and ending inventory account#s **must first** be entered into the 10 Character Profile Values by Corp File which can be found on the General Functions File Maintenance menu; #22, Values by Corp/Application. Use Corp 999 when entering this data.

Ending Inventory - place a '*Y*' or a *'1' – '9'* in this field on any line that is used for *Ending Inventory*. The *'Y'* and *'1' – '9'* correspond to the 10 Character Profiles for Ending Inventory. When running a P&L for 0101 through 0601, the system uses the 0601 inventory balance for the MTD and YTD figures. The beginning and ending inventory account#s **must first** be entered into the 10 Character Profile Values by Corp File which can be found on the General Functions File Maintenance menu; #22, Values by Corp/Application. Use Corp 999 when entering this data.

Don't Print if Zero - suppresses a line from printing if ALL dollar values are zero.

Dollars/Qty ($/Q) - Defaults to a *'$'* indicating that the number printed on this line represents dollars. Key a *'Q'* if the number printed on this line represents a quantity. Quantities appear only on the printed reports, NOT on the P&L Inquiries.

Percent Quantity% Cur/Cum (R/M) - When using a Cost Per Unit calculation instead of a % of Revenue calculation on the resulting report, key an *'R'* to base the calculation on the last *'Q'* line quantity, or an *'M'* to base the calculation on the cumulative *'Q'* line quantities.

MULTIPLE ACCOUNT DISTRIBUTION

The Multiple Account Distribution feature allows the user to create an unlimited number of predetermined G/L distributions or allocations that cross Corp./Div./Dept./Job/Acct. lines. Whereas the Chart of Accounts - Auto-Distribution feature allows allocation over various corporations, divisions and departments for ONE G/L account, the Multiple Accounts Distribution feature allows for allocation to **MULTIPLE** accounts over various corporations, divisions, departments and jobs. Each distribution is assigned a percentage, and the total allocation must equal 100%. ****NOTE**** MAD#s to be used **solely** in GL Journal Entry can contain negative percentages as long as the total adds up to **zero**.

Any entry (i.e. invoice, hand disbursement, or G/L journal entry) can be automatically allocated according to the multiple account distributions set up in this file. The Multiple Account Distribution feature is activated on an entry by entry basis in the G/L entry programs by entering the appropriate multiple account distribution number at the **MAD#** field. See the note below for additional information.

Upon selection of this menu option, press **F10** to add. The system automatically assigns the first **ACCOUNT DISTRIBUTION#** and increments by 1 as more are added. Each distribution# refers to a series of allocations equaling 100%. Enter the description for this distribution. See below.

```
          MULTI-ACCOUNT DISTRIBUTION MAINTENANCE

 ACCT DISTRIBUTION#   001     DESC.   DISTRIBUTION #1
 CORP   DIV   DEPT   JOB   DESC.   ACCT#   DESC.   DIST%
```

Key in the first **CORP#**, **DIV#**, **DEPT#** (if any), **JOB#** (if any), **ACCT#** and **DISTRIBUTION%** for the first allocation. Continue with the rest of the allocations, making sure the percentages add up to 100%. When all entries have been made for this distribution#, press **ENTER** to verify. Press **F12** to add the next multiple account distribution.

```
 APFM10     MULTI-ACCOUNT DISTRIBUTION MAINTENANCE
 ACCOUNT DISTRIBUTION NUMBER:  117   DESC: INSURANCE ALLOCATION


 FND  PGM  DPT  JOB #     ACCT#     DESCRIPTION          DIST%   D=DEL
  1    1                  855000    INSURANCE-DISABIL    10.00
  1    1                  855100    INSURANCE-GENERAL    10.00
  1    1                  855200    INSURANCE-GROUP H    80.00
```

NOTE A MAD# can be created leaving the account# fields blank. In this way the MAD# can be used in conjunction with an account# during G/L Journal Entry. In such cases the system uses the account# entered with the transaction to override the account#s (if any) in the MAD# along with the Corp/Div/Dept/Job and percentages contained in the MAD# file. Refer to the section entitled 'Regular Journal Entry' for further details.

FINANCIAL STATEMENT REPORT SUITE

The Financial Statement Report Suite file allows the operator to create one or more groupings of P&L, Balance Sheet and/or Encumbrance reports that are to be run on a regular basis. For example, your organization requires multiple versions of the P&L, Balance Sheet and/or Encumbrance reports using different selection and consolidation criteria at the end of each accounting period.

By creating a "suite" of all of these reports, the operator can create and store the Corp/Div/Dept/Job selections for each required report along with the report options, (i.e. Show Cents, # of Copies, Consolidate Y/N etc.). Each suite has an identifying Suite# and description. Up to 999 different report selections can be included in a suite and at the time of printing, the operator is prompted for the suite#, the period range and an override printer ID if applicable. The reports are processed in the sequence in which they exist in the suite and this is done in the background, freeing the terminal for other jobs. Reports can be added, changed or deleted from a suite as necessary.   See the on-line HELP text for a further explanation of each field when creating a suite. Certain fields are not applicable to the Encumbrance reporting. Refer to the HELP text.

BUDGET P&L REPORT SUITE

The Budget P&L Report Suite file allows the operator to create one or more groupings of the budget/forecast/actual comparative reports that are to be run on a regular basis. For example, your organization requires multiple budget reports, (i.e. P&L Analysis, Variance Report etc.), using different selection and consolidation criteria at the end of each accounting period.

By creating a "suite" of all of these reports, the operator can create and store the Corp/Div/Dept/Job selections for each required report along with the report options, (i.e. Show Cents, # of Copies, Consolidate Y/N etc.). Each suite has an identifying Suite# and description. Up to 999 different report selections can be included in a suite and at the time of printing, the operator is prompted for the suite#, the period range and an override printer ID if applicable. The reports are processed in the sequence in which they exist in the suite and this is done in the background, freeing the terminal for other jobs. Reports can be added, changed or deleted from a suite as necessary. See the on-line HELP text for a further explanation of each field when creating a suite.

FINANCIAL ANALYSIS REPORT SUITE

The Financial Analysis Report Suite file allows the operator to create one or more groupings of financial analysis reports that are to be run on a regular basis. These financial analyses have been created on the Special Functions menu.

By creating a "suite" of all of these reports, the operator can create and store the desired financial analysis reports along with the report options. Each suite has an identifying Suite# and description. Up to 999 different report selections can be included in a suite and at the time of printing, the operator is prompted for the suite#, the period range and an override printer ID if applicable. The reports are processed in the sequence in which they exist in the suite and this is done in the background, freeing the terminal for other jobs. Reports can be added, changed or deleted from a suite as necessary. See the on-line HELP text for a further explanation of each field when creating a suite.

MULTI-PAGE SPREAD REPORT LAYOUT

The Multi-Page Spread Report Layout file allows the user to create a columnar layout defining the entity (Corp, Div. Dept, or Job) to print in each column, which can then be run against any of the defined financial skeletons. Up to 999 layouts can be created, each with a maximum of 64 column entities, each page containing 8. Subtotals by page are optional but grand totals are automatically printed on the last page.

In the creation of the layout itself, the operator must select the entity level at which the entity definition is to be done. I.E. - If the Corporate level is selected, the entity numbers assigned to each column are actually the corporation numbers. If the Division level is selected, the division numbers are assigned. The same applies for the Department and Job levels. When requesting the actual report, the operator must perform Corp/Div/Dept selection **except** in the case of a Corporate level layout where the corporations have already been defined in the layout. For example, a layout created at the Dept. level with departments 1, 2 & 3 being assigned doesn't indicate the corporation# and division# for which the layout is to be run since the departments may exist in multiple corporations/divisions. This is intentional so that the same layout can be used for multiple entities. See the section entitled **Multi-Page Spread Report** in the Budget Section for further details.

4 LEVEL ENTITY VALIDATION

Entry to this file is OPTIONAL, but if used, the file should contain ALL of the valid entity (Corp/Div/Dept/Job) combinations that are to be used throughout the system. The divisions are already corporate specific so if those two levels are the only ones used, it is not necessary to use the entity validation. If you are using either or both the Department and Job levels in the G/L, you may want to create the matrix of valid combinations to reduce the numbers of errors in posting transactions. As it currently exists, departments and jobs can be used with any Corp. and Div. This file allows the user to define those entities where the department(s) and/or job(s) are valid. If all

departments are valid within a specific division, you need only key the Corp# and Div#, leaving the Dept# field blank. This indicates that ALL departments are allowed. The same holds true for jobs where all jobs are valid within a specific Corp/Div/Dept. Leave the Job# field blank.

BUDGET PERCENT ALLOCATIONS

In order to ease the task of budget creation, you can create and maintain monthly percentage formulas to be used on an as needed basis when allocating monthly budget based on percentages. Each formula has its own identifying **DEFINITION#**, **DESCRIPTION**, and a place for entry of a monthly percentage for each of the 12 periods.   The total percentage for each definition must equal 100% regardless of how it is spread.

```
GLFM44       PRE-DEFINED BUDGET PERCENTAGE FILE MAINTENANCE
   4=DELETE

 POSITION TO . . . .        DEFINITION#

DLT  DEF# DESCRIPTION                         PERIODS 1 THROUGH 12
     1 UTILITIES BUDGET BREAKDOWN  23.00    2.00    3.00    4.00
                                                    5.00    6.00    7.00
8.00
                                            9.00   10.00   11.00   12.00

     2 INSURANCE BREAKDOWN          25.00              25.00
                                             25.00
                                                       25.00
```

CLONE FINANCIAL SKELETONS

This program allows the user to copy or clone one financial skeleton to another. Enter the skeleton# to be used as a model, the skeleton type, the new skeleton# to be created and the new name assigned to the new skeleton.

CLONE REPORT SUITES

This program allows the user to copy or clone report selections from one report suite to another. First select the suite type you want to clone, (*1=Financial Suite, 2=Budget Suite, 3=Financial Analysis Suite, 4=Report Writer Suite*) and then indicate the new suite# and its title. If you try to copy to an EXISTING suite#, a message to that effect appears and you can press **F20** to delete and replace with the data in the From Suite# field.

CLONE MULTI-ACCOUNT DISTRIBUTION

This program allows the user to copy or clone an existing MAD# to a new MAD#. First select the MAD# you want to clone by keying a *'1'* in the **OPT** field. Press **ENTER** to proceed. The detail lines of the MAD# are displayed as shown below.

```
ACCOUNT DISTRIBUTION NUMBER:    3   DESC: TELEPHONE

 CRP  DIV  DPT  JOB #  JOB DESCRIPTION    ACCT #    ACCT DESCRIPTION   DIST%
  1    3                                  500000    ADVERTISING & SAL  55.00
  2    2    2    1      PROJECT 1          500000    ADVERTISING & SAL  20.00
  5    1    1    10     PROJECT 10         570000    TRAVEL AND ENTER.  10.00
 10    2    2    2      PROJECT 2          570000    TRAVEL & ENTER. E  15.00

   F10=CLONE      F12=CANCEL
```

Press **F12** to cancel or **F10** to proceed. The following window appears, allowing the user to enter the new MAD# and description to create. Once that data has been keyed, press **ENTER** to accept.

```
TO ACCOUNT DISTRIBUTION NUMBER:  _____

DESCRIPTION:       _____

ENTER       F3=EXIT
```

The system returns to the previous screen. Press **F10** to create another clone or press **F12** and **F3** to exit to the menu.

G/L TEMPLATE FILES

This program allows the user to create standard journal entry templates. A template consists of a series of journal entry line items whose amounts are variable. The creation of a template allows the basic skeleton of the entry to exist and to be used over and over with new amounts for each posting. Each template is entered with a template code which becomes the Journal Entry#/Book Code, (use 2 asterisks in the first two positions of the template code for an automatic reversal when posting), and a description for identification. (The template description becomes the journal entry explanation EXCEPT when two asterisks ** are keyed into the first two positions of the template description, i.e. **Payroll Posting. If the two asterisks are keyed, the system uses the line description as the journal entry description rather than the template description.) The lines are then entered and stored in the system for future use. Each line is assigned a sequence#, description, Corp., Div., Dept., Job., (as applicable) and Account#/MAD# and contra Corp., Div., Dept., Job, Account#, if applicable. (The contra fields appear only if G/L Profile #48 is set to *'Y'*.) The sequence# determines the order in which the lines are displayed when updating the variable amounts. (Assign sequence#s in increments of five, i.e. 5, 10, 15, 20 etc. so that insertions can be made if necessary.) The Corp.,

Div., Dept., Job, Acct# and contra data are keyed for each line as necessary. When all lines have been entered, press **ENTER** and **F20** to accept. See sample template below (no contras).

```
GLFM46              G/L TEMPLATE FILE MAINTENANCE

 TYPE LINES INFORMATION, PRESS ENTER.
   4=DELETE
         TEMPLATE CODE . . . . :  PAYR
         EXPLANATION . . . . . .  PAYROLL POSTING
         POSITION TO . . . . .      BY CODE

DL SEQ DESCRIPTION         FND PGM DPT  JOB     AC/MAD    ACCOUNT NAME
    5    REGULAR PAY-ADMIN.   1   1   1          870000 SALARIES-ADMINISTRATIVE
   10    REGULAR PAY-MGMT.    1   1   1          760000 SALARIES-MGR.-WAREHOUSE
   15    MED INS. EXP.        1   1   1          855200 INSURANCE-GROUP HEALTH
   20    MED INS LIABILITY    1                  245200 ACCRUED EXPENSES
   25    DENTAL INS. EXP.     1   1   1          855200 INSURANCE-GROUP HEALTH
   30    DENTAL INS. LIAB.    1                  245200 ACCRUED EXPENSES
   35    FICA WITHHOLDING     1                  210000 FICA PAYABLE
   40    STATE TAX WITHHOLDIN 1                  210000 PAYROLL TAXES PYBLE-FICA
   45    UNITED WAY DED.      1                  245200 ACCRUED EXPENSES
   50    SECT 125-MEDICAL     1                  245200 ACCRUED EXPENSES
   ENTER F3=END F4=SEL* F9=MAD* F12=PRV F17=DESC F15=DESCS!
```

A new template can be created by cloning an existing template and making the necessary changes. After pressing **F10=Add/Clone**, enter the new template code, the template# from which to copy and a description. Press **ENTER** and you have the option to enter override entities (Corp/Div/Dept/Job) for the new template to be created. Only enter those fields that are to be changed in the new template. Press **ENTER** again to clone and then make any changes/addition/deletions. Press **ENTER** and **F20** to accept the new template.

NOTE A combination of account# and MAD# **cannot** be used for a single line item in this program.

RESERVED BOOK CODES AVAILABLE FOR ENTRY

In this program you can specify which of the system reserved book codes are available for use during Journal Entry. (See the section entitled "Journal Entries" in the Daily Processing section for a list of the reserved book codes.) Simply key the reserved book code in the **BOOK#** field and press **ENTER** and **F20** to accept. The system automatically records the date and user ID of the operator making the entry.

FORECAST EXCLUSION FILE

This file should contain any G/L account numbers that are to excluded/ignored when running the program that posts actual data into the forecast data file. Simply enter each account that should be excluded.

DETAIL REPORT SUITE

The Detail Report Suite file allows the operator to create one or more groupings of G/L Detail, G/L Summary and/or Trial Balance reports that are to be run on a regular basis. For example, your organization requires a current period G/L Detail report and a 4 column Trial Balance using different selection and consolidation criteria at the end of each accounting period.

By creating a "suite" of all of these reports, the operator can create and store the Corp/Div/Dept/Job selections for each required report along with the report options, (i.e. print subledger detail, include zero balance accounts etc.) Each suite has an identifying Suite# and description. Up to 999 different report selections can be included in a suite and at the time of printing, the operator is prompted for the suite#, the period range and an override printer ID if applicable. The reports are processed in the sequence in which they exist in the suite and this is done in the background, freeing the terminal for other jobs. Reports can be added, changed or deleted from a suite as necessary. See the on-line HELP text for a further explanation of each field when creating a suite. Refer to the HELP text.

CORPORATE CONSOLIDATION SELECTION

This option can be found on the General Functions File Maintenance Menu#1 and it is menu option #20 on that menu. Profile option #14 under area code 'XP' should be set to 'N' if you plan to use this feature of the system. (Please read the following section regarding an alternative.)

This file allows you to define corporate consolidations that can be selected when printing any of the standard reports off the G/L system. An option to choose one of these consolidations exists on the Corporation Selection Utility screen by pressing **F10**. Upon selection of this menu option the operator must enter a consolidation# (001-999) and a description. Press **ENTER** to proceed. Then enter the corporation#s that are to be combined for reporting whenever this consolidation# is selected. Press **ENTER** and **F20** to accept and continue with the next consolidation#.

ENTITY CONSOLIDATION

This option can be found on the General Functions File Maintenance Menu#1 and it is menu option #25 on that menu. Profile option #14 under area code 'XP' should be set to 'Y' if you plan to use this feature of the system. (Please read the previous section regarding an alternative.)

This file allows you to define corp/div/dept/job consolidations that can be selected when printing any of the standard reports off the G/L system. An option to choose one of these consolidations exists on the regular and integrated selection screens by pressing **F10**. Upon selection of this menu option the

operator must enter a consolidation# (001-999) and a description. Then press **ENTER** and **F20** to accept. Now key a '1' or a '2' next to the newly created consolidation code to perform entity selection using either the regular entity or integrated selection programs.

FILE LISTINGS

The FILE LISTINGS menu contains the following options.

1.	**CORPORATION**
2.	**CHART OF ACCOUNTS**
3.	**CHART OF ACCTS. - AUTODISTRIBUTION**
4.	**CHART OF ACCTS. - REJECTION MASK**
5.	**DIVISION**
6.	**DEPARTMENT**
7.	**JOB**
8.	**ACCOUNTING PERIOD**
9.	**FINANCIAL SKELETON**
10.	**MULTIPLE ACCOUNT DISTRIBUTION**
11.	**FINANCIAL STATEMENT REPORT SUITE**
12.	**BUDGET P&L REPORT SUITE**
13.	**FINANCIAL ANALYSIS REPORT SUITE**
14.	**MULTI-PAGE SPREAD REPORT LAYOUT**
15.	**4 LEVEL ENTITY VALIDATION**
16.	**BUDGET PERCENT ALLOCATIONS**
17.	**CHART OF ACCOUNTS BY ENTITY**
22.	**G/L TEMPLATE FILES**
23.	**RESERVED AVAILABLE BOOK CODES**
24.	**FORECAST EXCLUSION FILE**

Each menu option prints a listing of the master file.

DAILY PROCESSING

The DAILY PROCESSING menu contains the following options.

1.	**JOURNAL ENTRY**
2.	**JOURNAL ENTRY EDIT LISTING**
3.	**JOURNAL ENTRY UPDATE**
4.	**RECURRING JOURNAL ENTRY**
5.	**RECURRING JOURNAL EDIT LISTING**
6.	**RECURRING JOURNAL UPDATE**
8.	**INTERIM JOURNAL ENTRY POST**
10.	**G/L TEMPLATE LINE INQUIRY**
11.	**G/L TEMPLATE LINE EDIT**
12.	**G/L TEMPLATE LINE UPDATE**
13.	**QUANTITY JOURNAL ENTRY**
14.	**QUANTITY J/E EDIT LIST**
15.	**QUANTITY J/E UPDATE**
20.	**RESET BATCH 'IN USE' FLAGS**

Each of these options is discussed in detail on the following pages. Refer to the On-line HELP text for further explanations of individual fields.

JOURNAL ENTRY - REGULAR VERSION

NOTE There are two versions of the Journal entry programs. The setting of GL profile option #41 - Use New Journal Entry/Edit/Update, determines which is used. There are two separate explanations for entry purposes. The Edit and Update screens are identical even though the programs are slightly different.

All G/L journal entries, except recurring entries and those automatically posted from the DAPREX subsystems, (A/P, A/R etc.), are entered using this menu option.

Upon selection of this menu option, the entry screen appears with whatever fields are normally used based on the G/L Profile settings. To view or change the allowed fields for this entry session, press **F8=Change Defaults**. Refer to the section entitled 'Profile Options' for further details. (If the **DIVISION#** and **CONTRA DIVISION#** fields are not displayed on the G/L Journal Entry screen, the system defaults to Div. 000 for all Asset & Liability accounts and to Div. 001 for all P&L accounts.)

```
GLIA01                 G/L DETAIL ENTRY

KEY OPTIONS, PRESS ENTER.

ALLOW DIV, CONTRA DIV . . . . .        Y   (Y,N)
ALLOW  DEPT, CONTRA DEPT . . . .       Y   (Y,N)
ALLOW  DISTR . . . . . . . . . .       N   (Y,N)
ALLOW  MAD# . . . . . . . . . .        Y   (Y,N)
ALLOW  JOB#, CONTRA JOB# . . . .       N   (Y,N)
RETURN CURSOR BOOK/JE#  . . . .        N   (Y,N)
```

If the defaults screen is displayed press **ENTER** to go to the entry screen. See below.

```
GLIA01          GENERAL LEDGER ENTRY/UPDATE

                 RUNNING BALANCE :        .00
 LN# FND ACTPD BOOK PGM DPT JOB # ACCT #    AMOUNT $  EXPLANATION




-------------------------------------------------------------------------------------------------------------------
 * CORP #   1                 ACCT PD                       BOOK/JE# .
 * DIV#                     * DEPT #
 * JOB#
 * ACCOUNT#                                            MAD# .
  AMOUNT $                   EXPLANATION .               DISTR Y/N  N
 * CONTRA ACCT       * PGM #     * DEPT #      * JOB #
ENTER  F3=EXIT  F4=SELECT(*)  F6=NEXT JE#   F8=CHG DEFAULTS   F11=UPDATE
```

The operator keys the **CORPORATION#, ACCOUNTING PERIOD, BOOK CODE/JE#, DIVISION, DEPARTMENT, JOB**, (if applicable), **ACCOUNT#, MAD#,** (if applicable), **AMOUNT** and **EXPLANATION** for each entry. If you wish to use the "contra" fields to balance the entry, key the appropriate **ACCOUNT#**, **DIVISION#**, **DEPARTMENT#** and **JOB#**. (The system creates an offsetting entry, which can be accessed separately in Update mode.)

Certain book codes are reserved by the system and cannot be used by the operator so as to preserve the integrity of those entries. Any book code beginning with two underscores, (i.e. __*AA*), is a reserved code and each has a special meaning. Those that are currently used by the system are listed below with their explanations.

**	-	Any entry with two asterisks in the first two positions is automatically reversed in the following period.
$$	-	Any entry with two dollar signs in the first two positions is the result of an automatically reversing entry. (See previous).
___A	-	Opening balances created by Year End procedure.
__AR	-	A/R Date Batch entries.
__PJ	-	A/P Purchase Journal entries.
__DJ	-	A/P Disbursement Journal entries.
__CD	-	A/P Cash Disbursements entries.
__AJ	-	A/P Accrual Journal entries.
__SJ	-	DISTRO/400 Sales Journal entries.
__CR	-	A/R Cash Receipts entries.
__PR	-	Payroll entries.
__MC	-	Miscellaneous Cash Receipts entries
__RQ	-	P/O Requisition entries
__ED	-	Electronic Disbursement entries

The book code/JE# for an automatic reversing entry must have two asterisks in the first two positions. For example: ***D1*. The system automatically creates the reversing entry for the following accounting period with a book code of *$$D1* using this example.

When you are ready to enter opening balances for the G/L, use a book code of " AA" (press space bar 2x and AA). This way they will appear as the first entries in the accounting period that you specify.

Other than the above codes, the book code/JE# is a user defined alphanumeric field and/or a system assigned sequential number. To activate the sequential assignment of JE numbers, press **F6=Next JE#**. This assigns the next available number in the sequence. That number is retained until incremented by 1 by pressing **F6** again, or by keying in any alphanumeric Book Code/JE#. The sequential numbers can be used exclusively or in conjunction with operator assigned codes.

NOTE Since the General Ledger system is meant to be a summarized one, it is important to give some thought to the coding of G/L journal entries so as to maintain the desired level of detail. The system combines any entries where the **CORP#, DIV#, DEPT#, JOB#, ACCT#,** 4 character **BOOK CODE and EXPLANATION** are identical within the same accounting period. To avoid having this happen, make sure that the explanation for each line is slightly different, even if only the last character. If, on the other hand, it is acceptable to have these entries combined once they have been updated, use identical explanations.

If you are using the Automatic Distribution feature of the system, on an entry by entry basis you may activate this feature by keying a 'Y' at the prompt **DISTR (Y/N)**. The system then checks that automatic distribution has been set up for the account and creates the additional entries at the time of updating. If this field is set to 'Y', the division#, department# and job# are not allowed and will be blanked out if entered. (See the section entitled **Chart Of Accounts - Auto Distribution**, for a further explanation of this feature).

If you are using the Multiple Account Distribution feature of the system, that feature may be activated for any entry by keying the appropriate distribution# at the **MAD#** field. If a MAD# is entered, the division#, department#, and job# are not allowed and will be blanked out if entered. If you want to use a specific G/L account# in conjunction with the Corp/Div/Dept/Job and percentage allocations of a MAD#, both an account# and a MAD# may be keyed for a transaction. In such a case the account# keyed overrides the account#s in the MAD#. (See the section entitled **Multiple Account Distributio**n for a further explanation of this feature).

NOTE For "contra" entries, auto-distribution applies ONLY to the "from" entry.

When each entry has been keyed, press **ENTER** and it is displayed on the upper portion of the screen. In situations where a contra entry was keyed, two lines are created; one for the debit and one for the credit. This way each entry can be edited or deleted. Notice that the system keeps a running balance as well. This should be zero after all entries have been made. To change/delete an entry press **F11=Update** and enter the desired line#. Simply key the correct data and press **ENTER** twice to accept or key a 'D' in the **D=DELETE** field to delete a line. If you want to delete a series of line numbers, you can delete them individually or press **F7=Delete Lines** and enter the starting and ending line#s.   If Profile Option #34, 'Enable Change Period by Range in JE', has been activated, **F8=Change Period** can be used to change the accounting period for a range of line numbers.   After pressing **F3** to exit, the option to print an edit list in entry order appears. Key a 'Y' or an 'N' as desired. The edit can be run separately using menu option #2.

JOURNAL ENTRY - NEW VERSION

NOTE Please read the previous section for details concerning reserved book codes and summarization features. There are 80 and 132 character versions of this program. The screen examples here reflect the 80 column version, but all functions are identical in the 132 version. In order to use the 132 version, use menu option #19-Control 80/132 Column Output, on the General Functions File Maintenance menu. Key a 1, 2, 3, or 4 into the option field on the right side of the screen to designate the 80 column version, the 132 version, or to be prompted once per signon or once per program as to which version to use.

All G/L journal entries, except recurring entries and those automatically posted from the DAPREX subsystems, (A/P, A/R etc.), are entered using this menu option. A separate workfile is created for each user accessing the entry job based on the user's sign-on ID. All entry is done in batches and any batch can contain entries for any corporation/fund, and accounting period. Multiple batches can be entered to make it easier for control purposes.

Upon selection of this menu option the batch header entry screen is displayed if there are no existing batches. (If batches *do* exist, you may select a batch to work with by keying a *'2'* in the **OPT** field, delete a batch by keying a *'4'* in the **OPT** field, or add a batch by pressing **F6**.) Each header record contains general information along with a flag as to whether the batch is in or out of balance. The batch# is assigned by the system and is simply a control number that is re-used once a batch# has been updated. The Batch Header record contains the following data: **DESCRIPTION** (optional), **DEFAULT CORP#,** (optional - the default corporation/fund# against which the entries are to be posted - it can be overridden on a line by line basis), **DEFAULT ACCOUNTING PD,** (optional - the default accounting period against which the entries are to be posted - it can be overridden on a line by line basis), and the **DEFAULT BOOK/JE#,** (optional - the default JE#/Book code against which the entries are to be posted - it can be overridden on a line by line basis). **(**NOTE**** If GL Profile #63 is set to *'Y'*, and you enter data into the default Corp#, Accounting Pd., or Book Code, that field(s) will nor appear on a line by line basis.) The default JE#/Book code can be automatically assigned (based on the data area, GLBOOK#) by keying a ' *.* ' in the **DEFAULT BOOK/JE#** field. Valid JE#'s are 0001-9999 and the system simply increments by 1 each time you key the ' *.* '. Whenever that ' *.* ' is keyed into this field, the system uses the next available number as the default for the batch. Lines within the batch can use the **next** available JE# simply by keying a ' *.* ' into the **BOOK** field on a line-by-line basis. The **POSITION TO SEQUENCE#** field is used to find a specific line# after entries have been made to the batch. See the following example.

```
 BATCH # . . . . . . .  4                USER: LISA
 DESCRIPTION . . . . .
* DEFAULT CORP . . . .
 DEFAULT PERIOD . . .              DEFAULT BOOK  . . .
 RUNNING BALANCE . . .      .00     QTY TOTAL . . .


 4=DELETE
 OPT  SEQ#  CRP  DIV  DPT  JOB#  ACCT#   MAD#  ACTPD  BOOK       AMOUNT



 F2=TOP  F3=EXIT  F4=SEL(*)  F8=SETTINGS  F10=DETAIL  F12=PREV  F18=BOTTOM
```

Using function key **F8=Settings**, the operator can turn on/off certain entry functions. (The default settings for these fields have been set in the G/L Profile and can be overridden here for a particular batch as necessary.) By activating any setting option with a '*Y*', additional fields appear on the entry screen. An '*N*' prevents those fields from displaying on the entry screen.

ALLOW CONTRA LINE – key a *'Y'* here to allow entry of ANY contra fields. Key an *'N'* not to display the contra fields at all.

ALLOW CONTR CORP# - key a '*Y*' here to allow entry of a contra corporation/fund# which is different from the opposite side of the entry. Otherwise the system assumes that the contra entry is to be posted to the same corporation/fund#.

ALLOW DIVISION - key a '*Y*' here if the corporation is multi-divisional so that the operator has access to the **DIVISION** and **CONTRA DIVISION** fields.

ALLOW DEPARTMENT - key a '*Y*' here if the corporation is multi-departmental so that the operator has access to the **DEPARTMENT** and **CONTRA DEPARTMENT** fields.

ALLOW JOB - key a '*Y*' here if the corporation uses the job# level so that the operator has access to the **JOB** and **CONTRA JOB** fields.

ALLOW MAD# - key a '*Y*' here if the operator needs to use the Multiple Account Distribution features for any transaction in the batch. (See the section entitled **Multiple Account Distribution** under File Maintenance for further explanation).

ALLOW QUANTITY - key a '*Y*' here to allow entry of quantities to be posted to the G/L.

When all entries on the batch header and the settings screen have been keyed, press **ENTER** to proceed. If any errors are found in the batch header information, (i.e. accounting period is closed), appropriate messages appear at this time. If no errors are found, you may continue with the line entry. See the following example.

```
GLIA23A              G/L JOURNAL ENTRY
BATCH # . . . . . . .  4                    USER: LISA

 DESCRIPTION . . . . .      BATCH 4
* DEFAULT CORP . . . .  1  DAPREX INC.
 DEFAULT PERIOD . . . 2/99            DEFAULT BOOK . . . 0009
 RUNNING BALANCE . . .       .00
              POSITION TO . . .    SEQUENCE #


4=DELETE
 OPT  SEQ#  CRP DIV DPT  JOB# ACCT#   MAD# ACTPD  BOOK       AMOUNT
       1    ___ ___ ___ ____ _____   ____ ____  ____     _____
    CONTRA  ___ ___ ___ ____ _____   _____
       2    ___ ___ ___ ____ _____   ____ ____  ____     _____
    CONTRA  ___ ___ ___ ____ _____   _____


 F2=TOP    F3=EXIT   F4=SELECT(*)  F8=SETTINGS  F10=DETAIL
 F12=PREVIOUS  F18=BOTTOM  F21=PREV BATCH  F22=NEXT BATCH
```

There are many two types of entries, both of which can be entered into the same batch. Read the following two sections carefully as well as the previous section regarding reserved book codes for further details.

Entering an Transaction without a Contra Entry

Enter the corporation/fund# against which to post this transaction or leave blank to use the default corp# from the header. Continue to enter the Div., Dept., and Job#, (as needed), along with the account# or MAD#. Leave the accounting period and/or book fields blank to use the defaults from the header or key the data here. Then enter the amount (debits use **FIELD+,** credits use **FIELD-**), tab through the contra fields and enter the line explanation (directly under the MAD# field). Continue until all entries for the batch have been made. You may use the **DUP** key on any field to use the

same data as the previous entry. When all entries have been keyed, press **ENTER**. The system verifies the entries for any errors and calculates the running balance which should be zero. You may go back to any entry and make a change or key a '4' in the **OPT** field to delete the entry.

Entering an Transaction with a Contra Entry

Follow the instructions above but when there is a one for one debit versus credit, you can use the contra fields to process the offsetting entry automatically. Simply make entries to the contra Corp., Div., Dept., Job# and Account# as necessary. See the following screen for examples of both types of entries.

```
GLIA23A              G/L JOURNAL ENTRY
BATCH # . . . . . . .  4                   USER: LISA

  DESCRIPTION . . . . .      BATCH 4
 * DEFAULT CORP . . . .  1  DAPREX INC.
  DEFAULT PERIOD . . . 2/99               DEFAULT BOOK . . . 0009
  RUNNING BALANCE . . .      .00
            POSITION TO . . .    SEQUENCE #

 4=DELETE
 OPT  SEQ#  CRP  DIV  DPT  JOB#  ACCT#   MAD#  ACTPD  BOOK        AMOUNT
        1    001  001  012  12300  500000   ____    299    0009       1253.99
    CONTRA  001  002  012  12300  500000   RECLASSIFICATION
        2    002  110  310  _____  785000   ____    399    PR01     75142.25
    CONTRA  ___  ___  ___  _____  _____   PAYROLL - SALARIES
        3    002  000  000  _____  201050   ____    399    PR01     13925.14-
    CONTRA  ___  ___  ___  _____  _____   PAYROLL - FED. TAX W/HLDNG

 F2=TOP     F3=EXIT    F4=SELECT(*)  F8=SETTINGS  F10=DETAIL
 F12=PREVIOUS F18=BOTTOM  F21=PREV BATCH  F22=NEXT BATCH
```

Use **F10=Detail** to display the detail of any line simply by placing the cursor on that line and pressing the function key. See the following example.

```
                    LINE DISTRIBUTION DETAILS

        LINE # . . . . .        1
        CORP . . . . . .        1  DAPREX INC.
        DIV . . . . . .         2  NEW YORK CITY
        DEPT . . . . . .
        JOB . . . . . .
        ACCOUNT . . . .     500000  PURCHASES
        MAD# . . . . . .
        AMOUNT . . . . .       32.00
        ACCTING PD        1/99      JANUARY
        BOOK CODE . . .   0005   EXPL. . . RECLASSIFICATION

        CONTRA DIV . . .       3  CONNECTICUT
        CONTRA DEPT . .
        CONTRA JOB . . .
        CONTRA ACCT . .     400000  PURCHASES
```

When all entries have been keyed, press **F12** to return to the batch selection screen to enter or edit another batch. To add a batch, press **F6**, or key a *'2'* in the **OPT** field to access an existing batch. You can also delete a batch by keying a *'4'* in the **OPT** field on that same screen. If you press **F3** instead of **F12**, you have the option to print an edit or it can be requested from the menu later. (When running the edit at the end of data entry, the report prints '**' after the contra account# if it was debited or '##' if it was credited.)

NOTE Unlike the other version of Journal Entry, the system does not immediately create and display the automatic reversing entries on the screen when using a Book Code starting with '**'. The reversing entries *are* printed when you request the Journal Entry Edit from the menu, *not* when you run the edit that can be run upon closing the Journal Entry program.

JOURNAL ENTRY EDIT

This menu option prints an edit listing of the journal entries entered under the user's ID#. If using the new version of journal entry, you will be able to select the individual batches to edit. (Sign on with the correct user's ID# and select this menu option). If Profile option #37, 'Select Journal Entry Batches to Post' has been activated, the operator will be able to select individual batches for which to print the edit. Those that are not in use by the entry, edit or update programs have an *'available'* status and can be selected. Key a *'1'* next to each batch to be selected, press **ENTER** and **F15** to continue. See sample screen below.

```
          SELECT JOURNAL ENTRY BATCHES FOR EDIT

     1=SELECT 4=CLEAR                    USER: LISA

   OPT  BATCH#  DESCRIPTION               STATUS
          1      PAYROLL                 AVAILABLE
          2      MISC. ENTRIES           AVAILABLE
```

If any errors are found on the edit, return to the entry program and make the corrections or deletions. Additional entries may also be made at this time also. Another edit list should then be run prior to updating.

JOURNAL ENTRY UPDATE

This job updates the selected in-balance journal entries/batches to the General Ledger Detail file. An UPDATED edit list is printed and should be kept as an audit trail.   If Profile option #37, 'Select

Journal Entry Batches to Post' has been activated, the operator will be able to select individual batches to post. Key a *'1'* next to each batch to be selected, press **ENTER** and **F15** to continue.

RECURRING JOURNAL ENTRIES

Recurring Journal Entries are those things like depreciation that are posted to each period in the same amount for a specified length of time. These need to be keyed into the system only once, but with an **EXPIRATION PERIOD** instead of the actual accounting period to which they are to be posted. For example: a depreciation entry is to be posted for the full fiscal year. The operator should key the LAST period to which the entry is to be posted in the **EXPIRATION PERIOD** field. i.e. *'0699'*. Once an entry has been posted into the expiration period, it will be deleted from the system, unless GL Profile Option #64. 'Do not Delete Expiring Recurring Entries' is set to *'Y'*.   All other functions are identical to the regular and new G/L journal entry programs previously described. Refer to those sections for further explanation.

NOTES Recurring journal entries can be automatically reversing as well. The last period that the batch was posted is displayed under the default description field at the top of the line entry screen.

EDIT LISTING

The Recurring Entry edit list is almost identical in format to the regular listing and can be printed on demand. The operator is then prompted to select the batch or batches to edit (when using the New version) and to enter the **YEAR** and the **ACCOUNTING PERIOD** to which the entries are going to be posted. Please note the warning indicating that any Recurring Journal Entry whose Expiration Accounting Period matches that entered here will be DELETED after the update is complete.

UPDATE

This job updates the recurring journal entries to the General Ledger Detail file. An UPDATED edit list is printed and should be kept as an audit trail. (The Regular and New Versions of this program are slightly different because the Regular version does not have batches.) The Regular version allows you to select the corporation(s) for which to post recurring entries and press **ENTER**. If the profile option to restrict recurring posting to once per period has been activated, the system displays the period next in sequence to be posted. If the profile option is not activated, the operator is prompted to enter the **YEAR** and the **ACCOUNTING PERIOD** to which the entries are to be posted. The New version allows you to select the batches to be posted just like the edit. It also prompts for the accounting period against which to post. Please note the warning indicating that any Recurring Journal Entry whose Expiration Accounting Period matches that entered here will be DELETED after the update is complete, unless GL Profile Option #64. 'Do not Delete Expiring Recurring Entries' is set to *'Y'*.

INTERIM JOURNAL ENTRY POST

This menu option allows you to print the balance forward version of the G/L Detail report, INCLUDING any unposted Regular G/L journal entries (does not take recurring journal entries into consideration). It is meant to provide a preliminary look at the effect the journal entries will have on the G/L. If any errors are found during the review of this report, the G/L journal entries can be modified prior to updating. This option can be selected as many times as necessary until you are satisfied with the results. The unposted journal entries have to be posted at some point before regular financial reports can be run. After selecting this menu option, enter the range of accounting periods and the desired consolidation level for the printing of this report.

Profile #59 determines whether all entities/accounts or just those affected by the unposted journal entries are included in the report. If the profile is set to *'Y'*, the system includes all corporations and account#s in the journal entry batch. If set to *'N'*, all accounts for the Corp#s in the batch are included.

G/L TEMPLATE LINE ENTRY

This menu option allows you to enter the variable amounts for G/L templates for a specific accounting period. Enter the template code and the accounting period for which to make your entries and press **ENTER**. The detail lines appear and the cursor moves from line to line as you key the amounts for each. When all amounts have been keyed for the template, press **ENTER** and **F20** to accept. You may then press **F15** to display totals to verify that the entry is balanced, or press **F12** to work on another template. When all template entries have been made, press **F3** to exit and print an edit. ****NOTE**** Remember that when using a template whose template code has 2 asterisks in the first two positions, the system will automatically create reversing entries the update is run. If contra data has been input for any line, the system automatically creates the balancing intercompany transactions if necessary.

G/L TEMPLATE LINE EDIT

At any point in time an edit listing may be printed to review the template line detail and amounts. Select the template code(s) and period(s) for which to print an edit. The edit listing provides totals for each selected template which must be in balance in order to run the update. If any errors are found on the edit, return to the entry job and make the corrections or deletions. Another edit list should then be run prior to updating.

G/L TEMPLATE LINE UPDATE

This job updates the selected template(s) to the General Ledger Journal Entry file, assuming they are all in balance. The entries can now be accessed through menu option #1, G/L Journal Entry. They can now be processed through options 2 and 3, the regular Journal Entry Edit and Update jobs.

NOTE If you are using the new G/L Journal Entry programs, the following menu options do not exist. Quantities can be entered as part of the new Journal Entry programs.

QUANTITY JOURNAL ENTRY

This menu option is used to enter quantities to specific G/L accounts reserved for that purpose. The program is almost identical to regular Journal Entry except that quantities rather than dollar amounts are entered. After editing and updating, the quantities can be printed on P&L reports, assuming a skeleton has been created to make use of them. In addition to printing on a P&L, the system can calculate a per unit cost instead of percentage of revenue.

QUANTITY JOURNAL ENTRY EDIT LIST

This option prints an edit listing of entries made in the previous step. If any errors are found, return to the Quantity Journal Entry option and make the appropriate changes.

QUANTITY J/E UPDATE

This job updates the quantity journal entries to the General Ledger Detail file. An UPDATED edit list is printed and should be kept as an audit trail. If any errors are found on this UPDATED version, reversing entries must be made to correct them. Press **F15** to update or **F3** to cancel.

INQUIRIES & REPORTS

The General Ledger Inquiries and Reporting menu contains the following options.

1.	**G/L INQUIRIES**
2.	**FINANCIAL INQUIRIES**
3.	**BUDGET INQUIRIES**
5.	**G/L DETAIL DOWNLOAD**
6.	**BALANCE SHEET - VERSION 1**
7.	**BALANCE SHEET - VERSION 2**
8.	**P&L (NON-CONSOLIDATING)**
9.	**P&L (CONSOLIDATING)**
10.	**G/L DETAIL - ALL PERIODS**
11.	**G/L DETAIL - BALANCE FORWARD**
12.	**TRIAL BALANCE (2 COLUMNS)**
13.	**TRIAL BALANCE (6 COLUMNS)**
14.	**12 MONTH SPREAD ANALYSIS**
15.	**DETAIL REPORT SUITE**
17.	**G/L SUMMARY - BALANCE FORWARD**
18.	**FINANCIAL STATEMENT REPORT SUITE**
19.	**ENCUMBRANCE P&L (NON CONSOLIDATING)**
20.	**ENCUMBRANCE P&L (CONSOLIDATING)**
21.	**ALTERNATE P&L**
22.	**SUMMARY P&L**
23.	**G/L TEMPLATE FILE INQUIRY**
24.	**RESERVED BOOK CODE INQUIRY**
25.	**G/L TEMPLATE WORKSHEETS**
26.	**ADDITIONAL REPORTS MENU**

This menu has all of the standard financial inquiry and reporting options. Aside from the inquiry, all other budget reports can be found on the Budget menu.

GENERAL LEDGER INQUIRY

This option allows inquiry into summary, detail and subledger account data for a selected range of accounting periods. It also provides Actual/Budget/Forecast/Prior year comparisons on demand. The summary data includes monthly, quarterly and running balances for an individual account. The detail data is kept on two levels; the first level displays the individual manual and automatic (AP, PR, AR etc.) journal entries for the selected period. Drilldown is available into both the manual and automatic JE's using cursor sensitive selection *on the Book Code/JE#* to view other pieces of the same JE. Cursor sensitive selection *anywhere else on a line* (or using the **F21=Subledger key**) provides access to the Purchase/Disbursement Journal expenses, Misc. Cash Receipts, Petty Cash and Sales Journal subledger detail of any of the automatic posting entries from the A/P, Miscellaneous Cash, Petty Cash, A/R Billing and DISTRO systems. Drilldown info on the AP payment information on a cash account is also cursor sensitive on __CD, __ED, __DJ and __CR book codes. Prior and future years' data can also be displayed once in those programs. (There are 80 and 132 character versions which differ slightly in terms of the amount of data that can be shown.)

Upon selection of this option, a screen like that shown below appears:

```
GENERAL LEDGER ACCOUNT#    _____
CORPORATION#          _____   -OR- 'Y' FOR ALL
DIVISION#             _____   -OR- 'Y' FOR ALL
DEPARTMENT#           _____   -OR- 'Y' FOR ALL
JOB#                 _____   -OR- 'Y' FOR ALL

FROM ACCOUNTING PERIOD# (##/YY)    _____
TO ACCOUNTING PERIOD# (##/YY)      _____
```

The operator should key in the desired **ACCOUNT#** and **CORPORATION#** on which to inquire. A specific **DIVISION#**, **DEPARTMENT#** and **JOB#** can be keyed or a *'Y'* entered in the **-OR- 'Y' FOR ALL** field to consolidate ALL divisions, departments and/or jobs on the summary data screen. If any of those fields is left blank, (when a *'Y'* for all is not keyed), the system assumes Div# 000, Dept# 000 or Job# 000. In order to view detail data for an account, a division#, department# and/or job# must be keyed OR the word *'ALL'* must be displayed in those field(s), (except where a level of G/L is NOT used). Finally, enter the **STARTING** and **ENDING ACCOUNTING PERIODS** on which to inquire. Accounting periods are to be entered in ##/YY (Period#/Year) format. I.E. *01/89*. When the appropriate data has been keyed, press **ENTER** to proceed to the detail screen. If GL profile #62 – GL Inquiry - Default Balance Forward, is set to 'Y', the balance forward version will appear first. Use the **F11-All Periods/Balance Forward** key to toggle between the 2 versions. See the following pages for the 80 column versions and the corresponding 132 versions of the detail and balance forward versions.

On the 80 column detail version, each journal entry is listed along with the debit/credit amount. The balance column is the period ending balance for each period. On the 132 column detail version the same data is listed along with period book code totals, i.e. total cash disbursements, total cash receipts for each period. Additionally total debits and total credits are shown for the period range selected. These appear after the last line of detail.

On the balance forward versions, a balance forward amount is provided for all selected periods EXCEPT the last period, for which the detail is shown.

80 column detail version:

```
GLIQ02              GENERAL LEDGER INQUIRIES

ACCT#: 100500 CASH ON HAND                  FROM: 10-01  TO: 12-01
CORP :   001 DAPREX INC.      DIV :  000        NONE
DEPT :   000 NONE             JOB : 00000       NONE
ACTPD BOOK  EXPLANATION            D E B I T S      C R E D I T S    B A L A N C E
 10-01 __CD COMPUTER DISBRSMENT                      150.00-
 10-01 __CD COMPUTER DISBRSMENT                    2,255.00-
 10-01 __CR CASH RECEIPTS  10/3    1,000.00
 10-01 __CR CASH RECEIPTS  10/3      500.00
 10-01 __CR CASH RECEIPTS  10/3      500.00
 10-01 __CR CASH RECEIPTS  10/3      500.00
 10-01 __CR CASH RECEIPTS  10/3      500.00
 10-01 __CR CASH RECEIPTS  10/3      500.00
 10-01 __CR CASH RECEIPTS  10/3      500.00                          1,595.00
 11-01 __CD COMPUTER DISBRSMENT                    1,200.00-
 11-01 __CD COMPUTER DISBRSMENT                   38,542.15-
 11-01 __CD COMPUTER DISBRSMENT                   69,921.15-
 11-01 __CD COMPUTER DISBRSMENT                       45.00-
 11-01 __CR CASH RECEIPTS  11/0      500.00
                        TOTALS:      4,500.00       112,113.30-
```

132 column detail version:

```
GLIQ02              GENERAL LEDGER INQUIRIES

ACCT#: 100500 CASH ON HAND                  FROM: 10-01  TO: 12-01
CORP :   001 DAPREX INC.      DIV :  000      NONE
DEPT :   000 NONE             JOB : 00000     NONE
ACTPD BOOK  EXPLANATION            D E B I T S      C R E D I T S    B A L A N C E    $$ TOTALS
10-01 __CD COMPUTER DISBRSMENT 10/01                 150.00-
10-01 __CD COMPUTER DISBRSMENT 10/31               2,255.00-                         2,405.00- __CD
10-01 __CR CASH RECEIPTS  10/31 749   1,000.00
10-01 __CR CASH RECEIPTS  10/31 750     500.00
10-01 __CR CASH RECEIPTS  10/31 751     500.00
10-01 __CR CASH RECEIPTS  10/31 752     500.00
10-01 __CR CASH RECEIPTS  10/31 753     500.00
10-01 __CR CASH RECEIPTS  10/31 754     500.00
10-01 __CR CASH RECEIPTS  10/31 755     500.00              1,595.00 *    4,000.00 __CR
11-01 __CD COMPUTER DISBRSMENT 11/01               1,200.00-
11-01 __CD COMPUTER DISBRSMENT 11/16              38,542.15-
11-01 __CD COMPUTER DISBRSMENT 11/21              69,921.15-
11-01 __CD COMPUTER DISBRSMENT 11/26                  45.00-                        109,708.30- __CD
11-01 __CR CASH RECEIPTS  11/02 758     500.00
11-01 __CR CASH RECEIPTS  11/12 757  50,000.00                                       50,500.00 __CR
11-01 __ED ELECTRONIC DSBRSMNT 11/16               2,377.00-     59,990.30- *    2,377.00- __ED
                        TOTALS:     54,500.00       114,400.30-
```

66

132 column balance forward version:

```
GLIQ44                    GENERAL LEDGER INQUIRIES

ACCT#: 400000 PURCHASES                                      FROM: 1-02  TO: 6-02
CORP :  001 DAPREX, INC.           DIV :  ALL
DEPT :  ALL                        JOB :  ALL
ACTPD BOOK  EXPLANATION            D E B I T S      C R E D I T S   B A L A N C E    $$ TOTALS  __
5-02    BALANCE FORWARD                                           2,570,359.99 *
6-02 __PJ PURCHASE JOURNAL         5,555,630.00
6-02 __PJ PURCHASE JOURNAL               160.00
6-02 __PJ PURCHASE JOURNAL               240.00
6-02 __PJ PURCHASE JOURNAL             7,160.00
6-02 __PJ PURCHASE JOURNAL               160.00
6-02 __PJ PURCHASE JOURNAL               689.00
6-02 __PJ PURCHASE JOURNAL               275.00                                    5,564,314.00  __PJ
6-02 __RQ REQ/GL                   2,300,000.00              10,434,673.99 *  2,300,000.00  __RQ
                    TOTAL:        10,442,016.00     7,342.01-
```

Once at this screen you may move the cursor to the fields at the top, (**ACCOUNT#, DIV#** etc.) and change them to view different divisions, accounts etc. In addition, keying the word *'ALL'* at any of the Corp/Div/Dept/Job fields consolidates the data at the lower levels. In such a case, press **F9=Toggle Line** to then display the Corp., Div., Dept., and/or Job for each journal entry. Use the ROLL UP/DOWN keys to view additional screens of the detail data. Press **F11=All Periods/Balance Forward** to toggle between the all periods detail version and the balance forward version.

As described at the beginning of this section, cursor sensitive selection can be used to drilldown into the JE# or the subledger detail where available. The screen below shows an example of the drilldown into a JE#. (Cursor positioned on the specific JE# to display all journal entry transactions with the same Book Code/JE# for the same period. (Profile #58 determines whether entries for multiple corporations are displayed.)

BOOK/JOURNAL ENTRY INQUIRY				**BOOK/JE#: B6**	**PERIOD: 7/88**		
ACCT# DESCRIPTION	**CORP**	**DIV**	**DPT**	**JOB#**	**DEBIT**	**CREDIT**	**EXPLANATION**
110600 ACCTS RECEIVABLE	1					4,794.82	JRNL. ADJS.
122500 STORE INVENTORY EXCHG	1				3,814.67		JRNL. ADJS.
400000 PURCHASES	1	1			681.95		JRNL. ADJS.

The expense/revenue subledger detail can be accessed by pressing **F21=PJ/DJ/SJ/MC/PC Inquiries,** or by positioning the cursor anywhere on the line (EXCEPT on the JE#) of an entry and pressing **ENTER**. (Using a mouse, point and double-click on the desired entry.) If using **F21**, key a *'P'* for Purchase Journal or a *'D'* for Disbursement Journal detail, an *'S'* for Sales Journal, an *'M'* for Misc. Cash or a *'C'* for Petty Cash, and press **ENTER**. A screen similar to that below appears. Use the designated function keys to jump to the prior and next accounting periods. (If you are inquiring on the Misc. Cash detail on the cash account, additional options appear as described after the following examples.)

Purchases/Disbursements Journal Inquiry:

```
 APIQ04            DETAIL A/P INQUIRY BY ACCOUNT#

 PERIOD . : 01/88   PURCHASE/DISBURSEMENT . . . : P  P,D
  FUND . . :  1    DAPREX INC.
  ACCT . . : 400000  PURCHASES             TOTAL *********      2013.30
  PGM  . . :
  DEPT . . :
  JOB  . . :
 PGM DPT VEND # INV DATE INV/CHECK#     AMOUNT  PD DATE CHECK # JOB #  PO#
  1        10000  01/02/88   1022        123.00   1/31/88 10691         1145
  1        10000  01/12/88   2132        125.00   2/12/88 10729
  1     2   122   01/12/88  661155       277.50   2/01/88 10709         1241
  1     3   122   01/12/88  661155       770.00   2/01/88 10709         1241
  1     4   122   01/12/88  661155       292.80   2/01/88 10709    1    1241
  2     2   122   01/10/88  661155       525.00   2/15/88 10709    3    1241
```

The detail consists of the vendor#, invoice/check date, invoice/check#, amount, paid date, job# and PO# as shown here. Press **F13** to display the vendor name and comment for each line. Press **F11** on any line to display further detail about the transaction. Press **ENTER** on any line to display all the G/L transactions for the invoice#, regardless of debit account#. The ROLL keys can be used to display additional data. **F9** and **F10** can be used to display the previous and next periods. The **STARTING PERIOD, CORP, ACCT, DIV** and **DEPT** originally selected can be overridden/changed by pressing F12 and entering the desired parameters.

Sales Journal Inquiry:

```
    SALES JOURNAL INQUIRY

DEBIT               110000          ACCOUNTS REC. - TRADE
PERIOD              03/93
CORP                001             DAPREX, INC.
CREDIT              320000          SALES
DIV#                001             STAMFORD OFFICE
DEPT#               001             SALES
DIV   DPT   JOB   CUST#    DATE        INV#    $$$      ORD#
001   001         123456   03/12/93   1235    872.32   4125
001   001         125690   03/14/93   1407    625.00   4803
001   001         421500   03/16/93   1501    312.75   4894
```

When inquiring into the Misc. Cash detail on the cash account, three inquiry options appear as shown here. Key a '1', '2' or a '3' for the desired option.

```
1. CASH BY OPTIONAL PERIOD/DATE
2. CASH BY SPECIFIC PERIOD
3. 132 CHAR BATCH WITHIN DATE
TYPE OPTION . . . .
```

Option '1' displays a screen like that shown below. The function keys at the bottom of the screen can be used to access the other inquiry options as well as display additional transaction data. (Options '2' and '3' display similar screens with the data sorted in different sequences.) Press **F3** to return to the G/L Account screen.

```
MRIA01        MISCELLANEOUS CASH RECEIPTS HISTORY INQUIRY

(*) CORP . . . . .     1   DAPREX INC.
(*) DEPOSIT ACCT :  100500   CASH AN HAND UNION TRUST
  SELECT PERIOD:    5/00

 POSITION TO . .                    BY ACT PD/DIV/DPT/ACCT/JOB

 CRP DIV DPT JOB # CREDIT GROSS AMOUNT $  CHECK #  DATE   ACTPD BTC LINE# SEQ
  1    1              300000      10.00            6/01/00  5/00   29   1     1
  1    1              300000      20.00            6/01/00  5/00   29   2     1
  1    1              300000      25.00            5/31/00  5/00   30   1     1
  1    1              400000      75.00            5/31/00  5/00   31   1     1

 F3=EXIT  F11=SOURCE/PAYOR  F17=BY DATE/BATCH/LINE  F19=BY PERIOD/DATE/BATCH
```

From the detail G/L Account screen press **F6=Summary** to display the account summary data, showing the full fiscal year data, starting with period 01. See the sample screen below.

ACCT#: 400000 PURCHASES		FROM: 1-88 TO: 6-88

FUND :   001 DAPREX INC.   PGM :   001 STAMFORD, CT
DEPT :   000 NONE   JOB : 00000 NONE

SUMMARY BY ACCOUNTING PERIOD		QUARTERLY	RUNNING BAL.
JANUARY	131,269.78	`	131,269.78
FEBRUARY	134,149.62		265,419.40
MARCH	101,810.76	367,230.16	367,230.16
APRIL	107,938.32		475,168.48
MAY	101,427.40		576,595.88
JUNE	102,148.36	311,514.08	678,744.24
JULY	122,953.47		801,697.71
AUGUST	130,120.39		931,818.10
SEPTEMBER	107,896.89	360,970.75	1,039,714.99
OCTOBER	126,424.78		1,166,139.77
NOVEMBER	173,986.23		1,340,126.00
DECEMBER	74,038.82	374,449.83	1,414,164.82

Press **F12** to return to the detail screen or **F10=Compare** to go to the Budget/Forecast/Prior Year comparison screen. See the following example.

ACCT#: 500000 ADVERTISING & SALES PROMOTIONS   FROM: 1-88 TO: 12-88
CORP :   001 DAPREX INC.   DIV : 001 STAMFORD, CT
DEPT :   NONE   JOB :   NONE

	(A) CURRENT	(B) BUDGET	(C) PRIOR	VARIANCE $ (A) - (B)	VARIANCE $ (A) - (C)	VARIANCE % (A)-(B)	VARIANCE % (A)-(C)
JANUARY	690.50	1100.00	418.43	409.50-	272.07	37.227-	65.021
FEBRUARY	2416.28	1500.00	1705.30	916.28	710.98	61.085	41.692
MARCH	858.54	1100.00	613.00	241.46-	245.54	21.950-	40.055
APRIL	365.40	1100.00	1710.69	734.60-	1345.29-	66.781-	78.640-
MAY	1651.18	1100.00	1280.14	551.18	371.04	50.107	28.984
JUNE	1090.63	2400.00	2449.03	1309.37-	1358.40-	54.557-	55.466-
JULY	5895.58	1100.00	1041.90	4795.58	4853.68	435.961	465.848
AUGUST	22.85-	1100.00	383.71	1122.85-	406.56-	102.077-	105.955-
SEPTEMBER	76.48-	2000.00	2006.93	2076.48-	2083.41-	103.824-	103.810-
OCTOBER	371.18	1100.00	597.62	728.82-	226.44-	66.256-	37.890-
NOVEMBER	738.47	1100.00	193.00	361.53-	545.47	32.866-	282.626
DECEMBER	2479.50	1100.00	944.99	1379.50	1534.51	125.409	162.383
CLOSE	555.00-			555.00-	555.00-		
TOTALS	15902.93	15800.00	13344.74	102.93	2558.19		

F3=EXIT F7=PRIOR YEAR F8=NEXT YEAR F12=PREVIOUS   (C) DAPREX - 2000

Again, any of the variables at the top of the screen (account#, Corp# etc.) can be changed. Columns B and C default to budget and prior year but can also be changed to reflect other data. Key a *'B'* for budget, an *'F'* for forecast, or a *'P'* for prior year into the first position of the 2 column headings and press **ENTER** to change the data. Alternatively, you may enter a full 4 digit year into the column heading to retrieve other year actual data in that column. Function keys **F7=Prior Year** and **F8=Next Year** can be used to roll the entire screen backwards or forwards by year. Press **F12** to return to the summary screen.

FINANCIAL INQUIRIES

This option allows inquiry into any of the financial statements for a selected range of accounting periods. Both summary and analysis data can be viewed at the desired corp/div/dept or job level. In addition, by selecting any analysis line, individual account data can be displayed, providing supporting entries for the summary data. (This is in the same format as described in the previous section).
Upon selection of this option, a screen like that shown below appears:

```
SKELETON TYPE P/B .      (P=P&L, B=BALANCE SHEET)
SKELETON #  (*) . . . . . . . . . . . . .


CORP        # TO PRINT (*) . . . . . . .
 DIVISION     # TO PRINT (*) . . . . . . .      -OR-  Y  FOR ALL .
 DEPARTMENT  # TO PRINT (*) . . . . . . .      -OR-  Y  FOR ALL .
 JOB             # TO PRINT (*) . . . . . . .      -OR-  Y  FOR ALL .

 FROM ACCOUNTING PERIOD # (##/YY)  . . . .
  TO ACCOUNTING PERIOD # (##/YY)  . . . .
F14=ENTITY SELECTION      F18=ENTITY SELECTION
```

Enter the **SKELETON#, TYPE** (*P=P&L, B=Balance Sheet*), and **CORPORATION#** on which to inquire.
DIVISION#, **DEPARTMENT#** and **JOB#** are optional. If these fields are left blank, the system assumes a value of zero. Key a *'Y'* at the **"Y for All"** prompt next to **DIV#, DEPT#** or **JOB#** to consolidate all entities at that level. To inquire on one division, department or job, enter the appropriate data.
Alternately, the **CORP, DIV**, **DEPT** and **JOB** fields can be left blank and you can use **F14** or **F18** to select **any** combination of corp/div/dept/job entities to consolidate for the inquiry. (When using the **F14/F18** consolidation feature, there *is* drilldown from the formal page to the detail page of the financial statement, but there is *no* drilldown capability to the account# level.) Finally, enter the **STARTING** and **ENDING ACCOUNTING PERIODS** for which to create the financial statement. Accounting periods are to be entered in ##/YY Period#/Year format. I.E. *01/89*. When the appropriate data has been keyed, press **ENTER** to proceed. The system begins to process, taking about 5 seconds for the report to appear on the screen. The first screen displays the month-to-date summary data. Use the function and ROLLUP/DOWN keys to view the year-to-date data and subsequent lines. (see following page.)

NOTE If you want to set up a default skeleton#, as well as default Corp/Div/Dept/Job entities for specific users, see the section entitled **10 Position Values by User/Corps** in this manual. If any of the defaults are set up for a user, the default values appear on the above screen but may be overridden as necessary.

```
                                       |- - - - 1  M O N T H - - - |    | - - - - MONTHS  1 - 12 - - - - |
LN# DESCRIPTION               |   12/00      12/99    DIFFERENCE| |    2000       1999    DIFFERENCE|
  1     SALES
  2
  3 GROSS SALES                  181897.85-  151314.02-  30583.83-     2081313.25-  1909431.39-  171881.86-
  4 SALES DISCOUNTS                2326.40     2270.26      56.14        25013.86     19499.63     5514.23
  5
  6    NET SALES                 179571.45-  149043.76-  30527.69-     2056299.39-  1889931.76-  166367.63-
  7
  8 PURCHASES                     74045.58    89664.50   15618.92-     1380052.14   1266563.64   113488.50
  9
 10    GROSS PROFIT (LOSS)       105525.87-   59379.26-  46146.61-      676247.25-   623368.12-   52879.13-

                        (!) OR KEY IN LINE# TO VIEW DETAIL . . . .

  F3=EXIT   F6=VIEW CURRENT 12 PERIODS   F7=VIEW PRIOR 12 PERIODS   F8=TREND   F12=PREVIOUS
```

There are 80 and 132 character screen versions of the inquiry shown on the previous page. (It reflects the 132 version.) The **F6** and **F7** keys can be used to display a 12/13 period spread analysis for the current and prior years as shown below. (The **F8** key can be used to display the period by period increase/decrease for each line item in an identical fashion.) Press **F9** to slide the display to the right and display the remaining periods. Press it again to return to the first 6 periods.

```
GLIQ08E                       FINANCIAL STATEMENTS INQUIRY
                       |* - - - - - - - - - - - 1ST 6 PERIODS - - - - - - - - - - - *
LN# DESCRIPTION        |*   1/00       2/00       3/00       4/00       5/00       6/00   *
  1     SALES
  2
  3 GROSS SALES           207174.88-  150248.91-  154145.81-  153725.79-  152717.56-  155889.64-
  4 SALES DISCOUNTS         1638.69     1439.51     1876.74     2563.17     2436.43     1773.67
  5
  6    NET SALES           205536.19-  148809.40-  152269.07-  151162.62-  150281.13-  154115.97-
  7
  8 PURCHASES              131294.78   134136.62   101860.53   107949.88    96232.17   102184.46
  9
 10    GROSS PROFIT (LOSS)  74241.41-   14672.78-   50408.54-   43212.74-   54048.96-   51931.51-

                (!) OR KEY LINE# TO VIEW DETAIL . . . .
                        F3=EXIT   F9=SHIFT   F12=PREVIOUS
```

To view the analysis data, (the accounts that make up any line on the summary), key the desired line# and **FIELD EXIT** at the bottom of the screen or position the cursor on the desired line and press **ENTER**. A second screen appears listing the individual accounts under the selected line as shown below. Again, press **F9** to display the remaining periods. Press **F12** to return to the previous screen or **F3** to exit to the menu. (see following page)

```
GLIQ08G                        FINANCIAL STATEMENTS INQUIRY
                     |* - - - - - - - - - - - 1ST 6 PERIODS - - - - - - - - - - - *
 LN# ACCT # DESCRIPTION            |*   1/00     2/00      3/00      4/00      5/00      6/00   *
  1 500000 ADVERTISING & SALES PROMO    690.50   2416.28    858.54    365.40    651.18   1090.63
  2 520000 DUES/SUBSCRIPTIONS           237.00    225.00    447.00    225.00    465.00    225.00
  3 530000 PAYROLL TAXES-SALES         1150.94   1095.86    569.82    602.10    637.12    674.41
  4 541000 SALARIES-COUNTERMEN         9347.16   8576.66   7587.46   8017.31   8483.57   8980.38
  5 544000 SALARIES-SALESMEN           4188.50   4188.50
  6 544100 ALLOCATED SLSMN'S CHARGES   1744.00-  1744.00-  1467.30   1226.51   1533.14   1226.51
  7 570000 TRAVEL & ENTERTAINMENT-SALES  92.94     50.00    116.52               90.00     50.00
  8 571000 TRAVEL AND ENTERTAINMENT-FO                                                    122.10
  9 580000 VEHICLE EXPENSES-GAS,OIL &    512.39    558.91    327.01    966.04    344.37    438.54
        SELLING EXPENSES            14517.28  15367.21  11373.65  11402.36  12204.38  12807.57

 F3=EXIT    F9=SHIFT   F12=PREVIOUS
```

After viewing the 12 month spread inquiries, back up to the summary screen that first appeared. To view actual account detail and/or subledger detail, key the line# and **ENTER** or position the cursor on the desired line and press **ENTER**. Once you have accessed the G/L Account Inquiry, refer to the previous section, **General Ledger Inquiry**. All functions are identical.

NOTE Skeleton lines that have been designated as Quantity lines do not show the quantities in the inquiry, only on the printed report.

BUDGET INQUIRIES

Using the same format as the Financial Inquiries, comparative budget financial statements can be viewed. In addition to the standard selection criteria, (Corp#, Div#, etc.) three comparison options are available; *Actual vs. Budget, Actual vs. Forecast*, and *Budget vs. Forecast*. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used whenever either of the options which use forecast data is selected, (actual vs. forecast or budget vs. forecast). If either is selected, enter the forecast name to use for the comparison or press **F4** to scan. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data. In all other respects it is identical to the Financial Inquiries described in the previous section.

****NOTE**** The 10 Position Values by User/Corp are not currently used by this version of the inquiry.

G/L DETAIL DOWNLOAD

This job creates a file of selected G/L detail data that can be downloaded into a PC Spreadsheet program through the PC Support utility. The selection is identical to that used for the G/L Detail Report with one exception. Upon selecting this job, the operator is prompted as to whether to use the previously created download file, (if it exists), or to create a new data file. Below is a sample transfer specification for PC Support.

        Filename: GLBT41P.TTO

        TRTOPC
        DOWNLOAD G/L DETAIL WORK FILE
        FROM (8 BLANK SPACES) GLFILE/GLBT41P
        SELECT (6 BLANK SPACES) *
        WHERE
        ORDER BY
        3
        C:\WORK\GLBT41P.DAT   (A- Replace line with desired drive, directory, file.)

        3312
         8011 661

        12
        JOIN BY
        GROUP BY
        HAVING
        SYSTEM (6 BLANK SPACES) XXXXXXXX   (B- Replace 'XXXXXXXX' with your System I.D.

BALANCE SHEETS VERSIONS 1 & 2

These menu options print the 2 different versions of the Balance Sheet for a selected range of accounting periods. Summary and analysis data can be printed for a single corporation or for consolidated corporations. (Version 1 shows both MTD and YTD data, and Version 2 shows Current Period YTD, Prior Period YTD and the change between the two.) Upon selection of this option, a screen like that shown below appears:

```
          FINANCIAL SKELETON ANALYSIS#

          FROM ACCOUNTING PERIOD#
          TO ACCOUNTING PERIOD#
          REPORTING LEVEL (1, 2, 3, 4)
          CONSOLIDATE (Y/N)
          FREE FORM TEXT FOR REPORT HEADING
          _____


    ================AVAILABLE OPTIONS=================
    SHOW ONE MONTH FIGURES                          Y
    PRINT DETAILED SUPPORTING SCHED                 Y
    PRINT THE FORMAL STATEMENT                      Y
    SHOW CENTS ON THE SUPP. SCHED.                  Y
    SHOW CENTS ON THE FORMAL SCHED.                 Y
    PRINT STATEMENTS ON LETTER SIZE PAPER           N
    VALIDATE SELECTED DATA AGAINST SKELETON         Y
    # OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **STARTING/ENDING ACCOUNTING PERIODS**, choose a **REPORT LEVEL**, (1=Corp., 2=Div., 3=Dept., 4=Job). (The balance sheet is usually run at the corporate level but it can be run at any of the other levels.) Finally, indicate whether you want to consolidate the selected corporations. (Don't forget to use **F14** or **F18** to select the entity(s) for which to print the Balance Sheet). Use the **FREE FORM TEXT AREA** field to enter an additional report description for the 'formal' financial statement. This free form description prints under the skeleton description. At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print one month figures only appears for menu option #6, allowing MTD and YTD data. The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the formal page of the Balance Sheet. The prompt to validate against the skeleton tells the system to make sure that all balance sheet accounts are included in a balance sheet skeleton.) When the selection criteria has been entered and the corporation(s) selected, press ENTER to proceed. The Balance Sheet is processed and sent to the printer.

Prior to the actual printing, the system checks that all asset and liability accounts have been accounted for on the report UNLESS the option **"Validate Selected Data Against Skeleton"** has been set to *'N'*. If any accounts with balances are NOT accounted for, a list of those is produced along with the report.

NOTE The signs of the variance figures are determined by the Profile Option setting for "B/S Variance - Current> Prior is +'. See the section regarding profile options for a further explanation.

P & L STATEMENT - NON-CONSOLIDATING VERSION

This menu option prints the non-consolidated version of the P & L Statement for any range of accounting periods. The operator must choose the report level at which to report. These are the Corporate, the Divisional, the Departmental and the Job levels. The corporate level allows the operator to select the desired corporation(s), and prints a corporate P&L summary and analysis.   The divisional level allows the operator to select some or all divisions within a corporation and prints separate divisional P&L summaries and analyses. The departmental level allows the operator to select some or all divisions and departments; printing separate departmental summaries and analyses. The job level allows the operator to select some or all divisions, departments and jobs; printing separate job summaries and analyses. Upon selection of this option, a screen like that shown below appears:

```
                    FINANCIAL SKELETON ANALYSIS#
                    FROM ACCOUNTING PERIOD#
                    TO ACCOUNTING PERIOD#
                    OPTION (1=ACT. VS. PRIOR, 2=ACT. VS.   BUD.,
                    3=ACTUAL VS. FORECAST)
                    REPORT LEVEL (1=CORP, 2=DIV, 3=DEPT, 4=JOB))
                    FREE FORM TEXT AREA_____


     ================AVAILABLE OPTIONS==================
     SHOW ONE MONTH FIGURES                          Y
     PRINT DETAILED SUPPORTING SCHEDULE              Y
     PRINT THE FORMAL STATEMENT                      Y
     SHOW CENTS ON THE SUPP. SCHEDULE                Y
     SHOW CENTS ON THE FORMAL SCHEDULE               Y
     PRINT STATEMENTS ON LETTER SIZE                 N
     VALIDATE SELECTED DATA AGAINST SKELETON         Y
     PRINT OPENING/CLOSING BALANCES                  Y
     # OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the comparison **OPTION** (actual vs. prior etc.) and the desired **REPORTING LEVEL**. (use **F14** or **F18** to make the Corp/Div/Dept/Job selections). Use the **FREE FORM TEXT AREA** field to enter an additional report description for the 'formal' financial statement. This free form description prints under the skeleton description. At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the formal page of the P&L. The prompt to validate against the skeleton tells the system to make sure that all P&L accounts are included in a P&L skeleton.) If G/L Profile option #20 has been activated, the opening and closing Fund Balance/Retained Earnings amounts can be printed by keying a ′Y′ at that option. (You **must** use **F14** or **F18** to perform entity selection when printing the opening/closing balances. The Retained Earnings/Fund Balance account# must exist in the 10 Position Values by Corp/Application file; see page 16 for further details.) When the selection criteria has been entered and the corporation(s), division(s), department(s), job(s) selected, press **ENTER** to proceed. The P&L Statements are processed and sent to the printer. If any P&L accounts with balances are NOT accounted for in the skeleton, a list of those is produced along with the report (only if ′Y′ at the **VALIDATE DATA AGAINST SKELETON** field). If the skeleton being used has any 'Q' lines, the system will calculate and print a Per Unit Cost column rather than a Percentage of Revenue.

P & L STATEMENT - CONSOLIDATING VERSION

This menu option prints consolidated version of the Profit and Loss Statement for a selected range of accounting periods. The operator must choose a consolidation level. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select the two or more corporations (and the appropriate divisions and departments in each), and prints a consolidated corporate P&L summary and analysis.   The divisional level allows the operator to select some or all divisions and departments within a corporation(s) and prints a consolidated P&L summary and analysis for each selected corporation. The departmental level allows the operator to select some or all divisions and departments and prints separate consolidated divisional summaries and analyses. The job level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated departmental summaries and analyses. Upon selection of this option, a screen like that shown below appears:

```
            FINANCIAL SKELETON ANALYSIS#
            FROM ACCOUNTING PERIOD#
            TO ACCOUNTING PERIOD#
            OPTION (1=ACTUAL VS. PRIOR, 2=ACTUAL VS.
            BUDGET, 3=ACTUAL VS. FORECAST)
            CONSOLIDATE AT (1=CORP,2=DIV,3=DEPT,4=JOB)
                  FREE FORM TEXT AREA
            _____


    ================AVAILABLE OPTIONS==================
    SHOW ONE MONTH FIGURES                         Y
    PRINT DETAILED SUPPORTING SCHED.               Y
    PRINT THE FORMAL STATEMENT                     Y
    SHOW CENTS ON THE SUPP. SCHED.                 Y
    SHOW CENTS ON THE FORMAL SCHED.                Y
    PRINT STATEMENTS ON LETTER SIZE PAPER          N
    VALIDATE SELECTED DATA AGAINST SKELETON        Y
    PRINT OPENING/CLOSING BALANCES                 Y
    # OF COPIES TO PRINT                           1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the comparison **OPTION** (actual vs. prior etc.) and the desired **REPORTING LEVEL**. (Don't forget to use **F14** or **F18** to make your Corp/Div/Dept/Job selections). Use the **FREE FORM TEXT AREA** field to enter an additional report description for the 'formal' financial statement. This free form description prints under the skeleton description. At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the formal page of the P&L. The prompt to validate against the skeleton tells the system to make sure that all P&L accounts are included in a P&L skeleton.) If G/L Profile option #20 has been activated, the opening and closing Fund Balance/Retained Earnings amounts can also be included by keying a *'Y'* at that option. (You **must** use **F14** or **F18** to perform entity selection when printing the opening/closing balances. When the selection criteria has been entered and the corporation(s), division(s), department(s), job(s) selected, press **ENTER** to proceed. The P&L Statements are processed and sent to the printer. If any P&L accounts with balances are NOT accounted for in the skeleton, a list of those is produced along with the report (only if *'Y'* at the **VALIDATE DATA AGAINST SKELETON** field).

G/L DETAIL - ALL PERIODS

This menu option prints a detailed General Ledger list for a selected range of periods. (This report can be run across fiscal years if desired.) If the operator wishes, the subledger detail may be printed as well. Additionally, the report can be limited to certain G/L accounts, Book Codes and/or JE Explanations. Upon selection of this menu option, the operator is prompted to enter the **FROM** and **TO** periods, the consolidation level at which to print, (*1=Corp., 2=Div., 3=Dept., 4=Job*), and whether to print the sub-ledger detail. If any of the sub-ledger profiles are set to 'Y', the screen prompt here defaults to 'Y' and the user can change it to 'N' if desired. If none of the profiles are set to 'Y', the prompt does not appear on the screen. If the user selects 'Y' to print the sub-ledger detail, the individual profiles still determine which ones print (i.e. PJ/DJ/MC/SJ). If profile #69 – Print Budget on G/L Detail Listings is set to 'Y', the annual and remaining balance amounts are included for each account that has a budget.

Remember to use **F14** or **F18** to select the Corp/Div/Dept/Job for which to run the report. (****NOTE**** Div/Dept/Job# 000 is a valid selection). **F15** allows entry of the individual account numbers to be included in the report. **F16** allows the entry of up to 25 Book Codes to be included in the report. **F17** allows entry of the specific JE explanation for the entries to be included in the report. When using any of these last three function keys, ONLY the selected accounts, book codes and/or JE entries with that explanation are included in the report.

G/L DETAIL - BALANCE FORWARD

This menu option prints the balance forward version of the detail General Ledger list. This means that a balance forward figure is printed for all but the last period of the selected range and detail is listed for only the last period. All other functions are identical to the regular version of this report as described in the previous section. (This report can be run across fiscal years if desired. **It CANNOT be run for the first period alone (i.e. 01/00-01/00) of the new fiscal year, since there are no balance forward figures.)**

TRIAL BALANCE (2 COLUMNS)

This menu option prints a 2 column trial balance for a selected range of periods. Year-to-date figures only are provided. This report may be limited to individual G/L accounts using **F15**. Upon selection of this option, the operator is prompted to enter the **FROM** and **TO** accounting periods, the consolidation level at which to print, (*1=Corp., 2=Div., 3=Dept., 4=Job*), and whether to consolidate corporations. Corporations can be consolidated ONLY WHEN the consolidation level is 1=Corp. Remember to use **F14** or **F18** to select the Corp/Div/Dept for which to run the report.

TRIAL BALANCE (6 COLUMNS)

This menu option prints a trial balance for a selected range of periods showing Prior To Date, Month-to-date debits/credits and Year-to-date. All other selection functions are identical to the 2 column version of this report as described in the previous section.

12 MONTH SPREAD ANALYSIS

This menu option prints a 12 month report of all accounts at any of the 4 G/L levels. If the operator wishes, the report may be limited to certain accounts. Upon selection of this menu option, the operator is prompted for the **FISCAL YEAR** (i.e. 1989) and the **REPORT LEVEL** for which to print the report. (Remember to use **F14** or **F18** to select the desired Corp/Div/Dept/Job entities). **F15** allows entry of individual account numbers to be included in the report.

G/L DETAIL REPORT SUITE

This menu option prints a selected G/L Detail Report Suite for a specified date range. The reports in the suite are processed in the sequence in which they exist in the suite. The reports produced are identical to those produced using the individual report selections on this menu. Simply enter the suite#, the accounting period range and an override printer ID if necessary.

G/L SUMMARY - BALANCE FORWARD

This menu option prints the summary version of the G/L Detail - Balance Forward report. Opening balances for all but the last period of the selected period range, total debits and credits for the current period, and closing balances are provided on an account-by-account basis. Selected corporations can be consolidated if desired, but ONLY WHEN the consolidation level is 1=Corp. All other functions are identical to the G/L Detail - All Periods report as described in a previous section. NOTE: This report CANNOT be run for the first period of the new fiscal year, since there are no balance forward figures.

FINANCIAL STATEMENT REPORT SUITE

This menu option prints a selected Financial Statement Report Suite for a specified date range. The reports in the suite are processed in the sequence in which they exist in the suite. The reports produced are identical to those produced using the Financial Statement report selections on this menu. Simply enter the suite#, the accounting period range and an override printer ID if necessary. If the printer ID is left blank, the default printer is assigned.

ALTERNATE P&L

This menu option prints the Alternate Format P&L for a selected range of periods. It is an alternate format in that there are only four columns: Current Period Dollars, Current YTD Dollars, Prior Year Dollars and Budget Dollars. The only selection options are the range of periods, the Skeleton#, and the Reporting Level (Corp/Div/Dept).

ENCUMBRANCE P&L REPORTS

The Encumbrance P&L Reporting analyzes budgets, current expenditures and current encumbered expenses (open Purchase Orders in the Purchasing system) using any of the existing financial skeletons. As with all G/L reporting, there are consolidating and non-consolidating versions of this report, accounting period range selection, and reporting level (corporate/divisional/departmental/job) selection. The report format is standard regardless of the menu option, and the selection criteria is almost identical to the standard financial statements.

In order for this report to accurately reflect the true financial position, you must have copied/cloned the Budget to the Forecast, (using menu option #2 on the Budget Menu) and you must be using the DAPREX Purchase Order system. It is the Purchase Order system that provides the encumbered expense data. The current expenditures data is gathered from the G/L detail file and it is therefore VERY IMPORTANT that you post to G/L on an ongoing basis out of A/P or that an Interim A/P Month End be run PRIOR to running this report.

The Encumbrance report reflects the Original Yearly Budget, any updated Forecast Revisions, the Revised Budget, Current Encumbered Expenses, (includes all open P.O.'s that have a status of 3=Printed, 4=Partially Received and 5=Received in Full. Once a receipt is approved and has been posted to A/P, it is no longer considered as part of the encumbered amount. See NOTE below.), Current Revenue/Expense, Current Spending (Encumbered Expenses plus Current Rev/Exp), Year-To-Date Rev/Exp, Budget Versus Actual and Percentage of Full Year's Budget Used to date.

NOTE If, upon selection of either menu option, an A/P Voucher Batch 99, (that created as a result of performing PO/AP maintenance) exists, the system displays the following message, indicating that the amounts in that batch ARE NOT included in the encumbrance report.

> **WARNING: THE VOUCHER ENTRY BATCH CONTAINS P.O. DATA WHICH HAS NOT YET BEEN POSTED TO A/P. IF YOU RUN THE ENCUMBRANCE REPORT NOW, THIS DATA WILL NOT BE INCLUDED. PRESS ENTER TO CONTINUE AND RUN THE REPORT, OR PRESS F3 TO CANCEL THE JOB NOW.**

Prior to the actual printing, the system checks that all income and expense accounts have been accounted for on the report. If any are NOT accounted for, a list of those is produced and the actual report canceled until appropriate corrections have been made.

NOTE Encumbrance reports can exist as part of a Financial Statement Report Suite.

ENCUMBRANCE P&L - (NON-CONSOLIDATING)

This menu option prints the non-consolidated version of the Encumbrance P&L Report through a selected accounting period. The operator must choose one of four reporting levels at which to report. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select the desired corporation(s), and prints a corporate Encumbrance P&L summary and analysis. The divisional level allows the operator to select some or all divisions within a corporation and prints separate divisional summaries and analyses. The departmental level allows the operator to select some or all divisions and departments and prints separate departmental summaries and analyses. The job level allows the operator to select some or all divisions, departments and jobs and prints separate job summaries and analyses.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

        FINANCIAL SKELETON ANALYSIS#

        THRU ACCOUNTING PERIOD#

        REPORT LEVEL (1=CORP, 2=DIV, 3=DEPT, 4=JOB)

        FREE FORM TEXT HEADING

==========AVAILABLE OPTIONS==========

PRINT DETAILED SUPPORTING SCHEDULE              Y
PRINT THE FORMAL STATEMENT                      Y
VALIDATE SELECTED DATA AGAINST SKELETON         Y
# OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **THROUGH ACCOUNTING PERIOD**, indicate the desired reporting level and free form text heading. (Don't forget to use **F14** or **F18** to make your selections).   At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. When the selection criteria has been entered and the corporation(s), division(s), department(s), job(s) selected, press **ENTER** to proceed. The Encumbrance P&L Statements are processed and sent to the printer.

ENCUMBRANCE P & L (CONSOLIDATING VERSION)

This menu option prints the consolidated version of the Encumbrance P&L Report through a selected accounting period.. The operator must choose one of four consolidation levels. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select two or more corporations, (and the appropriate divisions, departments and jobs in each), and prints a consolidated corporate Encumbrance P&L summary and analysis. The divisional level allows the operator to select some or all divisions, departments and jobs within a corporation(s), and prints consolidated summaries and analyses for each selected corporation. The departmental level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected division. The job level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected department.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

        FINANCIAL SKELETON ANALYSIS#

        THRU ACCOUNTING PERIOD#

        CONSOLIDATE AT (1=CORP, 2=DIV, 3=DEPT, 4=JOB)

        FREE FORM TEXT HEADING

==========AVAILABLE OPTIONS==========

PRINT DETAILED SUPPORTING SCHEDULE              Y
PRINT THE FORMAL STATEMENT                      Y
VALIDATE SELECTED DATA AGAINST SKELETON         Y
# OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **THROUGH ACCOUNTING PERIOD**, indicate the desired consolidation level and free form text heading. (Don't forget to use **F14** or **F18** to make your selections). At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. When the selection criteria has been entered and the corporation(s), division(s), department(s), job(s) selected, press **ENTER** to proceed. The Encumbrance P&L Statements are processed and sent to the printer.

SUMMARY P&L

This option prints a special P&L format showing the 'Net Income/Loss' line from each divisional P&L with the exception of a 'Home' division (the home division being the General & Administrative division

in most cases) that is specified at the time of running the report. After the divisional net income/loss lines are printed, the system uses the selected skeleton# to print detail for the 'Home' division' and nets out the divisional totals and the 'Home' division expenses to come out with overall net income. In order for the report to properly print, the first line on the skeleton MUST BE called Total Income. It is used to total the divisional totals that are to be calculated by the system. That line should also be flagged as the Net Revenue line to be used in the percentage of revenue calculation. See example below of which lines are/are not in the skeleton.

NET INCOME	***NOT IN SKELETON**
DIVISION 1	***NOT IN SKELETON-CALCULATED**
DIVISION 2	***NOT IN SKELETON-CALCULATED**
DIVISION 3	***NOT IN SKELETON-CALCULATED**
TOTAL INCOME	***THIS IS FIRST LINE IN SKELETON**
GENERAL & ADMINISTRATIVE EXPENSES	**IN SKEL.**
OFFICERS SALARIES	**IN SKEL.**
OFFICE SALARIES/WAGES	**IN SKEL.**
PAYROLL TAXES	**IN SKEL.**
INSURANCE	**IN SKEL.**
UTILITIES	**IN SKEL.**
TAXES	**IN SKEL.**
LEGAL FEES	**IN SKEL.**
ETC.	**IN SKEL.**

G/L TEMPLATE FILE INQUIRY

This option allows inquiry to the template file - both header and detail records. Key a ′2′ next to the template for which to view detail and press **ENTER**. The system displays the individual line items that make up the template.

RESERVED BOOK CODE INQUIRY

This option allows inquiry to the reserved book codes that are available for use in the G/L Journal Entry program.

G/L TEMPLATE WORKSHEETS

This option prints template worksheets that can be used as input documents for the processing of template entries. Simply indicate the number of copies to print and select the desired template(s).

DETAIL ACCOUNT ANALYSIS

(This report is found under option #26 - More. . . . .) This option prints an account level report showing a single line YTD total for each selected Corp/Div/Dept/Job. The operator selects the data type (Actual, Budget or Forecast) and year for three columns, (i.e. Actual 1996, Budget 1996 and Actual 1995) for comparison purposes. The system calculates dollar and percentage variances between columns 1 and 2 and columns 1 and 3.

MONTHLY ACCOUNT ANALYSIS

(This report is found under option #26 - More. . . . .) This option prints an account level report with a separate monthly totals for each selected Corp/Div/Dept/Job. The operator selects the data type (Actual, Budget or Forecast) and year for three columns for comparison purposes. The system calculates dollar and percentage variances between columns 1 and 2 and columns 1 and 3.

MONTHLY PROJECT ANALYSIS

(This report is found under option #26 - More. . . . .) This option prints a Corp/Div/Dept/Job level report (depending on the selected report level) showing separate monthly totals for each selected account. The operator selects the data type (Actual, Budget or Forecast) and year for three columns for comparison purposes. The system calculates dollar and percentage variances between columns 1 and 2 and column 1 and 3.

JOURNAL ENTRY REPORT FOR SELECTED CORP/PERIODS

(This report is found under option #26 - More. . . . .) This option prints a list of all 'manual' journal entries (all those not automatically posted from another DAPREX subsystem). Simply select the corporation# and accounting period range for which to run the report. The report prints in GL JE#/Book Code sequence within accounting period and provides total debits/credits for each period and grand totals.

DePArtment Report

(This report is found under option #26 - More. . . . .) ACVB only

JOURNAL ENTRY INQUIRY FOR SELECTED CORP/PERIODS

(This inquiry is found under option #26 - More. . . . .) This option displays a list of all 'manual' journal entries (all those not automatically posted from another DAPREX subsystem). Simply enter the corporation# and accounting period range for which to display the entries. The journal entries are shown in GL JE#/Book Code sequence within accounting period.

12-Month Report for All Accounts/Entities

(This inquiry is found under option #26 - More. . . . .) This option prints a 12 month spread report of all accounts with activity in Account#/Corp#/Div#/Dept#/Job# sequence for ALL corporations. You can choose to print Actual, Budget or Forecast data for a selected fiscal year.

YEAR END PROCESSING

The Year End Processing Menu contains special and year end jobs. This menu should be limited to those operators with the authority to perform such tasks. The menu appears as below.

1.	**CLOSE THE YEAR**
2.	**DROP G/L RECORDS BY BOOK AND/OR DATE**
3.	**CHANGE PERIOD FOR SELECTED BOOK#S - EDIT**
4.	**CHANGE PERIOD FOR SELECTED BOOK#S - UPDATE**

Each option is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

CLOSE THE YEAR

This menu option closes out a fiscal year for a selected corporation/year; closing out all P&L accounts, posting an entry to a user specified Retained Earnings/Net Assets account# and creating opening Balance Sheet entries. Balance forward entries to the balance sheet accounts can be made either at the highest level (i.e. the Corp/Fund level using Div# 000) or at all of the valid entity levels (i.e. Corp/Div/Dept/Job using the appropriate division#, department# and/or job#). In order to have balance forward entries created at all entity levels, the corporate specific profile option #2, 'Year End: Create B/F for all Entities', must be activated. If that profile option is set to 'Y' and option #3, 'Year End: Retained Earnings at Corp Level only' is also set to 'Y', the entry to retained earnings is created at the Corp. level. If #2 is set to 'Y' and #3 is set to 'N', all entries *including* retained earnings are created at the appropriate entity level. See the sample prompt screen below,

```
GLDV09                  G/L YEAR END CLOSING

 ENTER FISCAL YEAR TO CLOSE . . . . . . .  1994

 G/L ACCT # FOR RET. EARNINGS  . . 290000  FUND BALANCE


 F3=EXIT F4=PROMPT(*) F14=ENTITIES
```

A list of these automatically created entries is created during this job. (Once the job is complete, you are ready to print financials for the new year.) The Year End Close can be run as many times as necessary in order to close the year, and does not interfere with posting entries to the current year. Typically this job should be run when all entries, (excluding year end adjustments) for the fiscal year have been entered. It should then be run again after the adjusting entries have been made, (adjusting entries should be made to the last period of the year being closed), as it deletes the previously created opening balances and the posting to Retained Earnings/Fund Balance, and recalculates them based on the adjustments. The opening balances that are created have a book code of ___*A*.

DROP G/L RECORDS BY BOOK AND/OR DATE

This jobs allows authorized operators to drop certain G/L entries that were posted in error by specifying the **CORP#, DIV#, DEPT#, JE#/BOOK CODE, DESCRIPTION** and **PERIODS.** The user may choose to save the entries to tape or to recreate a batch of the entries being dropped. All entries that match the selection criteria are dropped, assuming they are in balance and saved/recreated as the user chooses. A list of the entries to be dropped is produced. If you want to drop prior years' history for ALL book codes, leave the **BOOK CODE** field blank. If you want to drop **all** entries for a selected **JE/BOOK CODE**, enter the **JE#/BOOK CODE** without an entry in the **DESCRIPTION** field. If you want to drop all entries for a selected **JE/BOOK CODE** that have a *specific description*, enter the **JE#/BOOK**

CODE AND the **DESCRIPTION** and only the matching records will be dropped. (A description can only be entered if a book code is entered.)

Upon selection of this menu option, the Corporation selection utility appears. After selecting the corporation for which to drop G/L data, press **F3** to exit. Now enter the **FROM** and **TO** accounting periods from which to drop entries, the **BOOK CODE**, (optional, see above paragraph), the description and the **TAPE DEVICE ID** to be used to perform the save, if any. Leave that field blank if you do NOT wish to save it. See sample screen on the following page.

```
DROPGL              DROP G/L ENTRIES

ENTER FROM/TO ACCTG PD & BOOK# FOR  ENTRIES TO DROP:

  FROM ACCOUNTING PERIOD (##/YY) . . . . .
  TO ACCOUNTING PERIOD (##/YY) . . . . . . . .

  BOOK #  (BLANK=ALL) . . . . . . . . . . . . . . .

  DESCRIPTION (BLANK=ALL) . . . . . . . . . . .

*ENTER DEVICE ID FOR SAVE OF DROPPED ENTRIES (BLANK
FOR NO SAVE)
```

After keying the responses, press **ENTER** to proceed. If you choose NOT to save the entries before dropping them, a message appears asking whether to recreate the entries in a GL JE batch (this message appears ONLY if you are using the newer version of the JE program – see profile #41). Finally, a warning message appears letting you know you are about to delete data from the system. Press **ENTER** to continue or **F12** to return to the previous screen. The program checks to see if the selected entries are in balance before submitting the job. If the entries are **not** in balance, the user is prompted whether to continue or not with the following message, "Selected G/L entries are not in balance. Continue Y/N?".

CHANGE PERIOD FOR SELECTED BOOK#S - EDIT

This menu option allows you to print an edit list of data under selected Book Codes/JE#s that you want to transfer from one accounting period to another, AFTER that data has been posted to the G/L. As such, this job should be secured to those users authorized to perform such a task. First enter the Book Code(s) of the data to be transferred from one period to another - multiple Book Codes may be selected. Press **ENTER** and **F20=Accept**. Then press **F15=Continue** and enter the from and to accounting periods (PD/YYYY format) for the data transfer. Press **ENTER** and selected the Corp/Fund for which to perform the data transfer and press **ENTER** again. Finally, press **F3=Exit** and the job will run. **No one may be using the G/L Detail file when this job is run.**

An Edit List of the selected records is produced and may be checked prior to running the update.

CHANGE PERIOD FOR SELECTED BOOK#S - UPDATE

This menu updates the transactions listed on the edit produced in the previous job. All of the transactions belonging to the selected Book Code(s), Corp(s) and accounting period are transferred from a selected period to another period and an updated Edit List is printed.

BUDGETING

The General Ledger Budgeting menu contains the following options.

1.	BUDGET FILE MAINTENANCE
2.	BUDGET CLONING
3.	BUDGET INQUIRIES
4.	BUDGET FILE LIST
5.	P&L PERFORMANCE (NON-CONSOLIDATING)
6.	P&L PERFORMANCE (CONSOLIDATING)
7.	BUDGET CLONING BY ENTITY
8.	P&L ANALYSIS (NON-CONSOLIDATING)
9.	P&L ANALYSIS (CONSOLIDATING)
10.	FORECAST REVISIONS
11.	P&L VARIANCE (NON-CONSOLIDATING)
12.	P&L VARIANCE (CONSOLIDATING)
14.	P&L 80 COLUMN VARIANCE (NON-CONSOLIDAT.)
15.	P&L 80 COLUMN VARIANCE (CONSOLIDATING)
17.	P&L COA ANALYSIS (NON-CONSOLIDATING)
18.	P&L COA ANALYSIS (CONSOLIDATING)
20.	BUDGET P&L REPORT SUITE
22.	4 COLUMN VARIANCE REPORT
23.	MULTI-PAGE SPREAD REPORT
24.	12 MONTH VARIANCE
25.	POST ACTUAL DATA INTO FORECAST
26.	MORE. . . . .

This menu has all of the jobs necessary to enter and maintain budget figures. A comprehensive selection of comparative budget reporting can also be found on this menu.

BUDGET FILE

The GL/400 system provides 2 levels of regular budgeting; what we call Budget and Forecast, (Revised Budget). Regular annual budgets/forecasts can be entered and used in comparative reporting: Budget vs. Actual, Forecast vs. Actual and Budget vs. Forecast. Budgets/Forecasts may be set up for any or all Corp/Div/Dept/Job entities and can be reported on individually or in consolidated fashion. If the G/L profile "Multiple Forecasts" has been activated, an unlimited number of forecasts can be created using the "Lock in a Forecast" job on the Budget sub-menu. These additional forecasts can also be used for inquiry and reporting simply by entering the forecast name when prompted. Refer to the section entitled "Lock in a Forecast" for more details.

For each G/L Corp/Div/Dept/Job/Account combination both regular budget and regular forecast figures may be input. This can be accomplished by entering the budget for each Corp/Div/Dept/Job/Account or by using a MAD# to allocate the budget amount across multiple Corp/Div/Dept/Job/Accounts. The MAD# can be used in combination with any of the methods described below.

There are four methods of entering these amounts. Option 1 allows the user to key in a monthly budget amount that is then automatically copied each of the 12 fiscal periods. Option 2 allows the operator to enter a yearly amount that is equally divided among the periods. (Options 1 & 2 can be allocated across 12 or 13 periods if the XP Profile Option #11, 'Use Accounting Period 13' is set to 'Y'. Set G/L Profile Option #44, 'Use 13 Periods when Spreading Budget' to 'Y' to allocate across all 13 periods, or 'N' to allocate over 12 periods only.) MAD# allocation is the same as that just described. Option 3 allows the operator to enter separate amounts into each fiscal period. If any of these methods is used in conjunction with a MAD#, the monthly account allocations are made based on the percentages in the MAD# file. The allocation takes place and records are created upon pressing **ENTER** to accept the displayed monthly budget amounts. Option 4 allows the user to enter a total budget amount and then enter separate percentages into each fiscal period which are used to calculate the allocation of that annual amount. Standard budget percentage allocations may be predefined on the File Maintenance menu and used here when prompted. When using any of these methods, the operator has the ability to modify the amounts assigned to each period.

When set to 'Y', Profile options #38-Budget/Forecast Entry: Check Status, #39-Budget/Forecast Entry: Multi-Column and #40-Budget/Forecast Entry: Protect Actual, provide additional functions/features in this program. Refer back to the section entitled "Profile Options" and read below for further details.

Upon selection of this menu option, the operator is prompted to enter the fiscal year, (i.e. *1998*), and a '*B*' for budget figures or an '*F*' for forecast. When that data has been keyed, press **ENTER** to proceed. If Profile Option #39-Budget/Forecast Entry: Multi-Column, has been set to 'Y' additional options appear on this first screen. See below.

```
YEAR . . . . . . . . . . . . . . .
B=BUDGET, F=FORECAST . . . . . . .
                                            FORECAST
                          A/B/F   YEAR    NAME (*)
   COLUMN 2 . . . . . . . . . . . . .
   COLUMN 3 . . . . . . . . . . . . .
```

Entry of data for either or both the **COLUMN 2** and **COLUMN 3** fields here provides the user with a comparative view of the budget/forecast being created/viewed, i.e. last year actual and last year budget versus this year's actual. If such a comparison is desired, select the data type (A=Actual, B=Budget, F=Forecast), year and the forecast name (if other than the standard forecast). Press **ENTER** to proceed.

On the next screen that appears the operator is prompted to key the **CORP#, DIV#, DEPT#, JOB#**, (if applicable), and the **ACCT#** for which to enter budget/forecast figures. If you plan to allocate a budget amount using a MAD#, leave these fields blank and make an entry to the **MAD#** field only. Press **ENTER** to proceed. If profile option #38-Budget/Forecast Entry: Check Status is set to *'Y'*, the system checks the status for the specified Year, Budget/Forecast and Corp# in the Lock/Release Budget/Forecast File. (This file can be found on the Additional Reports menu #26 off the Budgeting menu.) If the status is locked, an error message to that effect is displayed, preventing the user from going further. Otherwise, a screen like that shown below appears.

```
ENTER/UPDATE BUDGET OR FORECAST DATA


KEY IN THE FOLLOWING DATA:


          CORPORATION#............  1
          DIVISION#...............   1
          DEPARTMENT#............
          JOB#....................
          G/L ACCOUNT#............  400000   PURCHASES
          MAD#....................

KEY IN OPTION# AND AMOUNT:  OPTION# (1/2/3/4)  __
                                        AMOUNT
                                        _____

-----------------------------------------------------------------------------------------
OPTION 1: THE AMOUNT $ WILL BE DUPLICATED INTO EACH
OF THE MONTHLY PERIODS.
OPTION 2: THE AMOUNT $ WILL BE DIVIDED INTO EACH OF THE
MONTHLY PERIODS.
OPTION 3: YOU MAY ENTER INDIVIDUAL AMOUNTS INTO EACH
OF THE MONTHLY PERIODS.
OPTION 4: YOU MAY ENTER INDIVIDUAL PERCENTAGES INTO
EACH OF THE MONTHLY PERIODS.
```

ENTRY BY CORP/DIV/DEPT/JOB/ACCOUNT#

Decide on which option you wish to use for this account and key it in the **OPTION#** field. If you have keyed a *'1'* or a *'2'*, key the amount to be used (WHOLE DOLLARS ONLY) in the **AMOUNT** field and press **ENTER**. The system places the appropriate amounts in each period and provides a total at the bottom of the screen. Press **ENTER** again to continue with the next account. If you keyed a *'3'*, simply press **ENTER** after indicating your option. Now you may enter the individual budget/forecast amounts into each period. If you keyed a *'3'*, simply press **ENTER** after indicating your option. Now

you may enter the individual budget/forecast amounts into each period. If you entered a *'4'*, key the amount to be used and press **ENTER**. If you wish to select a predefined percentage definition you may key it in at the screen below or press **F4** to scan for a valid definition#.

> **IF USING PRE-DEFINED PERCENTAGES,**
> **KEY DEFINITION# (*) . . .**
> **OR LEAVE BLANK TO ENTER PERCENTAGES.**
>
> **ENTER F4=SELECT(*)**

If you wish to enter variable percentages, press **ENTER** at this screen and key the percentages applicable to each period. When these have been keyed, press **ENTER** to have the system calculate the monthly amounts and/or total and **ENTER** again to continue with the next account. (**F16** can be used to duplicate the previous percentages when using option *'4'*.) Proceed in this fashion until all budget/forecast entries have been made. You will want to print a list of your entries using menu option #4, Budget File List.

If Profile Option #39-Budget/Forecast Entry: Multi-Column, has been set to *'Y'*, and the **COLUMN A** and/or **COLUMN B** data was entered on the first screen, the system displays the following screen after selecting your budget allocation option and entering the amount, (or when viewing an existing budget/forecast for an account).

```
COMPANY  1 DAPREX INC.              DIV    1  STAMFORD, CT
DEPT    1  SALES                JOB    1  PROJECT 1 -
G/L ACCOUNT 400000  PURCHASES
                (A)       (B)       (C)      VARIANCE    VARIANCE
                1998      1997      1997     (A) - (B)   (A) - (C)
               BUDGET    ACTUAL    BUDGET
PERIOD  1       100        75       100         25           0
PERIOD  2       100        94       100          6           0
PERIOD  3       100       120       215        20-         215-
PERIOD  4       100       101       100          1-          0
PERIOD  5       100        87       100         13           0
PERIOD  6       100       210       100        110-          0
PERIOD  7       100        95       100          5           0
PERIOD  8       100        50       150         50          50-
PERIOD  9       100       141        85         41-         15
PERIOD 10       100       295       195        195-         95-
PERIOD 11       100        42       100         58           0
PERIOD 12       100       104       100          4-          0
TOTALS         1200      1414      1495        244-        310-
                                   D=DELETE .
```

Changes are to be made on this screen as necessary. If a change is made to data in column A, press **ENTER** to recalculate the variances. To accept a budget press **ENTER** again. If you are entering/viewing a forecast **and** Profile option #40-Budget/Forecast Entry: Protect Actual is set to *'Y'*, any data in column A that has been copied from actual G/L data using the budget menu option "Post Actual Data into Forecast" cannot be changed.

<u>ENTRY BY MAD#</u>

Decide on which option you wish to use for this MAD# and key it in the **OPTION#** field. If you have keyed a *'1'* or a *'2'*, key the amount to be used (WHOLE DOLLARS ONLY) in the **AMOUNT** field and press **ENTER**. The system places the appropriate amounts in each period and provides a total at the bottom of the screen. Press **ENTER** again to create the allocation and create the individual account records.   These will not be displayed. If you keyed a *'3'*, simply press **ENTER** after indicating your option. Now you may enter the individual budget/forecast amounts into each period. Again, press ENTER to create the allocation records. If you entered a *'4'*, key the amount to be used and press **ENTER**. If you wish to select a predefined percentage definition you may key it here or press **F4** to scan for a valid definition#. If you wish to enter variable percentages, press **ENTER** and key the percentages applicable to each period. When these have been keyed, press **ENTER** to have the system calculate the monthly amounts and/or total and **ENTER** again to continue with the next entry. (**F16** can be used to duplicate the previous percentages when using option *'4'*.) Proceed in this fashion until all budget/forecast entries have been made. You will want to print a list of your entries using menu option #4, Budget File List.

NOTES - If General Profile option #23 - Allow Budgets for Accounts < 300000 has been activated, budgets can be entered for asset & liability accounts. However, all of the budget reports on the budget menu only allow selection of P&L skeletons so a budgeted balance sheet report is NOT available using these options. You may however use the Budget Inquiry or create a report writer format and select a balance sheet skeleton to create your own report.
Run CALL CRTBDGSC. To rebuild budget files if out of sync.

BUDGET CLONING

This program can be used to copy actual, budget or forecast records from one Corp/Year to another. For example, if 6 months into the fiscal year a revised budget is approved, the original budget figures for that year can be copied to the forecast file for that same year and the necessary revisions made to the last 6 months of the fiscal year. By 'cloning' the budget figures, the original budget remains intact, and the data entry time is greatly reduced in the creation of the forecast or revised budget figures. In addition to simply cloning the dollar amounts, a multiplier can be used to increase or decrease the amounts in the newly created file. For example, to create the new year's budget, increasing all budget amounts by 10%, enter a multiplier of 110%. Conversely, to decrease the budget by 10%, enter a multiplier of 90%. Another example would be to copy the YTD actual (i.e. 6 months) to the forecast , filling the remaining months with budget figures.

When this menu option is selected the operator is prompted to select the Corp/Div/Dept/Job entities for which to perform the budget clone. When those selections have been made, press **ENTER** and **F3** to proceed. Now enter an *'A'* for actual, a *'B'* for budget or an *'F'* for forecast and the year FROM which to copy that data. If you are cloning Actual, the next two fields must be entered designating the number of months to use (i.e. through period 6) and which figures (Budget or Forecast) to use for the remaining months. If you are cloning either Budget or Forecast, skip those fields and enter a *'B'* or an *'F'* and the year TO which to copy, and a multiplier (use 100 to copy the figures as they are). If

budget/forecast records exist for the TO year, a warning is displayed with the option to cancel or continue and create a new file.   See the following page.

```
GLFM04              CLONING BUDGETS & FORECASTS

FROM ACTUAL, BUDGET OR FORECAST . . . .      (A=ACTUAL, B=BUDGET,
F=FORECAST)
FROM YEAR . . . . . . . . . . . . . . .
   FOR CLONE FROM ACTUAL ONLY:
      THRU PERIOD . . . . . . . . . . . . .
      FILL FROM BUDGET OR FORECAST . . . .      (B=BUDGET, F=FORECAST)

TO BUDGET OR FORECAST . . . . . . . . .       (B=BUDGET, F=FORECAST)
CREATE FOR YEAR . . . . . . . . . . . .
MULTIPLY BY . . . . . . . . . . . . . .        %
```

NOTES You **cannot** clone Budget to Budget or Forecast to Forecast for the same year. If you plan on using the Encumbrance P&L report, the Budget MUST BE cloned to the forecast at 100%. To make changes to the forecast figures, use the Forecast Revision menu option.

BUDGET INQUIRY

Using the same format as the Financial Inquiries, comparative budget financial statements can be viewed. In addition to the standard selection criteria, (Corp#, Div# etc.) three versions are available; Actual vs. Budget, Actual vs. Forecast, and Budget vs. Forecast. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used whenever either of the options which use forecast data is selected, (actual vs. forecast or budget vs. forecast). If either is selected, enter the forecast name to use for the comparison or press **F4** to scan. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data. In all other respects it is identical to the Financial Inquiries described in the **Inquiries and Reporting** section of this manual.

BUDGET FILE LISTING

This menu option produces budget/forecast file listings for selected Corp/Div/Dept/Job entities. They may be printed at any one of those four levels, with the sublevels being consolidated. In addition, this report may be run only for selected G/L accounts.

Upon selection of this menu option, the operator is prompted to enter the fiscal year of the lists to be run, a '*B*' for budget or an '*F*' for forecast figures, and to indicate the type of list desired; *1=Corporate, 2=Divisional, 3=Departmental, 4=Job.* (Don't forget to use **F14** to select the Corp/Div/Dept/Job entities for which to run the report). **F15** allows the operator to select individual or a range of accounts to be included.

FORECAST TRANSACTIONS

This menu option proceeds to another menu containing the entry, edit, update and reporting functions for updating the regular forecast figures via detail transactions. (Forecasts created using the Lock-in job on the Budget sub-menu cannot be modified using this program.) Using the detail transaction entry method of updating the forecast (revised budget) figures, the operator can record the amount and reason for each change, and all of these changes/updates are kept in a historical file which can be printed on demand. When using this method of updating the forecast figures, the operator would most likely clone the budget figures to the forecast figures for that year and make revisions via the Forecast Transaction entry. In effect, the operator is making journal entries and posting them to the Forecast figures rather than to the actual G/L balances.

The Entry, Edit and Update programs are identical to those found on the Daily Processing menu for G/L Journal Entry. The main difference between the two being that since forecast amounts are recorded in dollars only, all transactions should be in whole dollars, no cents. In addition, the forecast entries do not need to be in balance prior to updating. Finally, it is unlikely that the **CONTRA** fields will be used in the entry of forecast transactions. It is important to remember that when letting the system assign the next available JE#, (by keying ʹ****ʹ into the **BOOK/JE#** field), there is only one series of sequence numbers used for BOTH the G/L Journal Entry programs and the Forecast Entry programs. By activating G/L Profile option #18 - **Forecast Revisions: Default Book# to MM/DD**, the system MM/DD becomes the default Book Code and can be overridden as necessary.

The last option contained on this menu is the Forecast Detail Report, which prints the forecast transactions for a selected range of accounting periods. It can be printed for selected Corps/Divs/Depts, Account#s and/or Book Codes.   Remember that it is important to give some thought to the coding of Forecast entries so as to maintain the desired level of detail. The system combines any entries where the **CORP#, DIV#, DEPT#, JOB#, ACCT#,** and 4 character **BOOK CODE** are identical within the same accounting period.

PERFORMANCE REPORTING

General Ledger Performance Reporting allows the operator to print comparative performance reports using any of the existing financial skeletons. Selections include Budget vs. Actual, Forecast vs. Actual, and Budget vs. Forecast. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used whenever either of the options which use forecast data is selected, (actual vs. forecast or budget vs. forecast). If either is selected, enter the forecast name to use for the comparison or press **F4** to scan. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data. As with all G/L reporting, there are consolidating and non-consolidating versions of these reports, accounting period range selection, and reporting level (corporate/divisional/departmental/job) selection. The report format is standard regardless of the menu option, and the selection criteria is almost identical to the standard financial statements.

The report prints whole dollars only and compares actual to budget and last year actual for the selected period, on a MTD and YTD basis, and using the budget figures for the remaining fiscal periods, projects what the year end account balance will be. This report can be very useful in spotting potential budget overruns and in determining what a revised or forecast budget should look like.

Prior to the actual printing, the system checks that all income and expense accounts with balances have been accounted for on the report. If any are NOT accounted for, a list of those is produced.

P&L (NON-CONSOLIDATING)

This menu option prints the non-consolidated version of the P&L Performance Report for a selected range of accounting periods. The operator must choose one of four reporting levels at which to report. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select the desired corporation(s), and prints a corporate P&L Performance summary and analysis. The divisional level allows the operator to select some or all divisions within a corporation and prints separate divisional summaries and analyses. The departmental level allows the operator to select some or all divisions and departments and prints separate departmental summaries and analyses. The job level allows the operator to select some or all divisions, departments and jobs and prints separate job summaries and analyses.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

      FINANCIAL SKELETON ANALYSIS#

      FROM ACCOUNTING PERIOD#
      TO ACCOUNTING PERIOD#

      OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS.
      ACTUAL, 3=BUDGET VS. FORECAST)
      FORECAST NAME

      REPORT LEVEL (1=CORP,2=DIV,3=DEPT, 4=JOB)
      FREE FORMAT TEXT FOR HEADING
      _____


==================AVAILABLE OPTIONS==================

SHOW ONE MONTH FIGURES                          Y
PRINT DETAILED SUPPORTING SCHED.                Y
PRINT THE FORMAL STATEMENT                      Y
PRINT STATEMENTS ON LETTER SIZE PAPER           N
VALIDATE SELECTED DATA AGAINST SKELETON         Y
# OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired comparison option, (forecast name, if applicable), reporting level and free form text. (Don't forget to use **F14** or **F18** to make your selections). At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and job(s) selected, press **ENTER** to proceed. The P&L Performance reports are processed and sent to the printer.

P & L (CONSOLIDATING VERSION)

This menu option prints the consolidated version of the P&L Performance Report for a selected range of accounting periods. The operator must choose one of four consolidation levels. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select two or more corporation(s), (and the appropriate divisions, departments and jobs in each), and prints a consolidated corporate P&L Performance summary and analysis. The divisional level allows the operator to select some or all divisions, departments and jobs within a corporation(s), and prints a consolidated summary and analysis for each selected corporation. The departmental level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected division. The job level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected department.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

      FINANCIAL SKELETON ANALYSIS#

      FROM ACCOUNTING PERIOD#
      TO ACCOUNTING PERIOD#

      OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS.
      ACTUAL, 3=BUDGET VS. FORECAST)
      FORECAST NAME

      CONSOLIDATE AT (1=CORP,2=DIV,3=DEPT, 4=JOB)
      FREE FORMAT TEXT FOR HEADING
      _____
==========AVAILABLE OPTIONS==========

SHOW ONE MONTH FIGURES                          Y
PRINT DETAILED SUPPORTING SCHED.                Y
PRINT THE FORMAL STATEMENT                      Y
SHOW CENTS ON THE SUPP. SCHED.                  Y
SHOW CENTS ON THE FORMAL SCHED.                 Y
PRINT STATEMENTS ON LETTER SIZE PAPER           N
VALIDATE SELECTED DATA AGAINST SKELETON         Y
# OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired comparison option, (forecast name, if applicable), consolidation level and free format text. (Don't forget to use **F14** or **F18** to make your selections).   At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and job(s) selected, press **ENTER** to proceed. The P&L Performance report is processed and sent to the printer.

BUDGET CLONING BY ENTITY

This program can be used to copy actual, budget or forecast records from one (or all) Corp/Div/Dept/Job/Year to another using the same Corp/Div/Dept/Job or a different Corp/Div/Dept/Job/ Year combination. For example, it allows you to clone the budget for one job into the budget of another job.

When this menu option is selected the screen below appears. Enter an *'A'* for actual, a *'B'* for budget or an *'F'* for forecast and the year FROM which to copy that data. If you are cloning Actual, the next two fields must be entered designating the number of months to use (i.e. through period 6) and which figures (Budget or Forecast) to use for the remaining months. If you are cloning either Budget or Forecast, skip those fields. Next enter the Corp/Div/Dept/Job FROM which to clone (or 999 for ALL), a *'B'* or an *'F'* and the year TO which to copy. Then enter the Corp/Div/Dept/Job TO which to clone (or 999 for ALL), and a multiplier (use 100 to clone the figures at 100% 120 for 120% etc.). If budget/forecast records exist for the TO year, a warning is displayed with the option to cancel or continue and create a new file.

```
GLFM05          CLONING BUDGETS & FORECASTS BY ENTITY

 FROM ACTUAL, BUDGET OR FORECAST . . . .    (A=ACTUAL, B=BUDGET, F=FORECAST)
 FROM YEAR . . . . . . . . . . . . . . .
 FOR CLONE FROM ACTUAL ONLY:
   THRU PERIOD . . . . . . . . . . . . .
   FILL FROM BUDGET OR FORECAST  . . . .    (B=BUDGET, F=FORECAST)
 FROM COMPANY    (999 = ALL) . . . . .
 FROM DIVISION#   (999 = ALL) . . . . .
 FROM DEPARTMENT   (999 = ALL) . . . . .
 FROM JOB  (99999 = ALL) . . . . . . . .

 TO BUDGET OR FORECAST . . . . . . . . .        (B=BUDGET, F=FORECAST)
 TO YEAR . . . . . . . . . . . . . . .
 TO COMPANY     (999 = ALL) . . . . . .
 TO DIVISION#    (999 = ALL) . . . . . .
 TO DEPARTMENT   (999 = ALL) . . . . . .
 TO JOB  (99999 = ALL) . . . . . . . .

 MULTIPLY BY . . . . . . . . . . . . .         %
```

P&L ANALYSIS REPORTS

General Ledger P&L Analysis Reporting prints comparative performance reports using any of the existing financial skeletons. Selections include Budget vs. Actual, Forecast vs. Actual, and Budget vs. Forecast. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used whenever either of the options which use forecast data is selected, (actual vs. forecast or budget vs. forecast). If either is selected, enter the forecast name to use for the comparison or press **F4** to scan. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data. As with all G/L reporting, there are consolidating and non-consolidating versions of these reports, accounting period range selection, and reporting level (corporate/divisional/departmental/job) selection. The report format is standard regardless of the menu option, and the selection criteria is almost identical to the standard financial statements.

The report prints outs in whole dollars and compares actual to budget and last year actual for the selected period, providing dollar and percentage variances between this year actual and budget on a Month-to-date and Year-to-date basis. Essentially, it is the same report as the regular P&L except that the budget figures are now included.

Prior to the actual printing, the system checks that all income and expense accounts with balances have been accounted for on the report. If any are NOT accounted for, a list of those is produced.

P&L - (NON-CONSOLIDATING)

This menu option prints the non-consolidated version of the P&L Analysis Report for a selected range of accounting periods. The operator must choose one of four reporting levels at which to report. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select the desired corporation(s), and prints a corporate P&L Analysis summary and analysis. The divisional level allows the operator to select some or all divisions within a corporation and prints separate divisional summaries and analyses. The departmental level allows the operator to select some or all divisions and departments and prints separate departmental summaries and analyses. The job level allows the operator to select some or all divisions, departments and jobs and prints separate job summaries and analyses.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

        FINANCIAL SKELETON ANALYSIS#

        FROM ACCOUNTING PERIOD#
        TO ACCOUNTING PERIOD#

        OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS.
                        ACTUAL, 3=BUDGET VS. FORECAST)
        FORECAST NAME

        REPORT LEVEL (1=CORP,2=DIV,3=DEPT, 4=JOB)
        FREE FORMAT TEXT FOR HEADING
        _____
        =================AVAILABLE OPTIONS=================

SHOW ONE MONTH FIGURES                              Y
PRINT DETAILED SUPPORTING SCHED.                    Y
PRINT THE FORMAL STATEMENT                          Y
PRINT STATEMENTS ON LETTER SIZE PAPER               N
VALIDATE SELECTED DATA AGAINST SKELETON             Y
# OF COPIES TO PRINT                                1
```

After keying the skeleton# and the starting and ending accounting periods, indicate the desired comparison option, (forecast name, if applicable), reporting level and free format text. (Don't forget to use **F14** or **F18** to make your selections). At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and job(s) selected, press **ENTER** to proceed. The P&L Analysis reports are processed and sent to the printer.

P & L (CONSOLIDATING VERSION)

This menu option prints the consolidated version of the P&L Analysis Report for a selected range of accounting periods. The operator must choose one of four consolidation levels. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select two or more corporations, (and the appropriate divisions, departments and jobs in each), and prints a consolidated corporate P&L Analysis summary and analysis. The divisional level allows the operator to select some or all divisions, departments and jobs within a corporation(s), and prints consolidated summaries and analyses for each selected corporation. The departmental level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected division. The job level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected department.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

    FINANCIAL SKELETON ANALYSIS#

    FROM ACCOUNTING PERIOD#
    TO ACCOUNTING PERIOD#

    OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS.
    ACTUAL, 3=BUDGET VS. FORECAST)
    FORECAST NAME

    CONSOLIDATE AT (1=CORP,2=DIV,3=DEPT, 4=JOB)
    FREE FORMAT TEXT FOR HEADING
    _____
================AVAILABLE OPTIONS=================

SHOW ONE MONTH FIGURES                          Y
PRINT DETAILED SUPPORTING SCHED.                Y
PRINT THE FORMAL STATEMENT                      Y
SHOW CENTS ON THE SUPP. SCHED.                  Y
SHOW CENTS ON THE FORMAL SCHED.                 Y
PRINT STATEMENTS ON LETTER SIZE PAPER           N
VALIDATE SELECTED DATA AGAINST SKELETON         Y
# OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired comparison option, (forecast name, if applicable), consolidation level and free format text. (Don't forget to use **F14** or **F18** to make your selections). At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and job(s) selected, press **ENTER** to proceed. The P&L Analysis report is processed and sent to the printer.

P&L VARIANCE REPORTS

General Ledger P&L Variance Reporting prints comparative performance reports using any of the existing financial skeletons. Selections include Budget vs. Actual, Forecast vs. Actual, and Budget vs. Forecast. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used whenever either of the options which use forecast data is selected, (actual vs. forecast or budget vs. forecast). If either is selected, enter the forecast name to use for the comparison or press **F4** to scan. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data. As with all G/L reporting, there are consolidating and non-consolidating versions of these reports, accounting period range selection, and reporting level (corporate/divisional/departmental/job) selection. The report format is standard regardless of the menu option, and the selection criteria is almost identical to the standard financial statements.

The report prints outs in whole dollars and compares actual to budget and last year actual for the selected period, providing dollar variances between this year actual and the budget and prior year on a Month-to-date and Year-to-date basis. It then projects the annual expenditure for each account based on the Year-to-date figure PLUS the total budget for the remaining fiscal periods, and provides dollar and percentage variances.

Prior to the actual printing, the system checks that all income and expense accounts with balances have been accounted for on the report. If any are NOT accounted for, a list of those is produced and the actual report canceled until appropriate corrections have been made.

P&L - (NON-CONSOLIDATING)

This menu option prints the non-consolidated version of the P&L Variance Report for a selected range of accounting periods. The operator must choose one of four reporting levels at which to report. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select the desired corporation(s), and prints a corporate P&L Variance summary and analysis. The divisional level allows the operator to select some or all divisions within a corporation and prints separate divisional summaries and analyses. The departmental level allows the operator to select some or all divisions and departments and prints separate departmental summaries and analyses. The job level allows the operator to select some or all divisions, departments and jobs and prints separate job summaries and analyses.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

        FINANCIAL SKELETON ANALYSIS#

        FROM ACCOUNTING PERIOD#
        TO ACCOUNTING PERIOD#

        OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS.
        ACTUAL, 3=BUDGET VS. FORECAST)
        FORECAST NAME

        REPORT LEVEL (1=CORP,2=DIV,3=DEPT, 4=JOB)
        FREE FORMAT TEXT FOR HEADING
        _____
        =================AVAILABLE OPTIONS=================

SHOW ONE MONTH FIGURES                            Y
PRINT DETAILED SUPPORTING SCHED.                  Y
PRINT THE FORMAL STATEMENT                        Y
PRINT STATEMENTS ON LETTER SIZE PAPER             N
VALIDATE SELECTED DATA AGAINST SKELETON           Y
# OF COPIES TO PRINT                              1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired comparison option, (forecast name, if applicable), reporting level and free format text. (Don't forget to use **F14** or **F18** to make your selections).   At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and job(s) selected, press **ENTER** to proceed. The P&L Variance reports are processed and sent to the printer.

P & L (CONSOLIDATING VERSION)

This menu option prints the consolidated version of the P&L Variance Report for a selected range of accounting periods. The operator must choose one of four consolidation levels. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select two or more corporations, (and the appropriate divisions, departments and jobs), and prints a consolidated corporate P&L Variance summary and analysis. The divisional level allows the operator to select some or all divisions, departments and jobs within a corporation(s), and prints consolidated summaries and analyses for each selected corporation. The departmental level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected division. The job level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected department.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

      FINANCIAL SKELETON ANALYSIS#

      FROM ACCOUNTING PERIOD#
      TO ACCOUNTING PERIOD#

      OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS.
      ACTUAL, 3=BUDGET VS. FORECAST)
      FORECAST NAME

      CONSOLIDATE AT (1=CORP,2=DIV,3=DEPT,4=JOB)
      FREE FORMAT TEXT FOR HEADING
      _____
================AVAILABLE OPTIONS=================

SHOW ONE MONTH FIGURES                          Y
PRINT DETAILED SUPPORTING SCHED.                Y
PRINT THE FORMAL STATEMENT                      Y
SHOW CENTS ON THE SUPP. SCHED.                  Y
SHOW CENTS ON THE FORMAL SCHED.                 Y
PRINT STATEMENTS ON LETTER SIZE PAPER           N
VALIDATE SELECTED DATA AGAINST SKELETON         Y
# OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired comparison option, (forecast name, if applicable), consolidation level and free format text. (Don't forget to use **F14** or **F18** to make your selections). At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and job(s) selected, press **ENTER** to proceed. The P&L Variance report is processed and sent to the printer.

P&L VARIANCE REPORTS (80 COLUMN)

General Ledger P&L Variance Reporting (80 Column) prints an abbreviated version of the previously described Variance Reports. In this version, Budget is compared to Actual (or Forecast) on a MTD an YTD basis, providing dollar and percentage variances. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used whenever forecast is selected. Enter the forecast name to use for the comparison or press **F4** to scan. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data. In all other respects, the selection and printing of these reports is identical to that described in the previous section.

CHART OF ACCOUNTS ANALYSIS REPORTS

General Ledger Chart of Accounts Analysis Reporting prints a 12 month side by side P&L using any of the existing financial skeletons. Selections include Actual vs. Budget, Actual vs. Forecast, and Budget vs. Forecast. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used whenever either of the options which use forecast data is selected, (actual vs. forecast or budget vs. forecast). If either is selected, enter the forecast name to use for the comparison or press **F4** to scan. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data. As with all G/L reporting, there are consolidating and non-consolidating versions of these reports, accounting period range selection, and reporting level (corporate/divisional/departmental/job) selection. In addition, the operator may choose to print the report for those periods FOLLOWING the last period selected using the Budget or regular Forecast figures. For example: the report is selected for periods 01/89 through 06/89. For periods 7-12, the operator may opt to print the budget/forecast figures to project what the monthly P&L would look like as if those amounts are the actual figures. The report format is standard regardless of the menu option, and the selection criteria is almost identical to the standard financial statements.

The report prints outs in whole dollars, giving side-by-side monthly P&Ls for the selected range of periods. It may also include budget/forecast figures for the remainder of the fiscal year as described above.

P&L - (NON-CONSOLIDATING)

This menu option prints the non-consolidated version of the Chart of Accounts Analysis Report for a selected range of accounting periods. The operator must choose one of four reporting levels at which to report. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select the desired corporation(s), and prints a corporate Chart of Accounts Analysis summary and detailed analysis. The divisional level allows the operator to select some or all divisions within a corporation and prints separate divisional summaries and analyses. The departmental level allows the operator to select some or all divisions and departments and prints separate departmental summaries and analyses. The job level allows the operator to select some or all divisions, departments and jobs and prints separate job summaries and analyses.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

     FINANCIAL SKELETON ANALYSIS#

     FROM ACCOUNTING PERIOD#
     TO ACCOUNTING PERIOD#

     OPTION (1=ACTUAL VS. BUDGET, 2=ACTUAL VS
     FORECAST, 3=BUDGET VS. FORECAST)
     FORECAST NAME

     REPORT LEVEL (1=CORP,2=DIV,3=DEPT, 4=JOB)
     FILL THE REST WITH BUDGET/FORECAST
     FREE FORMAT TEXT FOR HEADING
     _____
==================AVAILABLE OPTIONS================

SHOW ONE MONTH FIGURES                          Y
PRINT DETAILED SUPPORTING SCHED.                Y
PRINT THE FORMAL STATEMENT                      Y
PRINT STATEMENTS ON LETTER SIZE                 N
VALIDATE SELECTED DATA AGAINST SKELETON         Y
# OF COPIES TO PRINT                            1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired comparison option, (forecast name, if applicable), reporting level and free format text. (Don't forget to use **F14** or **F18** to make your selections).   At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and job(s) selected, press **ENTER** to proceed. The Chart of Accounts Analysis reports are processed and sent to the printer.

P & L (CONSOLIDATING VERSION)

This menu option prints the consolidated version of the Chart of Accounts Analysis Report for a selected range of accounting periods. The operator must choose one of four consolidation levels. These are the Corporate level, the Divisional level, the Departmental level and the Job level. The corporate level allows the operator to select two or more corporation(s), (and the appropriate divisions, departments and jobs in each), and prints a consolidated corporate Chart of Accounts Analysis summary and detailed analysis. The divisional level allows the operator to select some or all divisions, departments and jobs within a corporation(s), and prints consolidated summaries and analyses for each selected corporation. The departmental level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected division.   The job level allows the operator to select some or all divisions, departments and jobs and prints separate consolidated summaries and analyses for each selected department.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

       FINANCIAL SKELETON ANALYSIS#

       FROM ACCOUNTING PERIOD#
       TO ACCOUNTING PERIOD#

       OPTION (1=ACTUAL VS. BUDGET, 2=ACTUAL VS.
       FORECAST, 3=BUDGET VS. FORECAST)
       FORECAST NAME

       CONSOLIDATE AT (1=CORP,2=DIV,3=DEPT, 4=JOB)
       FILL THE REST WITH BUDGET/FORECAST
       FREE FORMAT TEXT FOR HEADING
       _____
==================AVAILABLE OPTIONS=================

SHOW ONE MONTH FIGURES                             Y
PRINT DETAILED SUPPORTING SCHED.                   Y
PRINT THE FORMAL STATEMENT                         Y
SHOW CENTS ON THE SUPP. SCHED.                     Y
SHOW CENTS ON THE FORMAL SCHED.                    Y
PRINT STATEMENTS ON LETTER SIZE PAPER              N
VALIDATE SELECTED DATA AGAINST SKELETON            Y
# OF COPIES TO PRINT                               1
```

After keying the **SKELETON#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired comparison option, (forecast name, if applicable), consolidation level and free format text. (Don't forget to use **F14** or **F18** to make your selections).   At the bottom of the screen are the available printing options with the default values. These should be self-explanatory. (The prompt to print the statements on 8 1/2 x 11 paper applies ONLY to the FORMAL P&L.) When the selection criteria has been entered and the corporation(s), division(s), department(s) and jobs selected, press **ENTER** to proceed. The Chart of Accounts Analysis report is processed and sent to the printer.

BUDGET P&L REPORT SUITE

This menu option prints a selected Budget P&L Report Suite for a specified date range. The reports in the suite are processed in the sequence in which they exist in the suite. The reports produced are identical to those produced using the individual options on the Budget menu. Simply enter the suite#, the accounting period range and an override printer if necessary. If the printer ID is left blank, the default printer is used.

4 COLUMN VARIANCE REPORT

This menu option uses the financial skeleton formats to print a four column variance report. There are two columns for EACH of which the user can select a combination of actual & budget, actual & forecast, or budget & forecast figures for selected period ranges within a fiscal year. For example, in column 1 you can select 6 months of actual data for 1992 and 6 months of forecast data for 1992. In column 2 you can select 6 months of actual data for 1992 and 6 months of budget data for 1992. Columns 3 and 4 show the dollar and percentage variances between columns 1 and 2. NOTE: Columns 1 & 2 can also reflect only 1 set of figures each, i.e. Forecast vs. Budget. If the profile option to allow multiple forecasts has been activated, there will be a field called **FORECAST NAME** which should be used to enter the forecast name to use. Any of the forecasts you have created using the Lock-In job on the Budget sub-menu can be used or key *'CURRENT'* to use the regular forecast data.

```
            FOUR COLUMN VARIANCE REPORT

    FINANCIAL SKELETON ANALYSIS#..................

    COLUMN 1                        COLUMN 2
    YEAR                            YEAR
    ACT/BUD/FCST                    ACT/BUD/FCST
    FORECAST NAME                   FORECAST NAME
    FROM PERIOD                     FROM PERIOD
    THRU PERIOD                     THRU PERIOD
    ACT/BUD/FCST                    ACT/BUD/FCST
    FORECAST NAME                   FORECAST NAME
    FROM PERIOD                     FROM PERIOD
    THRU PERIOD                     THRU PERIOD


    REPORTING LEVEL(1=CORP,2=DIV,3=DEPT,4=JOB)........
    CONSOLIDATE Y/N...........................................N

    PRINT ON LETTER SIZED PAPER....................N
    # COPIES TO PRINT.........................................1
```

All dollar values are in WHOLE DOLLARS only. When calculating the total of Actual dollars in a given column, the system adds the actual dollars and cents and then drops the cents from the total: i.e. the total Actual dollars for a 6 month period is $1253.87; the system considers it as $1253.

MULTI-PAGE SPREAD REPORT

The Multi-Page Spread Report uses a combination of the financial skeletons and the MULTI-page layouts to print side-by-side financial reports for selected entities. If the maximum 64 entities have been used in a layout, the system prints 8 Page 1's, 8 Page 2's etc.   These can be laid side by side to create a true spreadsheet effect. Upon selection of this menu option the following screen appears.

```
           MULTI-PAGE SPREAD ANALYSIS

FINANCIAL SKELETON ANALYSIS#..................
YEAR............................................................
ACTUAL/BUDGET/FORECAST(A/B/F)............
FORECAST NAME...............................................
FROM PERIOD.....................................................
THRU PERIOD.....................................................
ACTUAL/BUDGET/FORECAST(A/B/F)............
FORECAST NAME...............................................
FROM PERIOD.....................................................
THRU PERIOD.....................................................
LEVEL(1=CORP,2=DIV,3=DEPT,4=JOB).........
PAGE LAYOUT#...................................................
========= A V A I L A B L E  O P T I O N S ===========
PRINT THE DETAILED SUPPORTING SCHEDULE . . . . . . . .   Y
PRINT THE FORMAL STATEMENT . . . . . . . . . . . . . . . . . . . .   Y
VALIDATE SELECTED DATA AGAINST THE SKELETON . . .   Y
# OF COPIES TO PRINT . . . . . . . . . . . . . . . . . . . . . .   1
```

First enter the skeleton# and the year to be used for the running of the report. The next consideration is the type of data, (Actual, Budget or Forecast), the forecast name if applicable, and the period range of that data; i.e. actual data for periods 1-6. In this report TWO types of data can be combined if desired; i.e. 6 months of actual and 6 of budget. For this reason there is an area for entering this second data type and its period range. Next enter the level (Corp/Div/Dept/Job) and page layout#. Finally, indicate whether to print the detail and/or formal statements and the number of copies. Remember to use **F14** or **F18** to perform entity selection.

12 MONTH VARIANCE

The 12 Month Variance report allows you to compare budget to actual, this year to last year, next year's budget to this year's actual etc. on a 12 month basis (or any part of a fiscal year). Skeletons are used and the data is presented on a line over line basis with the months across the page. Variance dollars and percentages are provided for each account.

Upon selection of this menu option, you will be prompted to make data selections for lines 1 and 2; i.e. Budget '95 and Actual '94. As with many of the 12 month reports, two types and date ranges of data may be combined in each line; i.e. 6 months actual and 6 months budget. After making these selections, the remaining input fields are identical to standard G/L reporting. Refer to the HELP text for more details. See sample on the following page.

<div style="border:1px solid #000; padding:1em;">

DAPREX INCORPORATED
12 MONTH VARIANCE

CORP#: 001
DIV #:   050
DEPT#: *ALL*
JOB #:   *ALL*

		JAN	FEB	MAR	APR	MAY
POSTAGE	1995	250	250	250	250	250
	1994	305	305	355	180	305
	VAR$$	55-	55-	105-	70	55-
	VAR%%	18.0-	18.0-	29.5-	38.8	18.0
SHIPPING	1995	60	60	60	60	60
	1994	40	37	101	39	42
	VAR$$	20	23	41-	21	18
	VAR%%	50.0	62.1	40.5	53.8	

</div>

COPY ACTUAL DATA INTO FORECAST

This program is used to copy YTD actual G/L balances to the forecast figures on an ongoing basis during a year. As each G/L period is completed this program can be run, updating the forecast figures for the months completed, while maintaining the forecast figures for the future months. The

operator enters the **YEAR**, 19XX, and the **THRU PERIOD** number (01-12). All forecast figures for periods BEYOND the period indicated here will remain intact. Remember to press **F14=Entities** to select the Corp/Fund. This program may be rerun as many times as necessary.

P&L FULL YEAR ANALYSIS - COLUMNS

(This report is found under option #26 - More. . . . .)   The columnar version of the P&L Full Year Analysis uses a skeleton in conjunction with 3 user designated columns of data, providing full year amounts for each line on the skeleton as well as variance dollars and percentages. If the profile option to allow multiple forecasts has been activated, enter the forecast name to use, if applicable. The unique thing about this report is that it prints a separate line for each selected entity within the context of the skeleton. For example, if the formal report is run at the job level and the skeleton has a line called Revenues, a separate line for each job's revenues will be printed in vertical format. See following example.

```
REVENUES

        1       PROJECT 1       XXXXX.XX
        2       PROJECT 2       XXXXX.XX
        3       PROJECT 3       XXXXX.XX

REVENUES                        XXXXXXX.XX
```

The same format is repeated for each line of the skeleton on the formal report. The detailed schedule prints the account detail for each selected entity. See below.

```
 REVENUES

        1       PROJECT 1
 300000         STORE SALES                     XXXXX.XX
 300001         STORE SALES RETURNS             XXXXX.XX
 320000         CATALOG SALES                   XXXXX.XX
 320001         CATALOG SALES RETURNS           XXXXX.XX

        1       PROJECT 1               XXXXXXX.XX

        2       PROJECT 2
 300000         STORE SALES                     XXXXX.XX
 300001         STORE SALES RETURNS             XXXXX.XX
 320000         CATALOG SALES                   XXXXX.XX
 320001         CATALOG SALES RETURNS           XXXXX.XX

        2       PROJECT 2               XXXXXXX.XX

        3       PROJECT 3
 300000         STORE SALES                     XXXXX.XX
 300001         STORE SALES RETURNS             XXXXX.XX
 320000         CATALOG SALES                   XXXXX.XX
 320001         CATALOG SALES RETURNS           XXXXX.XX

        3       PROJECT 3               XXXXXXX.XX
 REVENUES                               XXXXXXX.XX
```

Upon selection of this menu option, the following screen appears:

```
              P&L FULL YEAR ANALYSIS - COLUMNS
                                              A/B/F  YEAR
    COLUMN 1 . . . . . . . . . . . . . . . . . . . . . . . . . .
    COLUMN 2 . . . . . . . . . . . . . . . . . . . . . . . . . .
    COLUMN 3 . . . . . . . . . . . . . . . . . . . . . . . . . .
    REPORT LEVEL ( 1 = FUND  2 = DIV  3 = DPT  4 = JOB ) . . . . .
  * FINANCIAL SKELETON # . . . . . . . . . . . . . . . . . . . .
    FREE-FORM TEXT FOR HEADING . . . . . . . . . . . . . . . . .

  ==================== A V A I L A B L E  O P T I O N S ==================
    PRINT THE DETAILED SUPPORTING SCHEDULE . . . . . . . . . . .  Y
    PRINT THE FORMAL STATEMENT . . . . . . . . . . . . . . . . .  Y
    SHOW  CENTS  ON THE SUPPORTING SCHEDULE . . . . . . . . . .  Y
    SHOW  CENTS  ON THE FORMAL STATEMENT . . . . . . . . . . . .  Y
    VALIDATE SELECTED DATA AGAINST THE SKELETON . . . . . . . .  Y
    # OF COPIES TO PRINT . . . . . . . . . . . . . . . . . . . .   1
```

Enter the type of data (actual, budget or forecast), forecast name if applicable, the year for each column, the report level and skeleton# to be used. The remaining fields are the same as those seen on all of the other budget reports. Remember to use **F14/18** to select the desired Corp/Div/Dept/Job entities. When the report is printed, the three data columns are printed for the selected skeleton, along with variance dollars and percentages between columns 1 and 2 and columns 1 and 3.

P&L FULL YEAR ANALYSIS - SPREAD

(This report is found under option #26 - More. . . . .)   The spreadsheet version of the P&L Full Year Analysis is similar to the columnar version explained earlier except that a separate page showing each month plus a yearly total is printed for each of the data types and the selected skeleton. The selection criteria is the same as the columnar version except that what said columns 1, 2 and 3 now say pages 1, 2, and 3 on the selection screen. See example below.

```
              P&L FULL YEAR ANALYSIS - SPREAD
                                    A/B/F    YEAR   FORECAST NAME
    PAGE 1 . . . . . . . . . . . . . . . . . . . . . . . . . .
    PAGE 2 . . . . . . . . . . . . . . . . . . . . . . . . . .
    PAGE 3 . . . . . . . . . . . . . . . . . . . . . . . . . .
    REPORT LEVEL ( 1 = FUND  2 = DIV  3 = DPT  4 = JOB ) . . . . .
  * FINANCIAL SKELETON # . . . . . . . . . . . . . . . . . . . .
    FREE-FORM TEXT FOR HEADING . . . . . . . . . . . . . . . . .

  ==================== A V A I L A B L E  O P T I O N S ==================
    PRINT THE DETAILED SUPPORTING SCHEDULE . . . . . . . . . . .  Y
    PRINT THE FORMAL STATEMENT . . . . . . . . . . . . . . . . .  Y
    SHOW  CENTS  ON THE SUPPORTING SCHEDULE . . . . . . . . . .  Y
    SHOW  CENTS  ON THE FORMAL STATEMENT . . . . . . . . . . . .  Y
    VALIDATE SELECTED DATA AGAINST THE SKELETON . . . . . . . .  Y
    # OF COPIES TO PRINT . . . . . . . . . . . . . . . . . . . .   1
```

budget worksheet

(This report is found under option #26 - More. . . . .) This option uses any existing skeleton in conjunction with six user selected data types and years, (i.e. Actual '96, Budget '96, Actual '95, Budget '95 etc.) to print a budget worksheet. The data included on the report can be any combination of actual, budget, forecast or 'update' for any selected years. (By selecting 'update' data, the system prints a blank double-spaced line on the detail report, into which handwritten entries can be made - the formal statement only prints a single -space line.) A separate line for each selected data type/year is printed for each line of the skeleton showing monthly and yearly totals. Be sure to select the budget for the year you are creating the budget for so that a blank line is provided for writing in proposed budget figures. Upon selection of the menu option the following screen appears:

```
GLDV77                      BUDGET WORKSHEET

 TYPE SELECTIONS, PRESS ENTER.
                                    A/B/F/U  YEAR   FORECAST*
   LINE 1 . . . . . . . . . . . . . . . . . . . . . .
   LINE 2 . . . . . . . . . . . . . . . . . . . . . .
   LINE 3 . . . . . . . . . . . . . . . . . . . . . .
   LINE 4 . . . . . . . . . . . . . . . . . . . . . .
   LINE 5 . . . . . . . . . . . . . . . . . . . . . .
   LINE 6 . . . . . . . . . . . . . . . . . . . . . .

   REPORT LEVEL ( 1 = FUND  2 = DIV  3 = DPT  4 = JOB ) . . . . .
   * FINANCIAL SKELETON # . . . . . . . . . . . . . . . . . . . . .

   ====== A V A I L A B L E   O P T I O N S ======
   PRINT THE DETAILED SUPPORTING SCHEDULE . . . . . . Y
   PRINT THE FORMAL STATEMENT . . . . . . . . . . . . . . . . . . Y
   PRINT BOXES AROUND AMOUNTS . . . . . . . . . . . . . . . . Y
   VALIDATE SELECTED DATA AGAINST THE SKELETON  Y
   # OF COPIES TO PRINT . . . . . . . . . . . . . . . . . . . .   1
```

After keying the desired data selections, enter the report level and skeleton# to be used. The options listed at the bottom of the screen are the same as those found on most other report selection screens with one exception. The option to print boxes around the amounts gives more of a chart look to the report and the default response is *'Y'* which may be changed as desired.

NOTES On the formal version of the budget worksheet a completely empty line will not print (where the description is blank and all amounts are zero). If there is a description it will still print **unless** the skeleton line has been set not to print if all amounts are 0. This is because there is no way to distinguish between an empty line and a total line with all amounts equal to 0.

On the detail version of the budget worksheet, G/L accounts that have no activity for the year(s) selected in lines 1-6 *will not print.*

G/L Profile # 46, Print Summary Lines on Budget Worksheet, determines whether the summary total lines are printed on the detailed supporting schedule.

budget VARIANCE

(This report is found under option #26 - More. . . . .) This option uses any existing skeleton in conjunction with four user selected data types and accounting period ranges, (i.e. Actual 01/96-06/96, Budget 01/96-06/96, etc.) to print a budget variance report. The data included on the report can be any combination of actual, budget, or forecast for any selected period ranges. See sample selection screen below.

```
            BUDGET VARIANCE REPORT

                                         FORECAST
                            A/B/F   FROM   THRU     NAME(*)
   COLUMN 1 . . . . . . . . . . . .    A     0196   0496
   COLUMN 2 . . . . . . . . . . . .    B     0196   0496
   COLUMN 4 . . . . . . . . . . . .    A     0196   0496
                           VS   B     0196   0496
   COLUMN 5 . . . . . . . . . . . .    A     0596   1296
                           VS
   REPORT LEVEL ( 1 = FUND  2 = DIV  3 = DPT  4 = JOB ) . . . .  1
  * FINANCIAL SKELETON # . . . . . . . . . . . . . . . . . . . .            1
   FREE-FORM TEXT FOR HEADING . . . . . . . . . . . .
  ========= A V A I L A B L E  O P T I O N S =========
   PRINT THE DETAILED SUPPORTING SCHEDULE . . . . . . . . . . .  Y
   PRINT THE FORMAL STATEMENT . . . . . . . . . . . . . . . . .  Y
   SHOW  CENTS  ON THE SUPPORTING SCHEDULE . . . . . . . . .  N
   SHOW  CENTS  ON THE FORMAL STATEMENT . . . . . . . . . . .  N
   VALIDATE SELECTED DATA AGAINST THE SKELETON  . . . . . . .  N
   # OF COPIES TO PRINT . . . . . . . . . . . . . . . . . . .  1
```

For columns 1 and 2 enter the data type (actual, budget or forecast) and the period range to be printed in that column. Column 3 will print a dollar and percentage variance between the two columns. For column 4, enter the data to compare: the system prints the dollar and percentage variance between the selected data. Do the same for column 5. All other selection criteria are identical to other standard G/L reports.

budget SUMMARY SPREADSHEET

(This report is found under option #26 - More. . . . .) This option uses any existing skeleton in conjunction with three user selected data types and years, (i.e. Actual 1996, Budget 1996 and Forecast 1996) to print separate 12 month spreadsheet reports for each of the selected data type/year combinations. Optional variance reports can be generated comparing the first and second data type/year and the first and third data type/year. (i.e. Actual 1996 vs. Budget 1996 and Actual 1996 vs. Forecast 1996). The data included on the report can be any combination of actual, budget, or forecast for any selected year(s). See sample selection screen on the following page.

```
                                       A/B/F      YEAR      FORECAST(*)
 PAGE 1 . . . . . . . . . . . . . . . . . . . . . . . . . . .
 PAGE 2 . . . . . . . . . . . . . . . . . . . . . . . . . . .
 PAGE 3 . . . . . . . . . . . . . . . . . . . . . . . . . . .
 PRINT VARIANCES. . . . . . . . . . . . . . .  N
 REPORT LEVEL ( 1 = FUND  2 = DIV  3 = DPT  4 = JOB ) . . . . .
*FINANCIAL SKELETON # . . . . . . . . . . . . . . . . . . . . .
 FREE-FORM TEXT FOR HEADING . . . . . . . . . . . . . . . . .


================= A V A I L A B L E   O P T I O N S =================
 PRINT THE DETAILED SUPPORTING SCHEDULE . . . . . . . . . . .  Y
 PRINT THE FORMAL STATEMENT . . . . . . . . . . . . . . . . .  Y
 VALIDATE SELECTED DATA AGAINST THE SKELETON  . . . . . . . .  Y
 # OF COPIES TO PRINT . . . . . . . . . . . . . . . . . . .    1
```

After selecting the data type, year and forecast name if applicable for pages 1-3, key a *'Y'* or an *'N'* indicating whether to print separate variance reports showing the variance between the data selected for pages 1 and 2 and 1 and 3. The variance reports print in the same 12 month spread format. The remaining report selections are the usual ones.

lock in a forecast

(This job is found under option #26 - More. . . . .) This option allows you to create a new forecast by freezing or locking in all the data in the regular forecast file as of the time this job is run. The system captures that data for all corps/funds for the selected year and creates records identified by the forecast name the operator enters. Any forecast created in this manner can be used in any of the inquiry /reporting where forecast data can be selected simply by entering the appropriate forecast name. Upon selection of this option the operator is prompted for the forecast year, a 10 character forecast name and a forecast description. After keying the appropriate data, press **ENTER** to run the job. See sample screen below.

```
                 LOCK IN A FORECAST

     FORECAST YEAR:
    * FORECAST NAME:
      DESCRIPTION:
```

If the forecast name you are trying to create already exists, a message displays indicating that the forecast must be deleted if you wish to reuse the name.

DELETE a forecast

(This job is found under option #26 - More. . . . .) This option allows you to delete a forecast created in the previous step. Simply enter the forecast name to delete and press **ENTER** twice to run the job.

SPECIAL REPORTING MENU

The Special Reporting Menu contains the jobs necessary to create, inquire on, and report on a wide range of user designed reports.

FINANCIAL ANALYSIS REPORTING

1.	DEFINITION MAINTENANCE
2.	DEFINITION LISTING
3.	INQUIRY
4.	REPORT
5.	12 MONTH REPORT
6.	REPORT SUITE
11.	CLONE DEFINITIONS
15.	MULTI-YEAR MERGE

FUNCTIONAL EXPENSE DOWNLOAD

7.	DEFINITION MAINTENANCE
8.	COLUMN DEFINITION MAINTENANCE
9.	ENTITY ALLOCATION MAINTENANCE
10.	PERCENTAGE ALLOCATION MAINTENANCE
11.	FINANCIAL ANALYSIS CLONING
12.	CREATE DOWNLOAD FILE
15.	MULTI-YEAR MERGE
17.	DEFINITION LISTING
18.	COLUMN DEFINITION LISTING
19.	ENTITY ALLOCATION LISTING
20.	PERCENTAGE ALLOCATION LIST

Each option is discussed in detail along with its capabilities and the output that is produced. Refer to the On-line HELP text for further explanations of individual fields.

DEFINITION MAINTENANCE

This menu option provides the means to create and enter any user-designed reports that you wish to use outside of those already found in the standard system. For our purposes, we refer to these reports as Financial Analyses; each report having its own **ANALYSIS#** and **REPORT TITLE**. These analyses allow the operator to selectively include certain corporation(s), division(s), department(s), job(s) and G/L account(s) for the various reports. Using combination codes, accounts can be grouped together and totaled in a similar manner to the financial statements. These can be from the same or different corporations, divisions and/or departments. This gives the operator complete flexibility in creating his own G/L reports and schedules.

Upon selection of this menu option the operator is prompted for an **ANALYSIS#**. This is a three digit number that is used to identify this report. After pressing **ENTER**, key the **TITLE** to be printed on the report and **ENTER** again to proceed. Another screen appears as shown below, allowing you to enter the lines to appear on the formal report.

```
        FINANCIAL ANALYSIS ENTRY

ADD OR UPDATE COMBINATION# FOR ANAL#:
1=ENTER ANALYSIS G/L ACCT#, 4=DELETE

1 0R 4          COMBINATION#   AND    DESCRIPTION
 __               ___                 _____
```

Each line entered represents a summary line on the actual report. This means that a line called "*Direct Payroll Salaries*" may be the sum of any number of G/L accounts. To begin building the Analysis report, you must first create these summary lines and the associated descriptions. (There are no heading, total or blank lines in the analyses reports). With the cursor positioned at **COMBINATION#**, key a 3 digit number for the first summary line. This is similar to the sequence# that you assigned when building the financial statements. (Valid codes are 001-999). Then key the associated description as it should appear on the report. You may indent and capitalize to create the desired effect. After keying all of the combination numbers and descriptions, press **ENTER**. You now have access to the field **1 OR 4**. By placing a *'4'* in that field, you can delete a previously entered combination#. By placing a *'1'* in this field next to a **COMBINATION#**, a second screen appears, allowing you to enter the **G/L ACCOUNT#S**, and the **CORP#S, DIV#S**, **DEPT#S** and **JOB#S** of those accounts to be summarized under this combination#. See sample below.

```
        FINANCIAL ANALYSIS ENTRY

ADD OR UPDATE G/L ACCOUNTS                    FOR ANAL#
                                              FOR COMB#


G/L#    CORP# DIV#    DEPT# JOB#   DESCRIPTION
```

With the cursor positioned at **G/L#**, enter the first account# to be included under this **COMBINATION#**. Then indicate the **CORPORATION#, DIVISION#**, **DEPARTMENT#** and **JOB#**, if any, from which to pull the data. As you can see, accounts from different corporations, divisions, departments and jobs may all be pulled together into one report. Continue with each account etc. to be included. (If you wish to include an account from ALL corporations, divisions, departments and/or jobs, key all nines, i.e. 999, into the appropriate field(s).) You may use the **DESCRIPTION** field ONLY if you wish to override the actual account name when it prints on the report. If you wish to use the account name, leave this field blank. When all entries for this combination# have been made, press **ENTER**. Alternately, you can press **F9** and add an account# for a range of Corps/Divs/Dept/Jobs without having to enter each line separately. The **F9** screen also contains the override description field. Press F20 to accept your entries on the **F9** screen when done.   To work on another combination#, press **F12** to return to the previous screen and enter a *'1'* next to the next **COMBINATION#**. When all entries for this Analysis have been keyed, you may print an edit list of your work using option #2 on this menu. See the next section.

FINANCIAL ANALYSIS DEFINITION LISTING

This menu option prints an edit list of the Financial Analyses formats entered in the previous job.

FINANCIAL ANALYSIS INQUIRY

This option allows inquiry into any of the Financial Analyses for a selected range of accounting periods. Both summary and analysis data can be viewed.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

ANALYSIS#

FROM ACCOUNTING PERIOD#
TO ACCOUNTING PERIOD#

OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS. ACTUAL,
3=BUDGET VS FORECAST)
```

Key in the **ANALYSIS#**, the **FROM** and **TO ACCOUNTING PERIODS**, and select the desired option, *1, 2,* or *3*. Accounting periods are to be entered in ##-Period#/YY-Year format. I.E. *01/89*. When the appropriate data has been keyed, press **ENTER** to proceed. The system begins to process, taking about 15 seconds for the report to appear on the screen.

The first screen displays the Month-to-date summary data. Use your command key options to view the Year-to-date data and subsequent lines. To view the analysis data, (the accounts that make up any line on the summary), key the line# and **FIELD EXIT** at the bottom of the screen. A second screen appears listing the individual accounts under the selected line.

FINANCIAL ANALYSIS REPORTING

This menu option prints any of the Financial Analysis reports for a selected range of accounting periods. Both summary and analysis data can be printed and selections include Budget vs. Actual, Forecast vs. Actual , and Budget vs. Forecast.

Upon selection of this option, a screen like that shown below appears:

```
ENTER THE FOLLOWING DATA:

    ANALYSIS#

    FROM ACCOUNTING PERIOD#
    TO ACCOUNTING PERIOD#

    OPTION (1=BUDGET VS. ACTUAL, 2=FORECAST VS.
    ACTUAL, 3=BUDGET VS. FORECAST
    FORECAST NAME

    S=SUMMARY, D=DETAIL, B=BOTH

    NUMBER OF COPIES TO PRINT
```

After keying the **ANALYSIS#** and the **STARTING** and **ENDING ACCOUNTING PERIODS**, indicate the desired option, (*1, 2*, or *3*), summary, detail or both, and the **NUMBER OF COPIES**. When the selection criteria has been entered, press **ENTER** to proceed. The report is processed and sent to the printer.

NOTE If G/L Profile option #50-Use Alternate F/A Report Layout, is set to 'Y', a six column report on 8x11 paper prints instead of the standard format.

FINANCIAL ANALYSIS 12 MONTH report

Financial Analysis Reporting (12 months) prints a comparative spread for a selected range of periods. Selections include Actual vs. Budget, Actual vs. Forecast, and Budget vs. Forecast. When selecting these options, the operator can choose to include budget or forecast figures for those periods FOLLOWING the last period selected. For example: the report is selected for periods 01/93 through 06/93. For periods 7-12, the operator may opt to print the budget figures to project what the monthly Analysis would look like as if the budget figures are the actual figures. In order to create this, the Actual Vs. Budget comparative option should be selected.

The report prints outs in whole dollars, giving a side-by-side detail and summary of the report for the selected range of periods. It may also include budget/forecast figures for the remainder of the fiscal year as described above.

FINANCIAL ANALYSIS REPORT SUITE

This menu option prints a selected financial analysis suite. Enter the desired suite# (or press **F4** to scan for a valid suite#) the period range and an override printer ID if applicable. If the printer ID is left blank, the default printer is used.

FINANCIAL ANALYSIS CLONE DEFINITIONS

This program allows the user to copy or clone one financial analysis to another. Enter the analysis# to be used as a model, the new analysis# to be created and the new name assigned to the new analysis. Since the Corp#, Div#, Dept# and Job# are all part of the key to each record, they cannot be changed once cloned. However, the DFU program UPDFAKEYS can be used to change any of those fields once a financial analysis has been cloned. This should only be used by an authorized user.

MULTI-YEAR MERGE

The Multi-Year Merge program allows the operator to pull financial data for any contiguous accounting periods (crossing fiscal years, if necessary) for the purpose of reporting on a basis OTHER THAN THE NORMAL FISCAL YEAR for a selected corporations/divisions/departments/jobs or any combination of divisions/department/jobs within a corporation. Current, prior year, budget and forecast data can all be copied for this reporting. To use this function, the G/L profile option, 'Corps 901-999 Restricted for Multi-Year' must be set to *'Y'.*

With the profile set as such, corporation numbers 901-999 are reserved (and cannot be created in the Corp. Master File) and are used as the recipient corporation numbers in the creation of a "fictional corporate fiscal year". Once a fictional "Corp" has been created, any and all G/L reports and inquiries can be run for that corporation. For example: two of the corporations have a fiscal year of October - September, and another has a fiscal year of January - December. For audit purposes, ALL THREE must be reported on for the October - September cycle. Assuming a fiscal year of Jan-Dec 2000 for that one corp., the Multi-Year Merge program allows the operator to take the last 3 months from 1999 and the first 9 months from 2000, and create a fictional corporation with a 10/99-9/00 fiscal year.

The operator is prompted to enter the **FROM** and **TO** corporation numbers, (the **FROM** being an existing Corp# and the **TO** being any number from 901-999), the range of accounting periods, (remember that all periods beyond period 12 are combined into period 13), whether to copy prior year actual, current budget and/or current forecast data in addition to the current actual data, the fiscal year (19XX format) into which to copy the data and the retained earnings account#. Once the new corporation has been created, any G/L report can be run using the new fiscal year. Finally, the creation of a "fictional corporate fiscal year" can be performed over and over using the same **TO CORP#** since the new data overlays the old.

NOTES If you want to perform a selected corp/div/dept/job multi-year merge, use the **F14** or **F18** keys to indicate which entities are to be included when creating the new 'fictional corporation'. Within each of those selection programs, the **F10=Select by Consolidation#** key can be used to choose from a list of pre-defined consolidations.

FUNCTIONAL EXPENSE REPORT

The Functional Expense report is a user-defined multi-column report that takes designated overhead expenses and allocates various percentages of the total across the multiple columns according to a skeleton. Each column represents some category of your business, not necessarily having any direct correlation to specific G/L entities.   The financial skeleton is used to determine the left-hand side of the page as in all other G/L reports and allocated costs are shown on a one for one basis per what is included in the skeleton. The following menu options provide the means to create the Functional Expense report definition, designate column headings and total columns, identify the overhead expenses to be allocated and the columnar percentage to be used for each type of expense.

DEFINITION MAINTENANCE

The option is used to create the Functional Expense definition# and description. Up to 999 definitions can be created, and on each, a specific column# can be designated to contain the prior year data. There are 14 available columns, one of which must be designated to contain that data. (When the report is generated, the current year is requested.) See sample below.

```
          FUNCTIONAL EXPENSE DEFINITION MAINTENANCE

    4=                                      PRIOR YEAR
 DLT  DEF #  DESCRIPTION                     COLUMN #
         1      COMBINED STATEMENT              14
         2      STATEMENT #2                    12
         3      STATEMENT #3                    10
```

COLUMN DEFINITION MAINTENANCE

Once a Functional Expense report definition has been created in the previous step, column headings can be assigned using this menu option. Key in the definition# and press **ENTER** to start. There are 14 available columns, each with a 2 line heading. Enter the column# and the heading to be used for that column. If a column will not be used, do not enter the column# in this file. You may skip column#s to achieve the desired spacing. In addition to the column heading, you may indicate other column#s into which the amount in that column should be added. It may be added to a maximum of 5 other columns. See sample that follows.

```
 * DEFINITION # . . .    1  COMBINED STATEMENT
   POSITION TO . . . .       BY COLUMN #
   4=                                                    ADD TO COLUMN
  DLT  COL#  HEADING LINE 1     HEADING LINE       #1   #2   #3   #4   #5
          1     SHELTER AND      CRISIS CARE        9
          2                      OUTREACH           9
          3     MOTHER/          CHILD              9
          4                      NINELINE           9
          5                      MEDICAL            9
          6     RIGHTS OF        PASSAGE            9
          7     COMMUNITY        SERVICE CENTER     9
          8     PUBLIC           EDUCATION          9
          9                      TOTAL             13
         10     FUND-            RAISING           12
         11     MANAGEMENT       AND GENERAL       12
         12                      TOTAL             13
         13                      1988
         14                      1987
```

PERCENTAGE ALLOCATION MAINTENANCE

This program is used to create percentage allocation formulas by type and column#. Multiple allocations can be created and used in the next step depending on whether you plan to use one allocation formula for all expenses or whether the columnar allocation will vary depending on the type of expense. I.E. Payroll related expenses may be allocated evenly across the columns, but rent and utility expenses may be more variable.   The formula codes will be assigned to the individual G/L accounts that will be allocated in the next step.

Upon selection of this menu option, the following screen appears. Press **F10** to add a percentage allocation formula.

```
      FUNCTIONAL EXPENSE PERCENTAGE ALLOCATION

   TYPE SELECTION, PRESS ENTER.
    2=UPDATE   4=DELETE

   SEL    CODE    DESCRIPTION
```

On the next screen key in a formula code (001-999) and a description and press **ENTER**. Then indicate the percentage to allocate to individual columns. Enter only those column#s that are to contain an allocated amount. Do not enter any of the column#s that have been designated as total columns or the column# reserved for prior year data as designated in the Definition Maintenance step. See sample screen that follows.

```
FUNCTIONAL EXPENSE PERCENTAGE ALLOCATION

CODE . . . . . . :   1
DESC. . . . . .   REVENUE ALLOCATION     TOTAL %  100.00

DEL  COL   PCT
      1   37.57
      2    3.32
      3    7.99
      4    3.81
      5    4.53
      6   11.79
      7    8.57
      8    1.34
     10    9.83
     11   11.25
```

Once the column#s and percentages have been keyed, press **ENTER** and **F20** to accept. Press **F12** to enter another formula code etc., or press **F3** to exit. Once a formula code and percentages have been created, changes may be made as needed.

ENTITY ALLOCATION MAINTENANCE

This the final step in creating a Functional Expense report. This program is used to designate the G/L Corp/Div/Dept/Job/Account combinations that make up the total dollars to be allocated. These combinations may vary for each definition# or just the formulas which are used to allocate the same accounts may vary. Enter the definition# to work with and press **ENTER** to proceed. See the sample screen that follows.

```
   FUNCTIONAL EXPENSE ENTITY ALLOCATION MAINTENANCE

* DEFINITION # . .    1 COMBINED STATEMENT
  POSITION TO . . .       BY ACCOUNT #
4=      (*)                        (*)   (*)   (*)    (*)    (*)
DLT  ACCT #  DESCRIPTION      CR    DIV   DEP   JOB   PCT# NAME
```

Each account# that is to be allocated across the report columns must be entered along with the Corp/Div/Dept/Job from which to pull the data. The data can be pulled from a specific entity, or from many entities. Enter the account#, the Corp# (or 999 to pull from all corporations), the Div#, (or 999 for all divisions which assumes all Depts. and Jobs), the Dept# (or 999 for all departments within the selected divisions, which also assumes all jobs) and the Job# (or 99999 for all jobs within the selected department). See sample screen that follows.

FUNCTIONAL EXPENSE ENTITY ALLOCATION MAINTENANCE

```
 * DEFINITION # . .    1  COMBINED STATEMENT
   POSITION TO . . .      BY ACCOUNT #
4=      (*)                    (*)    (*)   (*)      (*)    (*)
DLT   ACCT #  DESCRIPTION   CR    DIV   DEP   JOB   PCT#          NAME
      400000  PURCHASES      1    001   999  99999   001   GENERAL OVERHEAD
      785500  SALARIES       1    001   999  99999   002   PAYROLL EXPENSES
      786000  EMPLOYEE BEN.  1    001   999  99999   002   PAYROLL EXPENSES
      850000  RENT           1    999   999  99999   001   GENERAL OVERHEAD
      855000  UTILITIES      1    999   999  99999   001   GENERAL OVERHEAD
```

REPORT WRITER MENU

The Report Writer Menu contains the jobs necessary to create, list and print user defined reports.

1.	DEFINITION MAINTENANCE
2.	DEFINITION LISTING
3.	RUN REPORT - P&L FORMAT
4.	RUN REPORT - F/A FORMAT
5.	SUITE MAINTENANCE
6.	SUITE LISTING
7.	SUITE PRINT
10.	CLONE REPORT WRITER DEFINITIONS
	VERTICAL P&L
11.	SKELETON MAINTENANCE
12.	SKELETON LISTING
13.	RUN REPORT
14.	CLONE SKELETONS
15.	VERTICAL P&L SKELETON MAINTENANCE
16.	VERTICAL P&L SKELETON LISTING

Each option is discussed in detail along with its capabilities and the output that is produced. Refer to the On-line HELP text for further explanations of individual fields.

DEFINITION MAINTENANCE

The purpose of this menu option is to create report formats in which the data and entity (optional) to print in each column can be defined. Up to 999 report formats can be created, each with its own description, 2 line heading and a maximum of 16 columns. (Use only columns 3-10 if you want to print on 8x11 paper without truncating the line descriptions. If you use columns 11-16 in addition to columns 1-10, the report is printed in a more condensed font size to accommodate all 16 columns.) The individual columns can be one of 2 types: data (actual, budget, or forecast dollar figures), or the result of a calculation (a sum of specified columns, an average of specified contiguous columns or a variance between two columns: variances can be expressed in dollars or in percentages). The entities (Corp/Div/Dept/Job) for which to create the resulting report may be defined within this job if desired; either for the individual columns or for the purpose of generating the same version of the report for multiple entities (i.e. separate Corp/Div/Dept/Job listings). The system will use one of the user created skeletons in conjunction with a report definition to create the actual report. In that same vein, one report format can be used with multiple skeletons without having to creating separate formats.

When creating a report definition, a definition# and description must be assigned and several determinations made as to the nature of the definition. See below.

```
DEF#  001   TYPE(1/2) 1   LEVEL(1/2/3/4) 2   CONS.(Y/N) Y
DESCRIPTION   QUARTERLY ANALYSIS
HEADING 1     MID YEAR ANALYSIS
HEADING 2     ENDING JUNE 1994
```

There are 2 definition types; 1 = standard definition without any predefined entity selection, and 2 = a definition where the overall entity or columnar entity selection has been defined. On a type '1' definition, all entity selection is performed at run or print time. Proceed directly to the heading entry and columnar definitions for a type *'1'*.

On a type *'2'* definition, specific columns can be designated to contain data from different Corp/Div/Dept/Job entities, (i.e. each column representing a different division within one corporation or different divisions in several corporations). Similarly, multiple entities can be consolidated into one column (i.e. selected divisions are consolidated in column 1). A final possibility is to select the entities for which to generate **separate** reports using this one definition, (just like the selection that is done at run/print time). The next field, **LEVEL(1/2/3/4)** indicates the reporting level at which to print; 1=Corp, 2=Div, 3=Dept and 4=Job. This is used in the same manner as in all of the standard GL reporting. The response to the **CONSOLIDATE (Y/N)** is critical in that it directly affects the resulting report(s). If the object of the columnar entity selections is to combine data from different entities, either in one or separate columns, the response to this field must be *'Y'*. If the object is produce **separate** reports for each selected entity, the response must be *'N'*. (Once these fields are keyed, they can only be changed by pressing **F5=Reset**. This also deletes the individual columnar entity selections and they must be redone.) Finally, key the definition description and two line heading.

You are now ready to define the various columns on the report. Key a *'1'* in the **1=SEL** field for each column you plan to use and key a 'D' if the column is a data column, or an 'R' if it is a result column.

If the type field is left blank, the system defaults to a data column. Press **ENTER** to continue. The columns will appear in succession for definition.

There are two modes in which a data column can be defined; relative and absolute. Explanations of each mode follow and function keys **F7** and **F8** allow you to toggle back and forth between the two modes. The relative mode is much more flexible and is described first - see below.

```
DEFINITION#     001
DESCRIPTION     QUARTERLY ANALYSIS
HEADING 1       MID YEAR ANALYSIS
HEADING 2            ENDING JUNE 1994

COLUMN#         01
TYPE (D/R)      D

HEADINGS                DATA COL.               FORECAST

LN1    CURRENT          SOURCE (A/B/F) A        _____
LN2    PERIOD           CURR/NXT/PR/ALL  C
LN3    ACTUAL           PD/YTD/FY/ALL       P
                        SOURCE (A/B/F)          _____
                        CURR/NXT/PR/ALL
                        PD/YTD/FY/ALL
```

This example shows a data column defined using relative mode entry. Data Column 1 has a heading of Current Period Actual, a **DATA SOURCE** of *'A'* , (*A=Actual, B=Budget, F=Forecast*), a *'C'* to indicate **current year** data and a *'P'* to indicate **current period** data. When the report is run, the operator will enter the range of periods for the report, (i.e. 01/94 - 06/94), and the system will determine that the data from period 06/94 is to print in this column. ****NOTE**** If *'F'* is selected as the data source, you must enter a forecast name. Key *'CURRENT'* to use the regular system generated forecast data, or press **F4** to scan for a valid forecast name created using the 'Lock in a Forecast ' menu option.

Other possibilities using the relative mode are selecting budget or forecast data for the current, next, prior or ALL years and the ability to select period -to-date, year-to-date, full year, or ALL years' data based on the report run date. When period-to-date is chosen, it will always be the ending period of the range that is keyed at run time. YTD will always be the full range of periods entered, i.e. 01/94-06/94, and full year will always be periods 01-12 of the year selected. (The *'A'* should be used in the **PD/YTD/FY/ALL** field when trying to obtain contract-to-date amounts, and it should be used in conjunction with an *'A'* in the **CURR/NEXT/PRIOR/ALL** field.

The relative mode is more flexible since the report can be run for a new range of periods, and nothing in the format needs to change since the date range is keyed at run time. It **is** possible that two sources of data can be included in the same column but that is most often done in absolute mode so it will be discussed in that section.

Please read the section on absolute mode and then move on to the section describing entity selection since it is identical for both modes.

The absolute mode of creating data columns, while requiring changes as a report needs to be run for different date ranges, DOES allow you to create individualized columnar period ranges that can be OTHER THAN period-to-date, year-to-date, and full year, i.e. quarterly figures. It also allows you to combine two types of data (i.e. 6 months actual and 6 months budget) in the same column. Let's start off with a simple example.

```
DEFINITION#      001
DESCRIPTION      QUARTERLY ANALYSIS
HEADING 1        MID YEAR ANALYSIS
HEADING 2            ENDING JUNE 1994

COLUMN#          01
TYPE (D/R)       D
HEADINGS                    DATA COL.        FORECAST

LN1     1ST      SOURCE (A/B/F) A         _____
LN2     QTR      FROM PERIOD  0193
LN3     ACT      TO PERIOD    0393
                 SOURCE (A/B/F)           _____
                 FROM PERIOD
                 TO PERIOD
```

This example shows a data column defined using absolute mode entry. Data Column 1 has a heading of 1st Quarter Actual and since it **is** a data column, that section of the screen has been filled in with the data source, (*A=Actual, B=Budget, F=Forecast*), and the period range. (The period range replaces the indicators of Current/Prior Year and PTD/YTD/FY that were shown in relative mode entry.)   Obviously, any period range can be indicated for a column. But, if this same report is to be run for the second quarter, you would need to change the range from 01/93-03/93 to 04/93-06/93. Hence, it can require more ongoing maintenance depending on the actual column definitions. One big advantage however, is that **two** sources of data with their respective period ranges can be included in the same column if desired. For example, you want to combine the first 6 months of actual data and last 6 months of budget data to create a projection. See following example.

```
DEFINITION#      001
DESCRIPTION      PROJECTION REPORT
HEADING 1        FULL YEAR PROJECTION
HEADING 2        ACTUAL THRU 06/93

COLUMN#          01
TYPE (D/R)       D
HEADINGS         DATA COLUMN              FORECAST

LN1              SOURCE (A/B/F) A         _____
LN2              FROM PERIOD  0193
LN3              TO PERIOD    0693
                 SOURCE (A/B/F) B         _____
                 FROM PERIOD  0793
                 TO PERIOD    1293
```

For those report definitions that are a type *'2'*, entity selection for the individual columns is the next step. In either mode, **F14** or **F18** can be used to perform the selection. The number of entity levels available for selection depends on the **LEVEL (1/2/3/4)** and the **CONSOLIDATE (Y/N)** responses for this definition. The selection is identical to that found in all other G/L reporting. After the columnar selections have been made, they can be changed by pressing **F14** or **F18** and making the necessary additions/deletions.

When creating result fields, (the entry mode is irrelevant), the system can total specified sequential columns (i.e. columns 1-3) by keying the starting column# in the **COLUMN A** field and the ending column# in the **COLUMN B** field. In this case the **FORMULA TYPE** must be an *'S'* for SUM, and the **RESULT TYPE** a *'$'* for DOLLARS. The system can calculate an average for contiguous columns by keying in the starting column# in the **COLUMN A** field and the ending column# in the **COLUMN B** field. The formula type must be an *'A'* for AVERAGE and the result type a *'$'* for DOLLARS. If the result column is to show a variance, enter the first column# to be considered in the variance calculation in the **COLUMN A** field, and the second column# to consider in the **COLUMN B** field. The **FORMULA TYPE** must be a *'V'* for VARIANCE and the **RESULT TYPE** can be either a *'$'* for dollar variance or a *'%'* for percentage variance. See example below.

```
DEFINITION#        001
DESCRIPTION        QUARTERLY ANALYSIS
HEADING 1  MID YEAR QUARTERLY ANALYSIS
HEADING 2      ENDING DECEMBER 1992


COLUMN#   05
TYPE (D/R)  R


HEADINGS                    RESULT COLUMN


LN1:   1ST                  COLUMN A      01
LN2:   QUARTER              COLUMN B      02
LN3:   VARIANCE             FORM. TYPE (A/S/V/%)   V
                            RES. TYPE ($/%)        $
```

If the result column is to be an expression of one column as a percentage of another, (i.e. YTD Actual as a percentage of Full Year Budget), enter the column# containing the first part of the equation (i.e. YTD Actual) in the **COLUMN A** field, and the column# containing the second part of the equation (i.e. Full Year Budget) in the **COLUMN B** field. The **FORMULA TYPE** must be a *'V'* for VARIANCE and the **RESULT TYPE** can be either a *'$'* for dollar variance or a *'%'* for percentage variance and a '%' when expressing one column as a percentage of another. See example below.

```
HEADINGS                    RESULT COLUMN


LN1:   1ST                  COLUMN A      01
LN2:   QUARTER              COLUMN B      02
LN3:   VARIANCE             FORM. TYPE (S/V/%)    %
                            RES. TYPE ($/%)       %
```

Result fields DO NOT require entity selection and there is no limit on the number of data versus result fields that can appear in a definition. It is important to place the data in a fashion such that it can be used in sequence for creating a SUM result. Result columns can be used to create other result columns if desired.

DEFINITION LISTING

This menu option provides a listing of all report definitions created in the previous job.

RUN REPORT - SKELETON FORMAT

This menu option generates a report based on a combination of the definition# and P&L or Balance Sheet skeleton# selected. The user can also key the range of periods for which to run the report (these are only needed if the report format was created using relative rather than absolute values for each column), the report level at which to print, whether to consolidate (these last two are used only for a type *'1'* report definition) and a free form heading. Indicate whether to print the detail and formal statements and whether to show cents on either, The **PRINT STANDARD FORMAT** field must be set to a *'Y'* to print the "standard" Formal Statement. Remember to use **F14** or **F18** to perform Corp/Div/Dept/Job selection on type *'1'* definitions. By keying a *'Y'* at **PRINT ON LETTER SIZE PAPER**, only the first 8 columns are printed, at 15 cpi, form name 8X11. Finally, indicate whether to validate the data against the skeleton (producing an error list if invalid data is found), whether to double-space the detail schedule and the # of copies to print. ****NOTE**** Responding 'Y' to the validate data against skeleton option can significantly increase the processing time, especially if the skeleton being used contains only a subset of the chart of accounts (either balance sheet or P&L).   See sample screen below.

```
SKELETON TYPE (P/B) . . . . . . . . . . . . . . . . . . . . . . .
FINANCIAL SKELETON # (*) . . . . . . . . . . . . . . . . . . . . .
REPORT WRITER DEFINITION # (*) . . . . . . . . . . . . . . . . .
FROM PERIOD (NN/YY) . . . . . . . . . . . . . . . . . . . . .
THRU PERIOD (NN/YY) . . . . . . . . . . . . . . . . . . . . .
REPORTING LEVEL (1= CORP 2= DIV 3= DPT 4= JOB ) . . . . . . . . .
CONSOLIDATE (Y/N) . . . . . . . . . . . . . . . . . . . . . . .

FREE-FORM TEXT FOR HEADING . . . . . . . . . . . . .
        ===>                    <===
================= A V A I L A B L E  O P T I O N S ===================
PRINT THE DETAILED SUPPORTING SCHEDULE (Y/N) . . . . . . . . . .Y
PRINT THE FORMAL STATEMENT (Y/N) . . . . . . . . . . . . . . . . . . . Y
SHOW CENTS ON THE SUPPORTING SCHEDULE  . . . . . . . . . . . . . .Y
SHOW CENTS ON THE FORMAL STATEMENT . . . . . . . . . . . . . . . . . Y
PRINT STANDARD FORMAT (Y/N) . . . . . . . . . . . . . . . . . . . . . . . . Y
PRINT ON LETTER-SIZE PAPER (Y/N) . . . . . . . . . . . . . . . . . . . . . N
VALIDATE SELECTED DATA AGAINST THE SKELETON (Y/N)  . . . . .Y
DOIUBLE-SPACE DETAIL SCHEDULE (Y/N). . . . . . . . . . . . . . . . . . .N
```

NOTES If Report Writer Profile Option #1 is set to 'Y' certain headings etc. are suppressed from printing on the 8x11 detail report. Remember that if you plan to print on letter sized paper (portrait) you must use a report definition that does not use columns 1 and 2. Otherwise the system truncates the line descriptions in order to fit 10 columns worth of data even if all 10 are not used.

RUN REPORT - FINANCIAL ANALYSIS FORMAT

This menu option generates a report based on a combination of the definition# and financial analysis# selected. The user can also key the range of periods for which to run the report (these are only needed if the report format was created using relative rather than absolute values for each column), and a free-form heading. Finally, indicate whether to print the formal and/or detail versions and the # of copies to print. ****NOTE**** There is no option to print on letter size paper when using a financial analysis format.

SUITE MAINTENANCE

The Report Writer Suite file allows the operator to create one or more groupings of report writer formats that are to be run on a regular basis. P&L skeletons and Financial Analyses can be combined in the same suite using the same or different report writer formats. By creating a "suite" of all of these reports, the operator can create and store the desired financial analysis reports along with the report options. Each suite has an identifying Suite# and description. Up to 999 different report selections can be included in a suite and at the time of printing, the operator is prompted for the suite#, the period range and an override printer ID if applicable. The reports are processed in the sequence in which they exist in the suite and this is done in the background, freeing the terminal for other jobs. Reports can be added, changed or deleted from a suite as necessary. See the on-line HELP text for a further explanation of each field when creating a suite.

SUITE PRINT

This menu option prints a selected report writer suite. Enter the desired suite# (or press **F4** to scan for a valid suite#), the accounting period range and an override printer ID. If the printer ID is left blank, the default printer is used.

CLONE REPORT WRITER DEFINITIONS

This menu option allows you to clone (copy) an existing report writer definition to a new definition# with a new description. If the existing report writer definition is a type '1', (has no columnar entity selection), all of the column definition data is copied to the new definition# and it can then be changed as necessary using the Definition Maintenance program. If the existing report writer definition is a type '2', (has columnar entity selection), all of the column definition and entity selection data is copied to the new definition. The existing column headings for any columns can be overridden and entity selections for any 'data' columns can be changed during the clone process when the following screen appears. Simply move the cursor to the headings and make any changes. To change the entity selections, key a '1' to use the regular entity selection screens or a '2' to use the integrated entity selection screens next to the desired column(s).
`

```
                    CLONE REPORT WRITER DEFINITIONS

        TYPE '1' TO OVERRIDE ENTITY SELECTIONS FOR DATA COLUMNS.
        TYPE '2' TO USE THE INTEGRATED SELECTION.

        FROM DEFINITION# (*) . .   6  BALANCE SHEET
        TO DEFINITION# . . . . .      666
        NEW DESCRIPTION  . . . .    BALANCE SHEET VERSION 666

         SEL  TYPE  COL#     HEADINGS
                D      1      CURR YR MONTH
                D      2      PRIOR YR MTH
                R      3      DOLLAR AMOUNT CHANGE
                R      4      PERCENTAGE  CHANGE
                D      5      CURRENT  YTD
```

VERTICAL P&L SKELETON MAINTENANCE

This option allows you to create P&L skeletons that can be used *specifically* for vertical type reporting. The difference between these skeletons and those created off the regular File Maintenance menu is that the Corp/Div/Dept/Job combinations can be defined along with the G/L account numbers for each line. This added capability allows you to include data from multiple entities on the same report, but possibly on different lines. (This means that the data *does not* have to be consolidated on a line item basis. For example, you could show sales for each division on separate lines even though the G/L account# is identical.) Refer to the File Maintenance section on Financial Skeletons for basic instructions on how to create a P&L skeleton. Only the differences will be explained here.

Valid sequence numbers for vertical format skeletons are 00001-99999 rather than 001-999. After you have keyed the sequence# description etc., and are ready to enter the G/L account# data, press **F6=GL Accts**. or **F9=Add GL# by Range**. As shown below, the Corp/Div/Dept/Job fields can be entered for each account#, as needed. These same fields are available when using the Account# Range entry screen. See second screen sample below.

```
ACCT #  G/L DESCRIPTION          CRP   DIV   DPT   JOB   D=DEL
 300000  SALES                    1     1     1
 300110  GROSS SALES - SODA       1     1     1
 300115  SPACE SALES              1     1     1
```

```
ADD ALL G/L ACCOUNTS BETWEEN THE FOLLOWING VALUES:

       FROM   ACCT #  TO  ACCT #  CRP  DIV  DPT   JOB
              _____       _____  ___  ___  ___  _____
```

NOTE When using the **F9=Add G/L By Range** screen, you may key all nines in the Corp, Div. Dept. and/or Job fields to include ALL entities for that level.

SKELETON LISTING

This option allows you to print all or selected vertical skeletons in detail and/or summary form.

RUN REPORT

This option allows you to print a P&L for any selected vertical format. The selection screen is almost identical to the one used when running a regular P&L except that there is no reporting level and entity selection. The other difference is the option to *'Print Entities on the Supporting Schedule'*. If set to 'Y' the detail page of the report prints the Corp/Div/Dept/Job entity numbers for each line. See sample below.

```
 320000  INTEREST REVENUE
      001/001/000/00000
 400000  PURCHASES
      001/001/000/00000
 410000  PURCHASE DISCOUNTS
      001/001/000/00000
 500000  ADVERTISING & SALES PROMOT
      001/001/000/00000
```

CLONE VERTICAL SKELETONS

This option allows you to clone an existing vertical skeleton to a new skeleton# with a new description and new entities as needed. See screen below.

```
GWIA03              VERTICAL SKELETON CLONING


(*) FROM SKELETON #  . . .

   TO SKELETON #  . . . .

   NEW TITLE  . . . . . .

(*) FROM CORP                  (*) TO CORP

(*) FROM DIV.                  (*) TO DIV.

(*) FROM DEPT                  (*) TO DEPT

(*) FROM JOB                   (*) TO JOB
```

 If you want to change the entity(s) at any or all of the 4 levels you must enter a *'From'* and a '*To'* value for the entity level(s). Only records matching the *'From'* value will be changed to the *'To'* value, with all others being cloned as is.   You may specify any From/To Corp/Div/Dept/Job selection as well.   After keying all of the desired data on this screen, press ENTER twice to process.

VERTICAL P&L SKELETON maintenance

This option allows you to set up security so that a specified user can access only specific vertical skeletons for reporting and inquiry purposes. Simply enter the User ID and press **ENTER** to proceed. Enter each vertical skeleton# to which the user may have access and press **ENTER** and **F20** to accept.

VERTICAL P&L SKELETON listing

This option prints a list of each user and the vertical skeleton#(s) to which he has access based on the file created in the step above.

SUPERVISOR FUNCTIONS

The SUPERVISOR FUNCTIONS menu contains the following options.

1.	JOURNAL ENTRY
2.	JOURNAL ENTRY EDIT
3.	JOURNAL ENTRY UPDATE
4.	G/L TEMPLATE ENTRY
5.	G/L TEMPLATE EDIT
6.	G/L TEMPLATE UPDATE
7.	QUANTITY JOURNAL ENTRY
8.	QUANTITY JOURNAL ENTRY EDIT
9.	QUANTITY JOURNAL ENTRY UPDATE
10.	FORECAST REVISION ENTRY
11.	FORECAST REVISION EDIT
12.	FORECAST REVISION UPDATE
14.	UPDATE ACCOUNTING PERIOD FLAGS
15.	RESET BATCH 'IN USE' FLAGS
16.	INTERIM JOURNAL ENTRY POST
17.	RESET JE#/GLBOOK#
18.	CHANGE LAST POSTED FOR RECURRING J/E
19.	REBUILD SUMMARY FILES (BUDGET)
20.	REBUILD SUMMARY FILES (ACTUAL)
24.	REBUILD SUMMARY FILES (FORECAST)
21.	DELETE BUDGET/FORECAST
22.	CHANGE J/E EXPLANATIONS
23.	ROUND BUDGET/FORECAST TO WHOLE $

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

JOURNAL ENTRIES

This menu option allows you to access the unposted journal entries that were entered under any user ID. Upon selection of this menu option a screen appears indicating which user IDs have outstanding journal entries. Select the user(s) whose entries you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept, proceeding to Journal Entry.

```
              SUPERVISOR JOURNAL ENTRY

     POSITION TO . . . .          USER

   1=SELECT 4=CLEAR

   OPT     USER     #BATCHES     CREATION     LAST UPDATE
           TOMC        2          05/12/00      05/13/00
           BETTYK      1          06/29/00      06/29/00
           SANDYR      4          06/30/00      06/30/00
```

Once this program has been used to work with another user's journal entries, they can be edited and updated using menu options 2 & 3.

JOURNAL ENTRY EDIT

This menu option allows you to print an edit listing of the unposted journal entries that were entered under any user ID. Upon selection of this menu option a screen appears indicating which user IDs have outstanding journal entries. Select the user(s) whose entries you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept.

```
              SUPERVISOR JOURNAL ENTRY

     POSITION TO . . . .          USER

   1=SELECT 4=CLEAR

    OPT           USER
                  TOMC
                  BETTYK
                  SANDYR
```

Once this program has been used to edit another user's journal entries, they can be changed/deleted or updated using menu options 1 & 3.

JOURNAL ENTRY update

This menu option allows you to update the unposted journal entries that were entered under any user ID. Upon selection of this menu option a screen appears indicating which user IDs have outstanding journal entries. Select the user(s) whose entries you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept.

G/L TEMPLATE ENTRY, edit & update

These menu options allow you to change/delete, edit and update any unposted G/L template entries that were entered under any user ID. The procedures are very similar to those described for journal entries except that in addition to selecting the user, you must select the template code and period to add/change/edit/update. For this reason it is best to print an edit of a user's templates so that you know which ones exist.

QUANTITY JOURNAL ENTRY, edit & update

These menu options allow you to change/delete, edit and update any unposted G/L quantity journal entries that were entered under any user ID. The procedures are identical to those previously described for journal entries.

FORECAST REVISION entry, edit & update

These menu options allow you to change/delete, edit and update any unposted forecast revisions that were entered under any user ID. The procedures are identical to those previously described for journal entries.

UPDATE ACCOUNTING PERIOD FLAGS

This program allows you to access and change the accounting period flags indicating whether a period is valid for G/L, whether the A/P month end has been run for a period, and whether the recurring journal entries have been posted to a period.   In addition, you can set the monthly status code for the AR. Blank=Not yet open, 0=Open, 1=Cash Receipts Closed, 2=Billing Closed, 3=Cash and Billing Closed, 4=Month Closed. See following sample screen.

```
DXFM39          UPDATE ACCOUNTING PERIOD Y/N FLAGS

* CORP # . . . . . . .  1  DAPREX, INC.
  YEAR  . . . . . . . . 2003

                        CLOSING  VALID  A/P    RECUR J/E  A/R CLOSED
   PERIOD  NAME          DATE     G/L   POSTED  POSTED    (0/1/2/3/4)
    1   JANUARY         1/31/03    N     Y        Y           4
    2   FEBRUARY        2/28/03    N     Y        Y           4
    3   MARCH           3/31/03    N     Y        Y           4
    4   APRIL           4/30/03    N     Y        Y           4
    5   MAY             5/31/03    N     Y        Y           4
    6   JUNE            6/30/03    Y     N        Y           3
    7   JULY            7/31/03    Y     N        N           0
    8   AUGUST          8/31/03    Y     N        N
    9   SEPTEMBER       9/30/03    Y     N        N
   10   OCTOBER        10/31/03    Y     N        N
   11   NOVEMBER       11/30/03    Y     N        N
   12   DECEMBER       12/30/03    Y     N        N
```

RESET BATCH 'IN USE' FLAGS

This program is used to release/unflag batches when an error message "Batches are In Use" appears in the Regular, Recurring and Forecast Revision Journal Entry, Edit or Update jobs. Upon selection of this option, key a *'1'* next to the type of batch where the error occurred, (Regular & Recurring Journal Entries, Forecast Revision Journal Entries) and press **ENTER**. A list of users and their number of outstanding batches is then displayed. Key a *'1'* next to the user's batches to unflag and press **ENTER**, **F15** to continue and **F20** to accept. A list of the user's batches is then displayed as shown below.

```
          RESET REGULAR JOURNAL BATCH 'IN USE' FLAGS

 POSITION TO . . . .    BATCH NUMBER
  4=CLEAR                            USER: LISA

 OPT  BATCH#  DESCRIPTION          STATUS
         4     ADJUSTMENTS          IN USE
         5     DAILY ENTRIES        AVAILABLE
```

Key a *'4'* next to the batch or batches to unflag and press **ENTER** to accept.

INTERIM JOURNAL ENTRY POST

This menu option allows a supervisor to print the balance forward version of the G/L Detail report, INCLUDING ANY unposted Regular G/L journal entries (does not take recurring journal entries into consideration). It is identical to the option found on the Daily Processing menu **except** that the supervisor can choose **any user's batches**. It is meant to provide a preliminary look at the effect the selected journal entries will have on the G/L. If any errors are found during the review of this report, the G/L journal entries can be modified prior to updating. This option can be selected as many times as necessary until you are satisfied with the results. The unposted journal entries must be posted at some point before regular financial reports can be run.

After selecting this menu option, indicate whether you want to work with the old or new version of G/L batches. (The system defaults to old or new based on whether GL profile #42 is set to *'N'* or *'Y'* respectively.) When the next screen displays the users who have unposted batches, key a *'1'* next to each user whose batches should be included in the processing of this job (all other user batches are ignored). Press **F15** to continue and **F20** to accept. Now enter the range of accounting periods, the desired consolidation level for the printing of this report and press ENTER twice to process the report and return to the menu.

reset je#/glbook#

This menu option resets the starting system-assigned GL journal entry to 0001. This can be used at the beginning of each month or at the beginning of each year so that the first JE# assigned for the month or year is 0001. After selecting this option, press ENTER to proceed or F3 to cancel.

CHANGE LAST PERIOD POSTED FOR RECURRING J/E'S

This option allows a supervisor to change the last period that a recurring batch was posted. For example, if the recurring batch was last posted in period 01/03 but for some reason never posted for periods 2/03 and 03/03, (i.e. manual journal entries were made instead for those periods), this job allows the last posted period to be changed from 01/03 to 04/03. The 'To' period must be later than the 'From' period and it cannot be later than the earliest expiration period in the batch.

REBUILD SUMMARY FILES (budget)

This program allows you to rebuild the G/L budget summary files if the summary and detail files are out of sync. Make sure that all users are out of the General Ledger and are not posting to the G/L from any other applications when you select this job.

REBUILD SUMMARY FILES (ACTUAL)

This program allows you to rebuild the G/L summary files if the summary and detail files are out of sync. Make sure that all users are out of the General Ledger and are not posting to the G/L from any other applications when you select this job.

REBUILD SUMMARY FILES (FORECAST)

This program allows you to rebuild the G/L forecast summary files if the summary and detail files are out of sync. Make sure that all users are out of the General Ledger and are not posting to the G/L from any other applications when you select this job.

DELETE BUDGET/FORECAST

This option allows you to delete a entire budget and/or forecast for a selected Corp/Div/Dept/Job entity combination and period range. Make sure that all users are out of the General Ledger budget/forecast files when you select this job. Upon selection of this option, the following screen appears.

Simply enter the desired entity combination, period range and type of data (budget/forecast) to delete and press **ENTER** and **F20** to proceed. If any of the Corp/Div/Dept/Job fields are left blank, the system assumes that that value is 000 (no division, no department or no job).

```
        GLOBAL DELETE OF BUDGET OR FORECAST DATA


  * CORPORATION # . . .
  * DIVISION   # . . .
  * DEPARTMENT # . . .
  * JOB      # . . .

   FROM PERIOD  . . .              TO PERIOD  . . .

   B=BUDGET, F=FORECAST      FORECAST NAME (*)
```

CHANGE JOURNAL ENTRY EXPLANATIONS

This option allows you to change the explanation/description field on individual lines of a *posted* journal entry. Simply enters the Corp/Period/Book Cd of the journal entry to be changed and press **ENTER** to display all of the detail entries that match. See following sample.

```
                CHANGE J/E EXPLANATIONS

  * CORP . . . . . . . . . . . . . . . . .    1  DAPREX, INC.
    PERIOD . . . . . . . . . . . . . . . .2/06  FEBURARY
    BOOK CODE  . . . . . . . . . . . . .  3646
    POSITION TO ( DIV / DPT  / JOB / ACCT#)

   DIV  DPT   JOB  ACCT #         AMOUNT  EXPLANATION
    1               200000        780.00-  RECLASS.
    1     1         320000      7,000.00-  RECLASS
    1     1         500000      6,545.00   RECLASS
    1     1         780100      1,235.00   RECLASS
```

Simply move the cursor to the line to be changed and key over the existing explanation. Each line's explanation must be changed individually, but you can use the cut and paste feature if all lines need to have the same new explanation. Press **ENTER** and **F20** to accept.

ROUND BUDGET/FORECAST to WHOLE $$

This option rounds all monthly budget and forecasts to the nearest dollar. It can be used after having used the GL Budget Upload program to ensure that no cents were included.