



General Ledger User Guide

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OVERVIEW

The DMS General Ledger System is an on-line double entry ledger accounting system which produces detailed journal, ledger, history, and budget reports and monthly financial statements. The system is completely multi-company with each company having its own accounts and statements. Each account is identified by a two character company code and a 13 digit account number. The same account number structure can exist for all companies. General Ledger Processing is controlled through seven menus. The menus are designed for ease of operation and include:

- Initial Set-Up Menu
- Master File Menu
- Data Entry Menu
- Processing Menu
- End-of-Year Processing Menu
- Reports/Inquiry Menu
- Back-Up Menu

A master file called the CHART OF ACCOUNTS contains one record for each ledger account. For each account, the record contains a description, account type code, and date of last activity. The financial data maintained for each account includes: current and prior year activity by period, with a balance forward for balance sheet accounts. Budget amounts (annual and period) are optional and can be entered for all accounts. Activity is posted to the Chart of Accounts via three types of General Ledger Transactions:

- Journal Transactions
- Standard Transactions
- Sub-System Transactions

Journal Transactions are keyed, Standard Transactions are generated from the Standard Transaction Table, and Sub-System Transactions are loaded from other DMS Accounting Systems (Accounts Payable, Accounts Receivable, Fixed Asset Depreciation, or Payroll/Labor). All transactions can affect prior, current, or future periods in the current year. Each transaction contains: company code, journal type and page number, account number to be debited, account number to be credited, amount, and descriptive data. Standard Transactions are first entered into the Standard Transaction Table. The table entries include: journal type and page number, debit and credit account numbers, and dollar amounts. The table entries can then be used to create Standard Transactions as needed. Table entries can be set-up as recurring transactions with a frequency and number of times to be generated. Recurring transactions can be generated automatically on a monthly, quarterly, semi-annual, or annual basis.

The account(s) to be debited or credited and the amounts for each transaction are entered in transaction lines. Up to 999 transaction lines can be entered for each transaction. Transaction lines can include both debit and credit account numbers or only one of the two. As transaction lines are entered an OFFSET amount is displayed. This allows the operator to balance the transaction during entry.



All transactions must be edited by the system prior to being posted to the Chart of Accounts. The General Ledger Transaction Edit is sorted and printed by journal type and page. Page totals are given to be compared to manually calculated totals for control purposes. The journal types are: General, Cash Disbursements, Cash Receipts, Fixed Assets, Payroll, Accrual, Sales, and Purchases.

The current balance of any account can be displayed through the Chart of Accounts Inquiry. Month-to-Date and Year-to-Date Transactions for the account can also be displayed and printed in report form.

Standard reports include Proof Lists, Edits, Journals, General Ledger, Year-to-Date Trial Balance, and History Reports. Budget Reports compare the budgeted amount to the actual period and year-to-date amounts. Basic Financial Statements are also available.

Tailored Statements can be set-up to provide customized Financial Statements for each company. The reports can include current, prior and budget data for a period, quarter-to-date, or year-to-date. Multiple companies can be consolidated for Tailored Statements.

The DMS General Ledger System is designed to interface with four other DMS systems:

1. DMS Accounts Payable System
2. DMS Accounts Receivable System
3. DMS Fixed Asset Depreciation System
4. DMS Payroll/Labor System

For more information on the operation and features of these systems, consult the appropriate user guides for these systems or contact your DMS Representative.



How to Use this Manual

This users' guide is designed to include all information needed to operate the DMS General Ledger System. The guide is organized into ten sections:

- 1) Overview - This section provides a general explanation of how the system operates and can be used as an orientation to the system.
- 2) Installation - This section explains the installation steps in detail. The Initial Set-up Menu (MENU GLINIT) options are described, as well as the steps necessary to install the library and set up the master files and historical data files.
- 3-8) Menus - These six sections describe each menu option on the six menus. Included is a short narrative of each menu option, followed by detailed information describing each data field keyed into the system. The six menus in this section include:

Master File Menu	(MENU GL001)
Data Entry Menu	(MENU GL002)
Processing Menu	(MENU GL003)
End-of-Year	
Processing Menu	(MENU GL003Y)
Reports/Inquiry Menu	(MENU GL004)
Back-up Menu	(MENU GL005)

- 9) Reports - This section describes each report produced by the system. Report contents, print sequence, and special notes are given.
- 10) Processing - This section describes the processing steps necessary to operate the system. Chart, Trans- action, End-of-Month, and End-of-Year Processing are described, along with the actual messages that are displayed on the CRT screen and the required responses to all prompts.
- 11) Appendices - The appendices consist of Audits and Controls and Sample CRT Screens and Reports.



Installing the DMS General Ledger System is divided into three sections: Library Build and File Initialization, Master File Creation, and Tailored Statement Creation. Each step within each section is explained in detail. Be sure to have blank diskettes or tapes available to back-up the master files and the library.

- ```
RSTLIB G99LIB DEV(?)
CALL G99INIT (To create the files library and build the files)
```

[illegible]

Once option 6 has been selected, current and prior year account figures can only be affected through G/L Transaction Processing.



#### 1. OPTION 1, MENU GLINIT

After the Initial Master File Setup is complete, select option 1 to enter records into the Company file. Each company used in the General Ledger System must have a Company file record.

#### 2. OPTION 2, MENU GLINIT

A list of all companies in the Company file is produced through this option.

#### 3. OPTION 3, MENU GLINIT

Select option 3 to enter records into the Chart of Accounts Adds file. New records for the Chart of Accounts are added, including current year and prior year figures.

#### 4. OPTION 4, MENU GLINIT

A proof list of all accounts in the Chart of Accounts Adds file is produced through this option.

#### 5. OPTION 5, MENU GLINIT

A Trial Balance for all companies or selected companies is produced through this option. When this information is verified as correct, select option 6 on MENU GLINIT to add the accounts to the Chart of Accounts.

#### 6. OPTION 6, MENU GLINIT

G/L account records, entered through option 3 on MENU GLINIT, are added to the Chart of Accounts through this option.

#### 7. OPTION 20, MENU GLINIT

At this point, regular General Ledger Menus are used to complete the Installation of the DMS General Ledger System. Select option 20 to display the G/L Main Menu that serves as a directory to the other system menus.

#### 8. OPTION 1, MENU GLMENU

Select option 1 on the General Ledger Main Menu to display the Master File Menu (MENU GL001).



#### 9. OPTION 7, MENU GL001

Select option 7, 'CONTROL FILE' maintenance on MENU GL001 to indicate the version numbers of any other DMS Accounting Packages that are installed and to select reports to be ran during END-OF-MONTH. Select option 20 to return to the General Ledger Main Menu.

#### 10. OPTION 5, MENU GLMENU

Select option 5 on the General Ledger Main Menu to display the Back-up Menu (MENU GL005).

#### 11. OPTION 2, MENU GL005

Select option 2, 'BACK-UP ALL G/L FILES', to save all the data entered in the previous steps. All the General Ledger files are saved to diskette(s) or tape. You will need blank diskette(s) or a tape initialized with VOLID - CFI for the back-up. Select option 20 to return to the General Ledger Main Menu.

As soon as the Installation Steps have been completed, the DMS General Ledger System is ready to begin Transaction Processing. Refer to the 'Transaction Processing' section of this User Guide for the proper processing steps.



## **Enter Company File**

Select option 1 to enter records into Company file. Each comp- any used in the General Ledger System must have a Company file record.

After system setup, new companies can be added as needed through the G/L Master File Menu.

### ***Screen 1 Entry Fields:***

COMPANY CODE: 2 characters. Required. Enter the company code to be added or updated.

#### Screen 1 Command Keys:

ENTER Continues to the next screen if a company code is entered.  
F3 END. Ends the job. MENU GL001 is displayed.

### ***Screen 2 Entry Fields:***

COMPANY NAME: 30 characters. Required.

SHORT NAME: 12 characters. Required. This name is used for Tailored Statement Report Format #5.

CITY/STATE: 15 characters for city, 2 character postal code for state.

PERIOD/MONTH: 1 character. Required as follows:  
'M' - Reports and screens display 12 MONTHS.  
'P' - Reports and screens display 13 PERIODS.

FISCAL YR  
BEGIN MONTH: 2 digits. Required. Enter the first calendar month of the fiscal year.

CURRENT FISCAL  
PERIOD: 2 digits. Required. Enter the current fiscal period for this company.

RETAINED EARNINGS  
ACCOUNT#: 13 characters. Required. During End-of-Year processing, the profit or loss for the year is posted to this account.

REVERSE SIGNS  
ON REPORTS: 1 character.  
'Y' - Reverse the sign of liability, capital, and income accounts on all Budget, History, and Basic Statement Reports.  
' ' - Do not reverse signs.



**BASIC STATEMENTS:** If Basic Statements are produced, the following entries control the account number print format and where level totals are taken. For each level indicated, a total appears on the statements. For MAJOR and MINOR levels a separate P&L Statement is produced. If there are only 2 levels, use the MINOR and ACCOUNT levels.

**ACCT NO BEG/END** For Major, Minor, and Account levels. **POSITIONS:** 2 digits for beginning position of each level. 2 digits for ending position of each level. The total number of positions cannot exceed 4 for the MAJOR and MINOR levels.

**DELETE (D):** 1 character. Deletes this record.

***Screen 2 Command Keys:***

**ENTER** Updates the file and returns to the 1st screen.  
**F12** **PREVIOUS.** Returns to 1st screen. The file is not updated.



## **List Company File**

Select option 2 to list all companies entered in the Company file. For each company the following prints: company code, name, address, short name, current period, and control data.

Correct any errors through menu option 1.



## **Enter Chart of Accounts**

Select option 3 to begin entry of G/L account information. All account numbers for all companies must be set up in the Chart of Accounts.

This option is used to enter account records into the Chart of Accounts Adds file, which allows entry of current and prior year period balances for the accounts. Use this option to correct any errors detected through the reports printed from options 4 and 5.

Once the accounts have been added to the Chart of Accounts (using option 6), the current and prior year balances cannot be accessed directly.

### ***Screen 1 Entry Fields:***

COMPANY CODE: 2 characters. Required. Must exist in the Company file.

ACCOUNT#: 13 digits, right adjusted. Required.  
The company code/account number cannot exist in the Chart of Accounts.

### **Screen 1 Command Keys:**

ENTER Continues to the next screen.  
F3 END. Ends the job. MENU GLINIT is displayed.

### ***Screen 2 Entry Fields:***

DESCRIPTION: 30 characters. Required.

SHORT NAME: 10 characters. Required. This field is used by the Account Search to locate and display accounts when the account number is unknown.

ACCOUNT TYPE: 1 character. 'F' is supplied by the system.

BASIC STMT CODE: 3 characters. Required. The first 2 characters must match the codes shown. The 3rd is optional.

|                      |                            |
|----------------------|----------------------------|
| '1 ' – Income        | '3F' - Fixed Asset         |
| '2 ' – Expense       | 3O' - Other Asset          |
| '2C' - Cost of Goods | '4 ' - Liability           |
| '2G' - Operating Exp | '4C' - Current Liability   |
| '2O' - Other Expense | '4L' - Long Term Liability |
| '3 ' – Asset         | '4O' - Other Liability     |
| '3C' - Current Asset | '5 ' - Capital             |





EFF DATE: 6 digits. Required. Format MMDDYY  
Enter the account effective date.

DELETE (D): 1 character. Deletes this record from the file.

Screen 2 Command Keys:

ENTER Updates the file and continues to the next screen.  
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

**Screen 3 Entry Fields:**

CURRENT YEAR  
BAL FWD: 13 digits. Format 99,999,999,999.99  
Enter the balance forward amount (from the previous year) for  
balance sheet accounts.  
MUST BE ZERO for income and expense accounts (1,2). After the  
account has been added to the Chart of Accounts (option 7) this  
amount cannot be changed.  
PRD 01: 11 digits. Format 999,999,999.99  
" Enter the net amount of account activity for prior  
PRD 13 periods in the current year.  
DO NOT enter current period amounts.  
PRD 14: Normally used during End-of-Year Processing to post end-of-year  
adjustments to the account.

All amount fields are signed, use the "FIELD -" key to enter  
negative amounts.

**Screen 3 Command Keys:**

ENTER Updates the file and continues to the next screen.  
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

**Screen 4 Entry Fields:**

PRIOR YEAR Prior year figures are entered for report purposes.  
After the account has been added to the Chart of Accounts these  
figures cannot be changed.  
BAL FWD: 13 digits. Format 99,999,999,999.99  
Enter the balance forward amount for the prior year.  
MUST BE ZERO for income and expense accounts (1,2).  
PRD 01: 11 digits. Format 999,999,999.99  
" Enter the net amount of account activity for all per-  
PRD 14 iods in the prior year.  
The DMS General Ledger System uses period 14 to post  
end-of-year adjustments to the account.



All amount fields are signed, use the "FIELD -" key to enter negative amounts.

**Screen 4 Command Keys:**

ENTER

Updates the file and returns to the 1st screen.

F12

PREVIOUS. Returns to 1st screen. The file is not updated.



### **List Chart of Accounts Adds**

Select option 4 to list the accounts entered through option 3. The list includes all information entered for each account.

Check this list for accuracy before printing the Chart Add Trial Balance through option 5. If any errors are detected, re-select option 3 to correct them.



## **Print Chart Add Trial Balance**

Select option 5 to print a Year-to-Date Trial Balance for each company. The reports can be printed for all companies, one company, or any combination of companies desired.

Company Select prompt screens are displayed for the selection of the company(ies) and for entry of the effective period(s) and date.

Correct any errors detected using option 3. Re-select this option as needed to verify balances.

When all trial balances are in balance for all companies, the accounts are ready to be added to the Chart of Accounts. Once added to the Chart of Accounts, prior year figures cannot be changed and current year figures can only be affected by G/L Transaction Processing.

### ***Screen 1 Entry Fields:***

SELECT ALL COMPANIES? 1 character. Required as follows:

(Y/N): 'Y' - All companies are selected.  
'N' - The company codes are displayed for desired selection.

Screen 1 Command Keys:

ENTER Continues to process the menu option.

ALL COMPANIES

### ***Screen 2 Entry Fields:***

EFFECTIVE FISCAL PERIOD: 2 characters. For reports, data is cumulative up to and including this fiscal period.  
For standard transaction generation, standard transactions are generated as required for this fiscal period.

EFFECTIVE PERIOD ENDING DATE: 6 digits. Format MMDDYY. For reports, prints as the Effective Date. For standard transaction generation, used as effective date in the transactions and in the Standard Transaction Table entry.

### ***Screen 2 Command Keys:***

ENTER Continues to process the menu option.

SELECT COMPANIES



### **Screen 3 Entry Fields:**

|                                  |                                                                                                                                                                                                  |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EFFECTIVE PERIOD<br>ENDING DATE: | 6 digits. Format MMDDYY. For reports, prints as the Effective Date. For standard transaction generation, used as effective date in the transactions and in the Standard Transaction Table entry. |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **Screen 3 Command Keys:**

|       |                                       |
|-------|---------------------------------------|
| ENTER | Continues to process the menu option. |
|-------|---------------------------------------|

### **Screen 4 Entry Fields: (company select, option 5)**

|                           |                                                                                                                                                                         |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMPANY:<br>SELECT (Y/N): | Company codes are displayed.<br>1 character. Required as follows:<br>'Y' - The company is selected for processing.<br>'N' - The company is not selected for processing. |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|             |                                                                                                                                                                                                                                                                               |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EFF PERIOD: | 2 digits. Current fiscal periods are displayed from the Company file. Can be overridden. For reports, data is cumulative up to and including this fiscal period. For standard transaction generation, standard transactions are generated as required for this fiscal period. |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **Screen 4 Command Keys:**

|       |                                                                                    |
|-------|------------------------------------------------------------------------------------|
| ENTER | Continues to display companies for selection.                                      |
| F3    | END. Ends the selection. The menu option is processed with the selected companies. |



### **Update Chart with Adds**

Select option 7 to add all the account records in the Chart of Accounts Adds file to the Chart of Accounts.

BE SURE that all accounts for all companies are in balance PRIOR to selecting this option.

Once an account has been added to the Chart of Accounts it cannot be accessed through options 3, 4 or 5 on MENU GLINIT.



## **Conversion from DMS G/L S36 Version 3.0 or 3.1**

Conversions from the DMS General Ledger System 36, Version 3.0 or 3.1 up to DMS General Ledger, Native AS400, Version 5.0 consist of backing-up the System 36 files and library, restoring the Version 5.0 library, building the AS400 files and converting to the AS400 file formats.

1. Select Option 3 on MENU GL005, Back-Up Library, to back-up the 3.0 or 3.1 General Ledger Library.
2. Select Option 2 on MENU GL005, Back-Up all G/L Files, to back-up all current General Ledger files. Label this back-up as the final back-up of General Ledger S36 Version 3.0 or 3.1 data files.
3. Delete the DMS General Ledger library, Version 3.0 or 3.1 from disk. Key in the following command:

DLTLIB B99LIB

4. Restore the new DMS General Ledger AS400 Library, Version 5.0. Insert the appropriate media in drive and key in the following command:

RSTLIB G99LIB DEV(?)

5. Restore the General Ledger conversion library. Insert the appropriate media in drive and key in the following command:

RSTLIB G99CVT DEV(?)

6. Set up files for conversion, key in the following commands:

CHGCURLIB G99LIB  
CALL G99INIT

7. Convert General Ledger S36 files to General Ledger AS400 V5.0 files, key in the following command:

CHGCURLIB G99CVT  
(V3.0) CALL GLCV36  
(V3.1) CALL GLCV362

8. To sign on to the G/L Main Menu key in the following command:

CHGCURLIB G99LIB  
GO GLMENU

9. You should now go to the Master File Menu Option 7, Control File Maintenance and update the information.
10. Back-up the newly converted G/L files before continuing.



11. Review the menu options and the Processing Schedules to familiarize yourself with the new DMS General Ledger System.





## Signing on to the G/L Library

In order to use the General Ledger Library, the library list must contain the application library, G99LIB, as the current library and the files library, G99FILES, as a user library. This may be accomplished in two ways:

### 1. At Signon

The following entries are required:

|                   |               |                                         |
|-------------------|---------------|-----------------------------------------|
| USER              | _____         | (as assigned)                           |
| PASSWORD          | _____         | (as assigned)                           |
| PROGRAM/PROCEDURE | <u>GLLIBL</u> | (adds G99FILES to library list)         |
| MENU              | <u>GLMENU</u> | (signs on the Main G/L Menu)            |
| CURRENT LIBRARY   | <u>G99LIB</u> | (established G99LIB as current library) |

### 2. At any other time

Enter the following

|                  |                                         |
|------------------|-----------------------------------------|
| CHGCURLIB G99LIB | (established G99LIB as current library) |
| CALL GLLIBL      | (adds G99FILES to library list)         |



## G/L Main Menu: GLMENU

```
***** GENERAL LEDGER MAIN MENU *****
*
* 1. MASTER FILE MENU *
*
* 2. DATA ENTRY MENU *
*
* 3. PROCESSING MENU *
*
* 4. REPORTS/INQUIRY MENU *
*
* 5. BACK-UP MENU *
*
* 6. BUDGET WORK MENU *
*
* 7. RETURN TO MAIN MENU *
*
* 8. SIGN OFF *
*
***** VERSION 5.1 ***** COPYRIGHT 1990-93 - DMS, INC. **
```

### GENERAL LEDGER MAIN MENU

There are five menus used in the DMS General Ledger System for processing. This menu is used as a directory to go to the other five menus, to return to the Main System Cross-Application Menu, and to SIGN OFF the terminal.

**1. MASTER FILE MENU - MENU GL001 is displayed.**

This menu is used to enter, update, and list all of the General Ledger master files.

**2. DATA ENTRY MENU - MENU GL002 is displayed.**

This menu is used to enter and update Journal, Standard, and Sub- system transactions; to print Transaction Edits; to update the Chart of Accounts with the transactions; and to print the journal.

**3. PROCESSING MENU - MENU GL003 is displayed.**

This menu is used to load sub-system transactions created in other DMS Accounting Systems; to generate Standard Transactions; to run End-of-Month Processing; and to display the End-of-Year Menu.

**4. REPORTS/INQUIRY MENU - MENU GL004 is displayed.**

This menu is used for production of on-demand reports and inquiries.

**5. BACK-UP MENU - MENU GL005 is displayed.**

This menu is used to back-up and restore the General Ledger files.  
The General Ledger library can also be saved on this menu.

**6. BUDGET WORK MENU - MENU GL001B is displayed.**

This menu is used to enter budget work amounts, print a proof list of budget work amounts, print Budget Analysis Reports from budget work file and to update the current budget amounts in the chart file with the budget work amounts.



7. RETURN TO MAIN MENU - MAIN MENU is displayed.  
This is the ross Application Menu contained in library X99LIB which is the directory for the other DMS application packages.
8. SIGN OFF - The system SIGN ON screen is displayed.



## G/L MASTER FILE MENU: GL001

```
***** GENERAL LEDGER MASTER FILE MENU *****
*
* MAINTENANCE... *
* 1. COMPANY FILE *
* 2. CHART OF ACCOUNTS *
* 3. STANDARD TRANS TABLE *
* 4. STMT PROCESSING CONTROL *
* 5. STMT CONSOLIDATION FILE *
* 6. TAILORED STATEMENT FORMATS *
* 7. CONTROL FILE *
* 8. ACCOUNT ADD *
*
*
*
*
* 11. COMPANY FILE *
* 12. CHART OF ACCOUNTS *
* 13. STANDARD TRANS TABLE *
* 14. STMT PROCESSING CONTROL *
* 15. STMT CONSOLIDATION FILE *
* 16. TAILORED STATEMENT FORMATS *
* 17. BUDGET PROOF *
*
*
* 20. MAIN G/L MENU *
* 22. DATA ENTRY MENU *
* 23. PROCESSING MENU *
* 24. REPORTS/INQUIRY MENU *
*
***** DMS, INC. *****
```

The General Ledger Master files are entered, updated, and listed using this menu. There are options to go to the other menus in the system.

None of the options on this menu can be run if any of the following are ACTIVE:

MENU GL005 # 1 RESTORE ALL G/L FILES  
MENU GL005 # 2 BACK-UP ALL G/L FILES



## Maintenance Options

### Company File

The information for the companies used in the General Ledger System is entered and updated using this option. Processing may be selected for all companies or for specific companies.

For each company the period/month code, fiscal year begin month, current fiscal period, and retained earnings account number must be entered. Also, if basic statements are produced, the level control positions of the account number structure must be entered.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT

### **Screen 1 Entry Fields:**

COMPANY CODE: 2 characters. Required. Enter the company code to be added or updated.

Screen 1 Command Keys:

ENTER Continues to the next screen if a company code is entered.  
F3 END. Ends the job. MENU GL001 is displayed.

### **Screen 2 Entry Fields:**

COMPANY NAME: 30 characters. Required.

SHORT NAME: 12 characters. Required. This name is used for Tailored Statement Report Format #5.

CITY/STATE: 15 characters for city, 2 character postal code for state.

PERIOD/MONTH: 1 character. Required as follows:  
'M' - Reports and screens display 12 MONTHS.  
'P' - Reports and screens display 13 PERIODS.

FISCAL YR  
BEGIN MONTH: 2 digits. Required. Enter the first calendar month of the fiscal year.

CURRENT FISCAL  
PERIOD: 2 digits. Required. Enter the current fiscal period for this company.

RETAINED EARNINGS  
ACCOUNT#: 13 characters. Required. During End-of-Year processing, the profit or loss for the year is posted to this account.



REVERSE SIGNS  
ON REPORTS:

1 character.  
'Y' - Reverse the sign of liability, capital, and income accounts on all Budget, History, and Basic Statement Reports.  
' ' - Do not reverse signs.

BASIC STATEMENTS:

If Basic Statements are produced, the following entries control the account number print format and where level totals are taken. For each level indicated, a total appears on the statements. For MAJOR and MINOR levels a separate P&L Statement is produced. If there are only 2 levels, use the MINOR and ACCOUNT levels.

ACCT NO BEG/END  
POSITIONS:

For Major, Minor, and Account levels.  
2 digits for beginning position of each level. 2 digits for ending position of each level. The total number of positions cannot exceed 4 for the MAJOR and MINOR levels.

DELETE (D):

1 character. Deletes this record.

**Screen 2 Command Keys:**

ENTER  
F12

Updates the file and returns to the 1st screen.  
PREVIOUS. Returns to 1st screen. The file is not updated.



## **Chart of Accounts**

Descriptive and budget data for Chart of Accounts records is entered and updated using this option.

Current and prior year period account balances cannot be entered or updated.

New accounts can be added through this option after the Initial Setup has been completed.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT

### ***Screen 1 Entry Fields:***

COMPANY CODE: 2 characters. Required. Must exist in the Company file.

ACCOUNT#: 13 digits, right adjusted. Required.  
If the account number is not known, the Account Search can be used to locate the account by SHORT NAME.

If the company/account has been previously set up, the information for that account is displayed.

### ***Screen 1 Command Keys:***

ENTER Continues to the next screen if a company/account is entered.  
F3 END. Ends the job. MENU GL001 is displayed.  
F6 ACCT SEARCH. Displays the Account Search Screens to locate unknown account numbers by short name.

### ***Screen 2 Entry Fields:***

DESCRIPTION: 30 characters. Required.

SHORT NAME: 10 characters. Required. This field is used by the Account Search to locate and display accounts when the account number is unknown.

ACCOUNT TYPE: 1 character. 'F' is supplied by the system.

BASIC STMT CODE: 3 characters. Required. The first 2 characters must match the codes shown. The 3rd is optional.

'1' – Income

3F' – Fixed Asset



|                      |                            |
|----------------------|----------------------------|
| '2 ' – Expense       | '3O' – Other Asset         |
| '2C' – Cost of Goods | '4 ' – Liability           |
| '2G' – Operating Exp | '4C' – Current Liability   |
| '2O' – Other Expense | '4L' – Long Term Liability |
| '3 ' – Asset         | '4O' – Other Liability     |
| '3C' – Current Asset | '5 ' – Capital             |

**EFF DATE:** 6 digits. Required. Format MMDDYY  
Enter the account effective date.  
The system updates this field with the date of the last account activity.

**DELETE (D):** 1 character. Deletes this account if all current and prior year amounts are zero.

**Screen 2 Command Keys:**

|       |                                                           |
|-------|-----------------------------------------------------------|
| ENTER | Updates the file and continues to the next screen.        |
| F12   | PREVIOUS. Returns to 1st screen. The file is not updated. |

**Screen 3 Entry Fields:**

**BUDGET**  
**ANNUAL:** 11 digits. Format 99,999,999,999  
Annual budget amount. Leave blank if period amounts are entered. If the annual amount is entered, the system calculates the period amounts as follows:

$$\text{ANNUAL amt} / 12(13) = \text{PERIOD amts} (1-12(13))$$

**PRD 01:** 9 digits. Format 999,999,999  
"  
**PRD 13** Period budget amounts. Leave blank if annual amount is entered. If period amounts are entered, the system will calculate the annual amount as the sum of the period amounts.

All amount fields are signed, use the "FIELD -" key to enter negative amounts.

**Screen 3 Command Keys:**

|       |                                                           |
|-------|-----------------------------------------------------------|
| ENTER | Updates the file and returns to the 1st screen.           |
| F12   | PREVIOUS. Returns to 1st screen. The file is not updated. |





## **Account Name Search**

### ***Screen 1 Entry Fields:***

|                        |                                                                                                                                                                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMPANY:               | 2 characters. Required. Company code.                                                                                                                                                                                                      |
| ACCOUNT SHORT<br>NAME: | 10 characters. Required. Enter from 1 to 10 characters of the short name. All accounts with short names matching the entered characters are displayed. To scan the entire Chart of Accounts enter a blank space followed by any character. |

### ***Screen 1 Command Keys:***

|       |                                                                    |
|-------|--------------------------------------------------------------------|
| ENTER | Continues to the next screen if a search name is entered.          |
| F3    | END. Ends the job. Returns to the calling program previous screen. |

### ***Screen 2 Display Fields:***

|              |                                     |
|--------------|-------------------------------------|
| LINE:        | Line number used to select account. |
| CO:          | Company code.                       |
| ACCOUNT#:    | Account number.                     |
| DESCRIPTION: | Account description.                |
| STMC:        | Basic statement code.               |

### ***Screen 2 Entry Fields:***

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| LINE TO SELECT: | 2 digits. Required. The LINE number of the desired account. |
|-----------------|-------------------------------------------------------------|

### ***Screen 2 Command Keys:***

|       |                                                                          |
|-------|--------------------------------------------------------------------------|
| ROLL  | PAGE. Pages through the file.                                            |
| ENTER | Returns to the calling program with the selected account number.         |
| F3    | SEARCH. Returns to previous screen for entry of a different search name. |



## **Standard Trans Table**

Standard Transaction Table entries are entered and updated using this option. A table entry is a G/L transaction that affects the same debit and credit accounts on a recurring basis. Once entered into the table an entry can be copied to the Standard Transaction file each time the transaction occurs.

Frequency codes can be entered to automatically generate standard transactions on a monthly, quarterly, semi-annual, or annual basis; or the table entries can be copied on an individual basis as needed.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT

### ***Screen 1 Entry Fields:***

|               |                                                                                                |
|---------------|------------------------------------------------------------------------------------------------|
| COMPANY CODE: | 2 characters. Required.                                                                        |
| STANDARD TX#: | 3 digits. Required. The standard transaction number of the table entry to be added or updated. |

### ***Screen 1 Command Keys:***

|       |                                                                                    |
|-------|------------------------------------------------------------------------------------|
| ENTER | Continues to next screen if a company code/standard transaction number is entered. |
| F3    | END. Ends the job. MENU GL001 is displayed.                                        |

### ***Screen 2 Display Fields:***

|               |                              |
|---------------|------------------------------|
| COMPANY CODE: | Company code.                |
| STANDARD TX#: | Standard transaction number. |

### ***Screen 2 Entry Fields:***

|               |                                                                                                                                                                                                                         |                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| JOURNAL PAGE: | 4 characters. Required. Format X-999<br>1 character for journal type.<br>3 digits for journal page.<br>Valid journal types are:<br><br>'A' – Accrual<br>'D' - Cash Disbursements<br>'F' - Fixed Assets<br>'G' – General | P' - Payroll<br>'R' - Cash Receipts<br>'S' - Sales<br>'U' - Purchases |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

The G/L Transaction Edit gives dollar and G/L account number hash totals for each journal page. Separate MTD Journals are printed for each journal type.



**REFERENCE#:** 8 characters. Enter the check number for cash disbursements; invoice number for sales, etc.

**DESCRIPTION:** 25 characters. Transaction description.

**FREQUENCY:** 1 character.  
Leave blank for entries that are to be copied as needed.  
Required for automatic generation of standard transactions, valid entries are:  
    'M' - Monthly  
    'Q' - Quarterly  
    'S' - Semi-annually  
    'A' - Annually

The FREQUENCY is used with the # OF TIMES and EFF PERIOD to determine the next effective period to generate a Standard Transaction.

**# OF TIMES:** 2 digits.  
Leave blank for entries that are to be copied as needed.  
Required for automatic generation of transactions.  
Enter the actual number of times a standard transaction is to be generated. Each time a transaction is generated, this number is reduced by 1. When it is equal to zero, no generation takes place. Enter '99' to generate transactions indefinitely.

**EFF PERIOD:** 2 digits.  
Leave blank for entries that are to be copied as needed.  
Required for automatic generation of transactions. On initial setup, enter the 'LAST' period that the entry would have been generated. Thereafter, the system updates this field as generations occur. This prevents duplication during a single period.

**EFF DATE:** 6 digits. Format MMDDYY  
Display only. The system updates this field with the last effective date that a transaction was generated.

**DELETE (D):** 1 character. Deletes this entry and all transaction lines for this entry.

**Screen 2 Command Keys:**

**ENTER** Updates the file and continues to the next screen.  
**F12** **PREVIOUS.** Returns to 1st screen. The file is not updated.

**Screen 3 Display Fields:**

**COMPANY:** Company code.  
**STD TX#:** Standard Transaction Table number.



REFER#: Reference number.  
OFFSET: Offset account. Credit amount - debit amount.

Up to six existing transaction lines are displayed at a time. The lines are added/updated at the bottom of the screen.

At least 1 transaction line MUST be entered for each Standard Transaction number.

SEQ: Transaction line sequence number. Up to 999 lines are allowed per transaction.  
DR ACCOUNT#: Debit account number. Account name is displayed.  
AMOUNT: Transaction line amount.  
CR ACCOUNT#: Credit account number. Account name is displayed.  
DEL: 1 Character. 'D' - Deletes this transaction line only.

#### **Screen 4 Entry Fields:**

SEQ: 3 digits. Supplied by the system.

DR ACCOUNT#: 13 digits. Right-adjusted. Debit account number. Required if credit account# is blank.

AMOUNT: 11 digits. Format 999,999,999.99  
Transaction line amount. Can be left blank for entry of variable amounts during 'ENTER STANDARD TRANSACTIONS' on MENU GL002.

CR ACCOUNT#: 13 digits. Right-adjusted. Credit account number. Required if debit account# is blank.

DEL: 1 character. 'D' - Deletes this transaction line.

**\*\*NOTE:** One or both account numbers can be entered on a line. If an account number is used as the debit or credit account on more than one line of a transaction, the Journal and Ledger reports print one amount for that account for the transaction.

#### **Screen 4 Command Keys:**

ENTER Updates the file and assigns the next line number.  
ROLL Pages through existing transaction lines.  
F2 UPD MODE. Changes to update mode.  
F3 END. Ends transaction line entry. Screen 1 is displayed.  
F6 ACCT SRCH. Displays the Account Search Screens to locate unknown account numbers by Short Name.



**Screen 5 Entry Fields:**

SEQ: 3 digits. Required.  
Enter the sequence number of the transaction line to be updated.

**Screen 5 Command Keys:**

ENTER Displays the transaction line for update.  
ROLL Pages through existing transaction lines.  
F1 ADD MODE. Changes to add mode.  
F3 END. Ends transaction line update. Screen 1 is displayed.

**Screen 6 Entry Fields:**

DR ACCOUNT#: 13 digits. Right-adjusted. Debit account number.  
Required if credit account# is blank.

AMOUNT: 11 digits. Format 999,999,999.99  
Transaction line amount. Can be left blank for entry of variable  
amounts during 'ENTER STANDARD TRANSACTIONS' on MENU  
GL002.

CR ACCOUNT#: 13 digits. Right-adjusted. Credit account number.  
Required if debit account# is blank.

DEL: 1 character. 'D' - Deletes this transaction line.

**Screen 6 Command Keys:**

ENTER Updates the file and returns to the previous screen.  
F6 ACCT SRCH. Displays the Account Search Screens to locate  
unknown account numbers by Short Name.  
F12 PREVIOUS. Replaces the transaction line with no update.



## **STMT Processing Control**

This option is used strictly for the production of Tailored Statements. If Tailored Statements are used, one Statement Processing Control record is entered for each statement. The control records determine the statement type (Balance Sheet or P&L), the report format, the order of printing, and the companies for which each statement is to be produced. G/L account numbers can be restructured for added flexibility in Tailored Statements.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL001 # 4 STMT PROCESSING CONTROL  
MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT

### ***Screen 1 Entry Fields:***

STATEMENT ID#: 2 digits. Required.

Tailored Statement identification number.

Tailored Statements are printed sequentially by this number. Use a unique number for each Tailored Statement.

### ***Screen 1 Command Keys:***

ENTER Continues to the next screen if a statement ID# is entered.  
F3 END. Ends the job. MENU GL001 is displayed.

### ***Screen 2 Entry Fields:***

STATEMENT TYPE: 1 character. Required as follows:  
'B' - Balance Sheet  
'P' - Profit and Loss Statement  
CONSOLIDATION CODE: 1 character. 'C' - This statement is to be produced for consolidated companies.  
REPORT FORMAT: 1 character. Required as follows:  
'1' - One amount per line, in one of three columns.  
'2' - Two amounts per line, in two columns.  
'3' - Four amounts per line, in four columns.  
'4' - Four amounts per line with two variances, in six columns.  
'5' - Ten Company Comparison. Ten company amounts plus one combined total per line.  
'B' - Statement of Operations. Fixed format. Actual versus budget comparison for this year and last year.  
STATEMENT FORMAT: 2 characters. Required.  
Identifies the set of Tailored Statement Format records used to produce this statement.  
ACCOUNT# 13 digits. Required.



**FORMAT:**

'123456789ABCD' is supplied.

Changing the order of the numbers alters the account number structure for this statement only. This will enable account ranges to span divisions, departments, etc.

|          | <u>ACCOUNT FORMAT</u> | <u>ACCOUNT NUMBER</u> |
|----------|-----------------------|-----------------------|
| Actual:  | 123456789ABCD =       | 300355522001          |
| Altered: | 9ABCD12345678 =       | 220013003555          |

The account numbers must be also be entered in the altered format when Tailored Statement Format records are set up in option 6 on MENU GL001.

**COMPANY CODES:**

2 characters each x 100.

One of these statements is produced for each company code entered.

Enter consolidated company codes ONLY if the CONSOLIDATION CODE is 'C'.

**STATUS (D/I):**

1 character. 'D' - Deletes this record.

'I' - Inactivate. This statement is not produced when Tailored Statements are selected for printing.

**Screen 2 Command Keys:**

ENTER

Updates the file and returns to the 1st screen.

F12

PREVIOUS. Returns to 1st screen. The file is not updated.



## **Stmt Consolidation File**

This option is used to group up to 100 companies into unique consolidated company(ies) for Tailored Statement Production. Each record contains the unique consolidated company code, name, short name, and up to 100 regular G/L company codes to be consolidated. The consolidated company codes are entered into Statement Processing Control records to determine which Tailored Statements are to be produced for the company(ies).

This menu option cannot be run if any of the following are ACTIVE:

MENU GL001 # 5 STMT CONSOLIDATION FILE  
MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT

### ***Screen 1 Entry Fields:***

|                            |                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------|
| CONSOLIDATED<br>COMP CODE: | 2 characters. Required.<br>Enter the consolidated company code to add/update.             |
|                            | The company needs to be set up in the company file but not used in the Chart of Accounts. |

### ***Screen 1 Command Keys:***

|       |                                             |
|-------|---------------------------------------------|
| ENTER | Continues to the next screen.               |
| F3    | END. Ends the job. MENU GL001 is displayed. |

### ***Screen 2 Entry Fields:***

|                             |                                                                                                        |
|-----------------------------|--------------------------------------------------------------------------------------------------------|
| CONSOLIDATED<br>COMP NAME:  | 30 characters. Required.                                                                               |
| CONSOLIDATED<br>SHORT NAME: | 12 characters. Required.<br>Used as the company name on Tailored Statement Report Format # 5.          |
| COMPANY CODES:              | 2 characters each x 100.<br>Enter up to 100 existing company codes to be consolidated under this code. |
| DELETE (D):                 | 1 character. Deletes this record.                                                                      |

### ***Screen 2 Command Keys:***

|       |                                                           |
|-------|-----------------------------------------------------------|
| ENTER | Updates the file and returns to the 1st screen.           |
| F12   | PREVIOUS. Returns to 1st screen. The file is not updated. |





## **Tailored Statement Formats**

Tailored Statement Format records define the headings, contents, and spacing for each Tailored Statement. Generally speaking, one Tailored Statement Format record is entered for each line on a Tailored Statement. A unique STATEMENT ID is used to identify the set of format records entered for each Tailored Statement.

Eleven types of format records make it possible to add, subtract, calculate percentages, and print data from the Chart of Accounts.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL001 # 6 TAILORED STATEMENT FORMATS  
MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT

### ***Screen 1 Entry Fields:***

|          |                                                                                                                                                                                                                                                                                  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STMT ID: | 2 characters. Required. Relates to the STATEMENT FORMAT in the Statement Processing Control file.                                                                                                                                                                                |
| RECORD#: | 6 digits. Required. Format 9999.99<br>After the first number is entered, the system automatically increments successive record numbers. To insert a new record between records 0004.00 and 0005.00, enter 0004.01. To end insertion, enter a new record number, such as 0006.00. |

### ***Screen 1 Command Keys:***

|       |                                                                                                                 |
|-------|-----------------------------------------------------------------------------------------------------------------|
| ENTER | Continues to next screen.                                                                                       |
| F3    | END. Ends the job.                                                                                              |
| F5    | COPY. Displays Copy Screen to copy one or more records to a new location. The original records are not deleted. |
| F6    | MOVE. Displays Move Screen to move one or more records to a new location. The original records are deleted.     |
| F7    | DELETE. Displays Delete Screen to delete record(s).                                                             |

### ***Screen 2 Display Fields:***

|          |                                       |
|----------|---------------------------------------|
| STMT ID: | Statement identification letter.      |
| RECORD#: | Current format control record number. |

Screen 2 Entry Fields:



**TYPE:**

2 characters. Required. Determines the type of the format control record being entered. Valid record types are:

'\*\*' - COMMENT LINE. Has no effect on the statement output. Use for internal instructions, etc.

NOTE: A counter is an internal work area used to accumulate the results of calculations during statement production. 8 counters can be used.

'AA' - ADD ACCOUNT. Adds up to 4 account balances (per control record) into a specified counter.

'AC' - ADD COUNTER. Adds the contents of one counter into another counter.

'AR' - ADD RANGE. Adds the balances of all accounts within the specified range into the specified counter.

'A\$' - ADD DOLLAR AMOUNT. Adds the entered dollar amounts into the specified counter.

'CC' - COLUMN CONTROL. Controls the column contents to be printed on the statement. One 'CC' record **MUST** be included for each statement ID and **MUST** be the first format control record.

'CH' - CALL HEADING. Column headings are set up.

'PC' - PRINT COUNTER. Print the contents of the specified counter.

'PD' - PRINT DESCRIPTION. Prints the entered description on the statement.

'SC' - SUBTRACT COUNTER. Subtracts the contents of one counter from another counter.

'SP' - SPACE/SKIP. Controls line spacing (on a page) and skipping to a new page.

**Screen 2 Command Keys:**

|       |                                                      |
|-------|------------------------------------------------------|
| ENTER | Continues to next screen if a valid type is entered. |
| F12   | PREVIOUS. Returns to the 1st screen.                 |

**Screen 3 Entry Fields: (Copy)**

|          |                                           |
|----------|-------------------------------------------|
| COPY TO: | 8 characters. Required. Format XX 9999.99 |
|----------|-------------------------------------------|



2 characters for Statement ID.  
6 digits for beginning record number. The system increments the number by 1 if more than one record is copied to this new location. Cannot be the record number of an existing record. Use to copy records within a statement or to copy records from one statement to another.

COPY FROM: 8 characters each. Format XX 9999.99  
THRU: 2 characters each for FROM and THRU Statement ID.  
6 digits for each FROM and THRU record number. The FROM and THRU records must exist in the file. To copy one record only, enter the same statement ID and record number for both FROM and THRU. These records are not deleted from the file.

ACCT# REPLACEMENT Used when copying ADD RANGE records. The copied records will be duplicated from the existing records, except for the replacement positions of the account numbers, which will consist of the data entered in 'WITH DATA'.

POSITIONS: 2 digits each. If entered, must be '01'-'13'.  
The beginning and ending positions of the account number that will be replaced by 'WITH DATA'.

WITH DATA: 13 digits. Required, if POSITIONS are entered.  
The new account number data. The account numbers in the copied records will have this data in the positions indicated above.

**Screen 4 Entry Fields: (Move)**

MOVE TO: 8 characters. Required. Format XX 9999.99  
2 characters for Statement ID.  
6 digits for beginning record number. The system increments the number by 1 if more than one record is moved to this new location. Cannot be the record number of an existing record. Use to move records within a statement or to copy records from one statement to another.

MOVE FROM: 8 characters each. Format XX 9999.99  
THRU: 2 characters each for FROM and THRU Statement ID.  
6 digits for each FROM and THRU record number.  
The FROM and THRU records must exist in the file.  
To move one record only, enter the same statement ID and record number for both FROM and THRU.

These records are deleted from the file after they have been moved to the new location.

**Screen 5 Entry Fields: (Delete)**

DELETE FROM: 8 characters. Required. Format XX 9999.99  
2 characters for Statement ID.  
6 digits for record number.  
The first record to be deleted from the file.



THRU: 8 characters. Required. Format XX 9999.99  
2 characters for Statement ID.  
6 digits for record number.  
The last record to be deleted from the file.

To delete one record, enter that record number in both the FROM and THRU fields.

### **Screen 6 Entry Fields:**

For all records types:

DATE (\*): 1 character. Allows changes to be entered just prior to printing Tailored Statements from MENU GL004 and MENU GL003Y.

DELETE (D): 1 character. Deletes this record.

### **Screen 6 Command Keys:**

ENTER Updates the file and returns to the 1st screen.  
F12 PREVIOUS. Returns to the 1st screen. The file is not updated.

### **Screen 7 Entry Fields: (\*\*)**

Comment lines have NO EFFECT on the statement output, however they are printed on the Tailored Statement Control Report (option 16 on MENU GL001).

COMMENT TEXT: 70 characters. Required. Enter comments as desired.

### **Screen 8 Entry Fields: (AA)**

Select this type to add the dollar values of up to 4 accounts into a counter. Re-select this type to add more accounts.

ADD TO COUNTER: 1 digit. Required. Must be '1'-'8'.  
Enter the counter into which the dollar values are to be added.

ACCOUNT# 1: 13 digits. Right-adjusted. Required. AT LEAST ONE account must be entered.

ACCOUNT# 2: 13 digits. Right-adjusted. Enter if desired.

ACCOUNT# 3: 13 digits. Right-adjusted. Enter if desired.

ACCOUNT# 4: 13 digits. Right-adjusted. Enter if desired.



### **Screen 9 Entry Fields: (AC)**

Select this type to add the dollar value from one counter into another counter.

|                       |                                                                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| ADD FROM<br>COUNTER#: | 1 digit. Required. The counter containing the dollar value to be added.                                                                      |
| ADD TO<br>COUNTER#:   | 1 digit. Required. The counter into which the dollar value of the ADD FROM COUNTER is to be added.                                           |
| ADD ONLY<br>PERCENT:  | 4 digits. Format 99.99<br>Enter the percent of the dollar value in the ADD FROM COUNTER to be added, if the total value should not be added. |

### **Screen 10 Entry Fields: (AR)**

Select this type to add the dollar values of all accounts within the selected range into a counter. The account description and amount for each account number within the range can be printed on the statement. The percent of the value which is being accumulated in counter 4 may be printed next to the amount if desired.

|                        |                                                                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADD TO COUNTER#:       | 1 digit. Required. Must be '1'-'8'.<br>Enter the counter into which the account values are to be added.                                                     |
| PRINT DETAIL (P):      | 1 character. Prints the G/L account description and dollar value of each account within the range. The description is indented two spaces.                  |
| PRINT IN COLUMN:       | 1 digit. Must be '0', '1', or '2'.<br>The report column in which the dollar values are to be printed. '0' is NOT valid for Report Formats #3, #4, #5, or B. |
| PRINT<br>PERCENT (P):  | 1 character. Prints the percent of the amount in counter 4 next to the account dollar values on detail lines.                                               |
| REVERSE SIGN (R):      | 1 character. Reverses normal sign of the accounts.                                                                                                          |
| NON-ZERO<br>ACCTS (N): | 1 character. Accounts with zero dollar values are NOT printed.                                                                                              |
| ADD ONLY PERCENT:      | 4 digits. Format 99.99 Enter the percent of the accumulated amount to be added to the counter, if the total amount should not be added.                     |
| BEGINNING ACCT#:       | 13 digits. Right-adjusted. Required. The first account number of the range to be added.                                                                     |



ENDING ACCT#: 13 digits. Right-adjusted. Required. The last account number of the range to be added.

**Screen 11 Entry Fields: (A\$)**

Select this type to add dollar values into a counter.

ADD TO COUNTER#: 1 digit. Required. Must be '1'-'8'. The counter into which the dollar value is to be added.

ADD VALUE TO COL 1: 9 digits. Format 9,999,999.99. The dollar value to be added to column 1.

ADD VALUE TO COL 2: 9 digits. Format 9,999,999.99. The dollar value to be added to column 2.

ADD VALUE TO COL 3: 9 digits. Format 9,999,999.99. The dollar value to be added to column 3.

ADD VALUE TO COL 4: 9 digits. Format 9,999,999.99. The dollar value to be added to column 4.

COLUMNS 2 - 4 ARE NOT USED FOR FUNDS STATEMENTS.

**Screen 12 Entry Fields: (CC)**

Select this type to setup the statement columns and the contents of those columns. One record of this type MUST be included for each statement and MUST be the first record for the statement.

FUNDS STMT (\*): 1 character. Uses the Funds Statement Format for Report Format #3. The columns which print are (beginning year balance) year-to-date and variance.

VARIANCE CODE: 1 character. Must be 'D', 'V', or blank.  
For Report Format #3 -  
'D' - Column 4 is the variance of columns 2 and 3. The percent is column 4 to counter 4.  
  
'V' - Column 4 is the variance of columns 2 and 3. The percent is column 4 to column 3.  
  
blank - Column 4 is as indicated by 'CONTENTS COL 4'. The percent is column 4 to counter 4.  
  
For Report Format #4 -  
'D' - Column 3 is the % variance of columns 1 and 2 compared to counter 4.  
and



Column 6 is the % variance of columns 4 and 5 compared to counter 4.

'V' - Column 3 is the % variance of columns 1 and 2 compared to column 2.

and

Column 6 is the % variance of columns 4 and 5 compared to column 5.

blank - Column 3 is the \$ variance of columns 1 and 2. Column 6 is the \$ variance of columns 4 and 5.

CONTENTS COL 1:

2 characters each. Required. Content codes are

" 2 entered to determine what prints in the columns.

CONTENTS COL 4

" 3 The codes represent current year, prior year, and budget amounts. Valid Content Codes are:

'CM' - Current period.

'CQ' - Current quarter.

'CY' - Current year-to-date.

'PM' - Prior period.

'LM' - Last year period.

'LQ' - Last year quarter.

'LY' - Last year-to-date.

'BM' - Budget period.

'BQ' - Budget quarter.

'BY' - Budget year-to-date.

'BA' - Annual budget.

\*\*\* DO NOT ENTER CODES FOR THE FUNDS STATEMENT FORMAT \*\*\*

### **Screen 13 Entry Fields: (CH)**

Select this type to enter column headings for Report Formats #2 - #4.

COLUMN 1 HEADING: 10 characters.

COLUMN 2 HEADING: 10 characters.

COLUMN 3 HEADING: 10 characters.

\*\* For Report Format #4 this is COLUMN 4 HEADING.

COLUMN 4 HEADING: 10 characters.

\*\* For Report Format #4 this is COLUMN 5 HEADING.

COLUMN 5 HEADING: 10 characters. Use for Report Format #4 only.

\*\* For Report Format #4 this is COLUMN 3 HEADING.

COLUMN 6 HEADING: 10 characters. Use for Report Format #4 only.

\*\* For Report Format #4 this is COLUMN 6 HEADING.



### **Screen 14 Entry Fields: (PC)**

Select this type to print the dollar amount in a counter which has accumulated totals, or to double underscore amounts, e.g. total assets. Standard spacing is 1 line after printing.

|                    |                                                                                                                                                                                   |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRINT COUNTER#:    | 1 digit. If entered, must be '1'-'8'. The counter containing the dollar amount to be printed. Leave blank and enter UNDERSCORE (-) to double underscore.                          |
| SPACE LINES AFTER: | 1 digit. If entered, must be '1', '2', or '3'.<br>The number of lines to skip after the amount is printed.                                                                        |
| PRINT IN COLUMN:   | 1 digit. If entered, must be '0', '1', or '2'.<br>The column in which to print the counter amount and/or the underscore (-). '0' is NOT VALID for Report Format #3, #4, #5, or B. |
| PRINT PERCENT (P): | 1 character. Prints the percent of the print counter to the amount in counter 4.                                                                                                  |
| PRINT RATIO (R):   | 1 character. Used for Report Format #1 only.<br>Prints percent as ratio of the print counter to the amount in counter 4.                                                          |
| UNDERSCORE (-):    | 1 character. Underscores the print counter.                                                                                                                                       |
| ZERO AFTER (Z):    | 1 character. The print counter is zeroed-out after printing.                                                                                                                      |
| REVERSE SIGN (R):  | 1 character. Reverses the sign when amount is printed.                                                                                                                            |
| PRINT DESCRIPTION: | 26 characters. Description of print counter.<br>Prints to the left of the amount.                                                                                                 |

### **Screen 15 Entry Fields: (PD)**

Select this type to print descriptions such as company name, report title, or descriptive headings wherever desired. The description is printed beginning in print position one on the statement line. To indent, use the space bar.

|              |                                                                                                                                                |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| SPACE AFTER: | 1 digit. If entered, must be '1', '2', or '3'.<br>The number of lines to space after printing.<br>Standard spacing is one line after printing. |
| DESCRIPTION: | 60 characters. Required. The description to be printed.                                                                                        |





**Screen 16 Entry Fields: (SC)**

Select this type to subtract one counter from another counter.

|                      |                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| SUBTRACT<br>COUNTER: | 1 digit. Required. Must be '1'-'8'. The counter<br>which contains the amount to be subtracted.                                                     |
| RESULT<br>COUNTER#:  | 1 digit. Required. Must be '1'-'8'. The counter<br>from which the first counter amount is to be subtracted. The result<br>is kept in this counter. |

**Screen 17 Entry Fields: (SP)**

Select this type to skip up to three lines on the statement or to skip to line one of the next page.

|                       |                                                                                  |
|-----------------------|----------------------------------------------------------------------------------|
| SPACE LINES<br>AFTER: | 1 digit. If entered, must be '1', '2', or '3'. The<br>number of lines to space.  |
| SKIP TO NEW<br>PAGE:  | 1 digit. '1' - Causes the program to skip to the<br>first line of the next page. |



## **Control File**

System control information is entered and updated using this option. The data defines if the General Ledger Year-to-Date (transaction) file is to reside on disk and the version numbers of other DMS accounting systems that may be installed: Accounts Payable, Accounts Receivable, Fixed Assets, or Payroll/Labor.

If any other DMS accounting system is upgraded to a new version the new version number **MUST** be updated to the Control File to ensure proper Sub-system Transaction processing.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT

### ***Screen 1 Entry Fields:***

DMS SUB-SYSTEM                      4 characters. Format X 9.9  
VERSION#:                              If any of the listed DMS Sub-Systems are installed the version  
                                                 type and number(s) must be entered. Leave blank if not installed.  
                                                 The "." must be entered.

'S' - The type is S36 version.  
'N' - The type is native AS400 version.

### ***Screen 1 Command Keys:***

ENTER                                      Updates the file and re-displays the screen.  
F3                                              END. Ends the job. MENU GL001 is displayed.

### ***Screen 2 Entry Fields:***

REPORTS TO RUN                      1 Character. Required as follows:  
DURING END-OF-                      Y' - The report will run during EOM.  
MONTH:                                      'N' - The report will not run during EOM.

1. Trial Balance:                                      Y or N  
2. Tailored Statements:                                      Y or N  
    a. Tailored Balance Sheet:                                      Y or N  
    b. Tailored P & L Statements:                                      Y or N  
3. Basic Statements:                                      Y or N  
    a. Basic P&L Statement:                                      Y or N  
    b. Basic Major Level P&L Stmt:                                      Y or N  
    c. Basic Minor Level P&L Stmt:                                      Y or N  
4. Budget Analysis Reports:                                      Y or N  
    a. Current Period/YTD:                                      Y or N  
    b. Current Period/YTD TY/LY:                                      Y or N



- Print Balance Sheet Accounts? Y or N
5. History Reports:
- a. Last 12/13 Periods Format: Y or N
  - b. Current Year Periods Format: Y or N
  - c. Current Year Balances Format: Y or N
- Print Balance Sheet Accounts? Y or N



## **Chart of Accounts Add**

Accounts may be added to the Chart of Accounts using this option. A range of account numbers currently existing in the Chart of Accounts may be copied from one company to another company. Additionally, portions (or all) of the account numbers may be replaced, if desired. The account replacement feature allows for copying account numbers within the same company.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL005 #13 FINAL CLOSE OUT  
MENU GL005 #2 BACK-UP OF ALL FILES

### ***Screen 1 Entry Fields:***

COPY FROM:                      Company/from-thru account numbers to be copied.

COPY TO:                         Company to be copied to.

ACCOUNT  
REPLACEMENT:                 Allows you to replace part or all of the account number structure.  
This is useful for copying accounts within the same company.

### ***Screen 1 Command Keys:***

ENTER                             Updates the file and re-displays the screen.

F12                                CANCEL. Ends the job. MENU GL001 is displayed.



## Proof List Options

### Company File

All entries in the General Ledger Company file are printed using this option. Included for each company are: company code, name, address, short name, current period, and control data.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL001 # 1 COMPANY FILE (Maintenance)  
MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE OUT



## **Chart of Accounts**

Menu: GL001 #12

Descriptive data for each account in the Chart of Accounts is printed using this option.

The following information is printed for each account: company code, account number, description, account type, and basic statement code.

The list is printed in company code/account number sequence.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 2 CHART OF ACCOUNTS (Maintenance)
- MENU GL002 #11 UPDATE/PRINT JOURNAL
- MENU GL003 #11 END-OF-MONTH
- MENU GL003Y #11 PRELIMINARY END-OF-YEAR
- MENU GL003Y #13 FINAL CLOSE OUT



### ***Standard Trans Table***

Menu: GL001 #13

Standard Transaction Table entries are printed using this option. this option. The following data is printed for each entry: journal type and page number; reference number; debit and credit account numbers and descriptions; transaction line amount; and Standard Transaction Table entry number & line number within the transaction.

Frequency codes are printed for those entries that have been setup to be used in the automatic generation of Standard Transactions.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 3 STANDARD TRANS TABLE (Maintenance)
- MENU GL003 #11 END-OF-MONTH
- MENU GL003Y #11 PRELIMINARY END-OF-YEAR
- MENU GL003Y #13 FINAL CLOSE OUT



## **Stmt Processing Control**

Menu: GL001 #14

All records in the Statement Processing Control file are printed using this option. The report is printed in statement ID number sequence and includes: statement type; consolidation code; report format; statement format; account number format; and the company codes (regular or consolidated) for which the statement is produced.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 4 STMT PROCESSING CONTROL (Maintenance)
- MENU GL003 #11 END-OF-MONTH
- MENU GL003Y #11 PRELIMINARY END-OF-YEAR
- MENU GL003Y #13 FINAL CLOSE OUT





## **Stmt Consolidation File**

Menu: GL001 #15

All records in the Statement Consolidation file are printed using this option. The report is printed in consolidated company code sequence and includes: consolidated company code; description; and all regular company codes for companies that make up the consolidated company.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 5 STMT CONSOLIDATION FILE (Maintenance)
- MENU GL003 #11 END-OF-MONTH
- MENU GL003Y #11 PRELIMINARY END-OF-YEAR
- MENU GL003Y #13 FINAL CLOSE OUT



## **Tailored Statement Formats**

Menu: GL001 #16

All records in the Tailored Statement Format file are printed using this option. The report is printed in statement ID number sequence. The right side of the report includes: operation code (record type); counters used; line skipping and spacing controls; percentage print codes; column in which to print the amount; underscore code; sign reversal code; zero out code; and print/no print zero balance account detail code. The right side of the report includes descriptive data and which G/L accounts are to be included on the Tailored Statement.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 6 TAILORED STATEMENT FORMATS (Maintenance)
- MENU GL003 #11 END-OF-MONTH
- MENU GL003Y #11 PRELIMINARY END-OF-YEAR
- MENU GL003Y #13 FINAL CLOSE OUT



## **Budget Proof**

### MENU GL001 #17

This option prints budgets for all income and expense accounts in the Chart of Accounts. Balance sheet accounts can also be included, if specified. The account number, description, annual budget amount, and individual period/month amounts are printed for each account. If an account does not have a budget, 'UNBUDGETED' is printed. Period/monthly totals are provided for income and expense, as well as a projected profit/loss for the period/month. Annual totals for income, expense, and profit/loss are provided for each company.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 1 COMPANY FILE (Maintenance)
- MENU GL001 # 2 CHART OF ACCOUNTS (Maintenance)
- MENU GL003 #11 END-OF-MONTH
- MENU GL003Y #11 PRELIMINARY END-OF-YEAR
- MENU GL003Y #13 FINAL CLOSE OUT



```
***** GENERAL LEDGER DATA ENTRY MENU *****
```

```
*
*
* 1. ENTER JOURNAL TRANSACTIONS 11. UPDATE/PRINT JOURNAL
*
* 2. ENTER STANDARD TRANSACTIONS
*
* 3. ENTER SUB-SYSTEM TRANSACTIONS
*
* 4. PRINT TRANSACTION EDIT
*
*
* 20. MAIN G/L MENU
* 21. MASTER FILE MENU
* 23. PROCESSING MENU
* 24. REPORTS/INQUIRY MENU
*
```

```
***** DMS. INC. *****
```

DO NOT PROCESS END-OF-YEAR ADJUSTING TRANSACTIONS FROM THIS MENU

MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE-OUT  
MENU GL005 # 1 RESTORE ALL G/L FILES  
MENU GL005 # 2 BACK-UP ALL G/L FILES



## Enter Journal Transactions

Menu: GL002 # 1

Current, prior, and/or future period transactions are entered and updated using this option. Journal transactions include any transactions not loaded from other DMS Accounting Systems and any transactions not set up in the Standard Transaction Table.

Journal transactions can be changed by this option until they have been selected to update the Chart of Accounts through option 11, UPDATE/PRINT JOURNAL, on this menu.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 # 4 PRINT TRANSACTION EDIT  
MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH

### Screen 1 Entry Fields:

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                |               |              |                          |                     |                    |             |               |                 |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|--------------------------|---------------------|--------------------|-------------|---------------|-----------------|
| COMPANY CODE:            | 2 characters. Required.                                                                                                                                                                                                                                                                                                                                                                                        |               |              |                          |                     |                    |             |               |                 |
| JOURNAL PAGE:            | 4 characters. Required. Format X-999<br>1 character for journal type.<br>3 digits for journal page.<br>Valid journal types are:<br><br><table><tbody><tr><td>'A' – Accrual</td><td>P' - Payroll</td></tr><tr><td>'D' - Cash Disbursements</td><td>'R' - Cash Receipts</td></tr><tr><td>'F' - Fixed Assets</td><td>'S' - Sales</td></tr><tr><td>'G' – General</td><td>'U' - Purchases</td></tr></tbody></table> | 'A' – Accrual | P' - Payroll | 'D' - Cash Disbursements | 'R' - Cash Receipts | 'F' - Fixed Assets | 'S' - Sales | 'G' – General | 'U' - Purchases |
| 'A' – Accrual            | P' - Payroll                                                                                                                                                                                                                                                                                                                                                                                                   |               |              |                          |                     |                    |             |               |                 |
| 'D' - Cash Disbursements | 'R' - Cash Receipts                                                                                                                                                                                                                                                                                                                                                                                            |               |              |                          |                     |                    |             |               |                 |
| 'F' - Fixed Assets       | 'S' - Sales                                                                                                                                                                                                                                                                                                                                                                                                    |               |              |                          |                     |                    |             |               |                 |
| 'G' – General            | 'U' - Purchases                                                                                                                                                                                                                                                                                                                                                                                                |               |              |                          |                     |                    |             |               |                 |
| RECORD NUMBER:           | The G/L Transaction Edit gives dollar and G/L account number hash totals for each journal page. Separate MTD Journals are printed for each journal type.<br>4 digits. Supplied in add mode. Required entry in update mode.                                                                                                                                                                                     |               |              |                          |                     |                    |             |               |                 |

### Screen 1 Command Keys:

|       |                                             |
|-------|---------------------------------------------|
| ENTER | Continues to next screen.                   |
| F1    | ADD MODE. Changes to add mode.              |
| F2    | UPD MODE. Changes to update mode.           |
| F3    | END. Ends the job. MENU GL002 is displayed. |

### Screen 2 Entry Fields:

|              |                                                                                                                                        |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------|
| EFF PERIOD:  | 2 digits. Required. The current period is supplied from the Company file. Can be overridden. The transaction is posted to this period. |
| REFERENCE#:  | 8 characters. Enter the check number for cash disbursements, invoice number for sales, etc.                                            |
| DESCRIPTION: | 25 characters. Transaction description.                                                                                                |
| EFF DATE:    | 6 digits. Required. Format MMDDYY                                                                                                      |



REVERSE (R):

Transaction effective date. Some reports are printed in transaction effective date sequence.

1 character. 'R' Flags this transaction to be reversed.

End of month processing will generate a reversing transaction dated the first of the following month.

DELETE (D):

1 character. 'D' Deletes this transaction including all transaction lines.

### **Screen 2 Command Keys:**

ENTER

Updates the file and continues to the next screen.

F12

PREVIOUS. Returns to the 1st screen. The file is not updated.

### **Screen 3 Display Fields:**

RECORD#:

Transaction record number.

REFER#:

Reference number.

OFFSET:

Offset account. Credit amount - debit amount.

Up to six existing transaction lines are displayed at a time. The lines are added/updated at the bottom of the screen.

At least 1 transaction line MUST be entered for each transaction.

SEQ:

Transaction line sequence number. Up to 999 lines are allowed per transaction.

DR ACCOUNT#:

Debit account number. Account name is displayed.

AMOUNT:

Transaction line amount.

CR ACCOUNT#:

Credit account number. Account name is displayed.

DEL:

'D' - Deletes this transaction line only.

### **Screen 4 Display Fields:**

SEQ:

3 digits. Sequence number. Supplied by the system.

### **Screen 4 Entry Fields:**

DR ACCOUNT#:

13 digits. Right-adjusted. Debit account number.  
Required if credit account# is blank.

AMOUNT:

11 digits. Required. Format 999,999,999.99  
Transaction line amount.

CR ACCOUNT#:

13 digits. Right-adjusted. Credit account number.  
Required if debit account# is blank.

DEL:

1 character. 'D' - Deletes this transaction line.



**\*\*NOTE:** One or both account numbers can be entered on a line.  
If an account number is used as the debit or credit account on more than one line of a transaction, the Journal and Ledger reports print one amount for that account for the transaction.

**Screen 4 Command Keys:**

|       |                                                                                                 |
|-------|-------------------------------------------------------------------------------------------------|
| ENTER | Updates the file and assigns the next sequence line number.                                     |
| ROLL  | PAGE. Pages through existing transaction lines.                                                 |
| F2    | UPD MODE. Changes to update mode.                                                               |
| F3    | END. Ends transaction line entry. Screen 1 is displayed.                                        |
| F6    | ACCT SRCH. Displays the Account Search Screens to locate unknown account numbers by Short Name. |

**Screen 5 Entry Fields: (Update Mode)**

SEQ: 3 digits. Required.  
Enter the sequence number of the transaction line to be updated.

**Screen 5 Command Keys:**

|       |                                                           |
|-------|-----------------------------------------------------------|
| ENTER | Displays the transaction line for update.                 |
| ROLL  | Pages through existing transaction lines.                 |
| F1    | ADD MODE. Changes to add mode.                            |
| F3    | END. Ends transaction line update. Screen 1 is displayed. |

**Screen 6 Entry Fields:**

DR ACCOUNT#: 13 digits. Right-adjusted. Debit account number.  
Required if credit account# is blank.

AMOUNT: 11 digits. Required. Format 999,999,999.99  
Transaction line amount.

CR ACCOUNT#: 13 digits. Right-adjusted. Credit account number.  
Required if debit account# is blank.

DEL: 1 character. 'D' - Deletes this transaction line.

**Screen 6 Command Keys:**

|       |                                                                                                 |
|-------|-------------------------------------------------------------------------------------------------|
| ENTER | Updates the line and returns to the previous screen.                                            |
| F6    | ACCT SRCH. Displays the Account Search Screens to locate unknown account numbers by Short Name. |



F12

PREVIOUS. Replaces the line with no update. Returns to the previous screen.





## Enter Standard Transactions

Menu: GL002 # 2

Use this option to enter/update standard transactions that have been created from the Standard Transaction Table. The transactions can be copied individually from the table through this option or generated automatically through option 2 on the Processing Menu (MENU GL003).

Standard transactions can be changed through this option until they have been selected to update the Chart of Accounts through option 11, UPDATE/PRINT JOURNAL, on this menu.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 # 4 PRINT TRANSACTION EDIT  
MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH

### Screen 1 Entry Fields:

|                |                                                                                                                                                                                                                                                                                                                             |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMPANY CODE:  | 2 characters. Required.                                                                                                                                                                                                                                                                                                     |
| JOURNAL PAGE:  | 1 character for journal type. Required.<br>3 digits for journal page. Required.<br>Valid journal types are:<br>'A' – Accrual                      'P' - Payroll<br>'D' - Cash Disbursements      'R' - Cash Receipts<br>'F' - Fixed Assets                'S' - Sales<br>'G' – General                      'U' - Purchases |
| RECORD NUMBER: | 4 digits. Supplied by the system in ADD MODE.<br>Required in UPDATE MODE. The record number of the existing standard transaction to be updated.                                                                                                                                                                             |
| STANDARD TX#:  | 3 digits. Required in ADD MODE. The standard transaction number that identifies the Standard Transaction Table entry to be copied.                                                                                                                                                                                          |

### Screen 1 Command Keys:

|       |                                             |
|-------|---------------------------------------------|
| ENTER | Continues to the next screen.               |
| F1    | ADD MODE. Changes to add mode.              |
| F2    | UPD MODE. Changes to update mode.           |
| F3    | END. Ends the job. MENU GL002 is displayed. |

### Screen 2 Entry Fields:

|              |                                                                                                                                                                 |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EFF PERIOD:  | 2 digits. Required. The effective period, the current period is supplied from the Company file and can be overridden. The transaction is posted to this period. |
| REFERENCE#:  | 8 characters. Enter check number for cash disbursements, invoice number for sales, etc.                                                                         |
| DESCRIPTION: | 25 characters. The transaction description.                                                                                                                     |
| EFF DATE:    | 6 digits. Required. Format MMDDYY                                                                                                                               |



Transaction date for reference purposes. Some reports print transactions in effective date sequence.

REVERSE (R): 1 character. 'R' Flags this transaction to be reversed. End of month processing will generate a reversing transaction dated the first of the following month.

DELETE (D): 1 character. 'D' Deletes this transaction including the transaction lines.

**Screen 2 Command Keys:**

ENTER Updates the file and continues to the next screen.  
F12 PREVIOUS. Returns to 1st screen. The file is not updated.

**Screen 3 Display Fields:**

RECORD#: Transaction record number.  
REFER#: Transaction reference number.  
OFFSET: Offset account. Credit amounts are added, debit amounts are subtracted.

Up to six existing transaction lines are displayed at a time. The lines are updated at the bottom of the screen.

SEQ: Transaction line sequence number.  
DR ACCOUNT#: Debit account number. Account name is displayed.  
AMOUNT: Transaction line amount.  
CR ACCOUNT#: Credit account number. Account name is displayed.  
DEL: 'D' - Deletes this transaction line.

**Screen 4 Entry Fields:**

SEQ: 3 digits. Required.  
Enter the sequence number of the transaction line to be updated.

**Screen 4 Command Keys:**

ENTER Displays the transaction line for update.  
ROLL Pages through existing transaction lines.  
F3 END. Ends transaction line update. Screen 1 is displayed.

**Screen 5 Entry Fields:**

DR ACCOUNT#: 13 digits. Right-adjusted. Debit account number.  
Required if credit account# is blank.

AMOUNT 11 digits. Required. Format 999,999,999.99



CR ACCOUNT#: 13 digits. Right-adjusted. Credit account number.  
Required if debit account# is blank.

Both debit and credit account numbers can be entered.

DEL: 1 character. 'D' - Deletes this transaction line.

***Screen 5 Command Keys:***

ENTER Updates the line and returns to the previous screen.  
F12 PREVIOUS. Returns to the previous screen. The line is not  
updated.



## Enter Sub-System Transactions

Menu: GL002 #3

Use this option to update sub-system transactions which have been loaded from other DMS Accounting Systems (option 2 on MENU GL003) and edited through option 4 on MENU GL002. The sub-system transactions are accessed by the record number which is printed on the transaction edit obtained through option 4.

Sub-system transactions can be changed through this option until they have been selected to update the Chart of Accounts through option 11, UPDATE/PRINT JOURNAL, on this menu.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 # 4 PRINT TRANSACTION EDIT  
MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Print Transaction Edit

Menu: GL002 #4

Use this option to edit journal, standard, and sub-system transactions. Prompts are displayed for the transaction type and batch(es) (journal type/page number) to be edited. System detectable errors are noted on the edit and must be corrected through the appropriate transaction entry option on this menu and the edit re-run. When a batch is free of system detectable errors the batch status is updated to 'G', which allows the batch transactions to update the Chart of Accounts through option 11, UPDATE/PRINT JOURNAL. Non-detectable errors should be corrected to reduce the need for adjustments.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL003 #11 END-OF-MONTH



## Batch Control Entry

Menu: GL002 # 4

### **Screen 1 Entry Fields:**

ENTER DESIRED OPTION: 1 Digit. Required as follows.  
1' - Edit Journal Transactions.  
2' - Edit Standard Transactions.  
3' - Edit Sub-System Transactions.

### **Screen 1 Command Keys:**

|       |                                       |
|-------|---------------------------------------|
| ENTER | Continues to process the menu option. |
| F12   | Cancel. Returns to the menu.          |

### Screen 2 Entry Fields:

SELECT ALL BATCHES? 1 character. Required as follows:  
(Y/N): 'Y' - All company/batches are selected.  
'N' - The company/batches are displayed for desired selection.

\*\*\* A batch will only be selected for an Edit or Update if that batch is not currently being used during an Edit or Update from another workstation. To select a batch for an Update the transactions must have also gone through a successful Edit.

### **Screen 2 Command Keys:**

|       |                                       |
|-------|---------------------------------------|
| ENTER | Continues to process the menu option. |
|-------|---------------------------------------|

### Screen 3 Display Fields:

|          |                                                                          |
|----------|--------------------------------------------------------------------------|
| COMPANY: | 2 characters.                                                            |
| BATCH:   | 4 characters.                                                            |
| STATUS:  | 1 character. 'G'- The batch has been successfully edited with no errors. |

### **Screen 3 Entry Fields:**

SELECT (Y/N): 'Y' - The company/batch is selected.  
'N' - The company/batch is not selected.  
\*\*\* A batch will only be selected for an Edit or Update if that batch is not currently being used during an Edit or Update from another workstation. To select a batch for an Update the transactions must also have a STATUS code of 'G'.



**Screen 3 Command Keys:**

|       |                                                                                  |
|-------|----------------------------------------------------------------------------------|
| ENTER | Continues to display the remaining company/batch codes for selection.            |
| F3    | END. Ends the selection. The menu option is processed with the selected batches. |



## Update/Print Journal

Menu: GL002 #11

Journal, standard, and sub-system transactions update the Chart of Accounts through this option. Prompts are displayed for the transaction type and batches (batch status must be 'G') to be processed. The selected batch transactions are added to the MTD Transaction file to provide a complete journal and ledger at the End-of-Month. A General Ledger Journal is printed showing all account activity represented by the transactions (debit & credit amount totals are given by page, journal, period, company, and overall). The General Ledger/Update report prints beginning and ending account balances with debit and credit amount totals by period, company, and overall.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002      Any Data Entry Menu Option  
MENU GL003 #11 END-OF-MONTH



## G/L PROCESSING MENU: GL003

[illegible]

This menu is used to load transactions created in other DMS Accounting Systems, to generate standard transactions, to run End-of-Month Processing, and to display the End-of-Year Menu (MENU GL003Y). There are options to go to the other menus in the system.

None of the options on this menu can be run if any of the following are ACTIVE:

MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE-OUT  
MENU GL005 # 1 RESTORE ALL G/L FILES  
MENU GL005 # 2 BACK-UP ALL G/L FILES



## Load Trans From Other Systems

Menu: GL003 #1

Use this option to load transactions that have been created by one of the following DMS Accounting Systems: Accounts Payable, Accounts Receivable, Fixed Assets, or Payroll/Labor. Prompts are displayed to select the sub-system to load from and to select the company(ies) to be processed. The procedure can be cancelled if the Control Proof shows errors in the selection of transactions or companies. All selected transactions are added to the Sub-System Transaction file (GLTRNX). See MENU GL002 for further processing of these transactions.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 # 3 ENTER SUB-SYSTEM TRANSACTIONS  
MENU GL002 # 4 PRINT TRANSACTION EDIT (for sub-system trans)  
MENU GL002 #11 UPDATE/PRINT JOURNAL (with Sub-System trans)  
MENU GL003 #11 END-OF-MONTH

### **Screen 1 Entry Fields:**

ENTRY DESIRED OPTION: 1 digit required as follows:

1. Accounts Payable Transactions.
2. Accounts Receivable Transactions.
3. Fixed Assets Transactions.
4. Payroll Transactions.

### **Screen 1 Command Keys:**

|       |                                                   |
|-------|---------------------------------------------------|
| ENTER | Continues to load the subsystem transactions.     |
| F12   | CANCEL. Cancels the job, MENU GL003 is displayed. |



## Generate Standard Transactions

Menu: GL003 # 2

Use this option to generate standard transactions from the Standard Transaction Table for all companies or for selected companies. The following fields are used to trigger the generation: frequency; # of times; and EFF period. If the # of times is greater than zero and if the EFF period plus the frequency is equal to the current fiscal period, a standard transaction is generated for that table entry. The # of times is reduced by 1 if it is less than 99.

See MENU GL002 for further processing of the standard transactions.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 3 STANDARD TRANSACTION TABLE
- MENU GL002 # 2 ENTER STANDARD TRANSACTIONS
- MENU GL003 # 2 GENERATE STANDARD TRANSACTIONS
- MENU GL003 #11 END-OF-MONTH



## End-of-Month

Menu: GL003 #11

This option is used to close periods/months in General Ledger. Select this option after all transaction processing has been completed for the company(ies) to be selected. This option can be run individually by company or for all companies. Reports selected in the Control File will be printed. All G/L files existing on disk are backed-up.

The Month-to-Date Detail Ledger and Journals are produced from the current and prior period transactions found in the Month-to-Date Transaction file. A Year-to-Date Trial Balance is printed for all selected companies.

Current and prior period transactions are added to the Year-to-Date Transaction file and purged from the Month-to-Date Transaction file.

The Current Fiscal Period is updated for each company selected.

This menu option cannot be run if any other option is ACTIVE.



## Company Select

Menu: GL003 #11

### **Screen 1 Entry Fields:**

SELECT ALL COMPANIES? 1 character. Required as follows:  
(Y/N): 'Y' - All companies are selected.  
'N' - The company codes are displayed for desired selection.

### **Screen 1 Command Keys:**

ENTER Continues to process the menu option.  
  
ALL COMPANIES

### **Screen 2 Entry Fields:**

EFFECTIVE PERIOD 6 digits. Format MMDDYY. Prints as the effective  
ENDING DATE: date on the Month-to-Date Journals and General Ledger reports.  
Defaults to the system date.

Screen 2 Command Keys:  
ENTER Continues to process the menu option.  
  
SELECT COMPANIES

### **Screen 3 Entry Fields:**

EFFECTIVE PERIOD 6 digits. Format MMDDYY. Prints as the effective  
ENDING DATE: date on the Month-to-Date Journals and General Ledger reports.  
Defaults to the system date.

### **Screen 3 Command Keys:**

ENTER Continues to process the menu option.

### **Screen 4 Entry Fields:**

COMPANY: Company codes are displayed from the Company file.  
SELECT (Y/N): 1 character. Required as follows:  
'Y' - The company is selected.  
'N' - The company is not selected.  
EFF PERIOD: The current fiscal periods are displayed from the Company file.

### **Screen 4 Command Keys:**

ENTER Continues to display companies for selection.  
F3 END. Ends the selection. The menu option is processed with the  
selected companies.



## Statement Date Update

Menu: GL003 #11

### **Screen 1 Display Fields:**

|                   |                                                                                  |
|-------------------|----------------------------------------------------------------------------------|
| ID:               | The statement ID used to display the ID of the records for update.               |
| REC#:             | The record number. Used to display records for update.                           |
| DATE DESCRIPTION: | The contents of records in the 'GLSTMT' file that have an '*' in the date field. |

### **Screen 1 Entry Fields:**

|       |                                                                                    |
|-------|------------------------------------------------------------------------------------|
| ID:   | 2 characters. Format 'XX'. Required. The statement ID of the record to be updated. |
| REC#: | 4 digits. Format 9999. Required. The record number of the record to be updated.    |

### **Screen 1 Command Keys:**

|           |                                                                  |
|-----------|------------------------------------------------------------------|
| ENTER     | Continues to the next screen.                                    |
| ROLL-PAGE | PAGE. Pages through the file.                                    |
| F3        | END. Ends the job. Continues to process the Tailored Statements. |

### **Screen 2 Display Fields:**

|          |                                                    |
|----------|----------------------------------------------------|
| STMT ID: | The statement ID of the record to be updated.      |
| REC#:    | Record number. Used to display records for update. |
| TYPE:    | Record Type. The type of record to be updated.     |

### **Screen 2 Entry Fields:**

|          |                                                     |
|----------|-----------------------------------------------------|
| STMT ID: | The statement ID of the record to be updated.       |
| REC#:    | Record number. Used to display records for update.  |
|          | The entry fields are determined by the format type. |



**Screen 2 Command Keys:**

|       |                                                           |
|-------|-----------------------------------------------------------|
| ENTER | Updates the file and returns to the 1st screen.           |
| F12   | PREVIOUS. Returns to 1st screen. The file is not updated. |



## End-of-Year Menu

Menu: GL003 #12

This option displays the End-of-Year Menu. This menu is used to close out a fiscal year.

The options for End-of-Year Processing should not be selected for a company until all End-of-Month Processing has been completed for the final period in the closing year for that company.

If there are multiple companies in the DMS General Ledger System, they can be closed individually, all at the same time, or in any combination desired.

End-of-Year Processing is handled through 3 main steps: Preliminary End-of-Year; entering, editing, and updating End-of-Year adjustments; and a Final Close-Out. Company processing for the new year can begin after the Preliminary End-of-Year has been run for that company.





```
***** GENERAL LEDGER END-OF-YEAR MENU *****
```

|                                 |                             |
|---------------------------------|-----------------------------|
| 1. ENTER ADJUSTING TRANSACTIONS | 11. PRELIMINARY END-OF-YEAR |
| 2. PRINT TRANSACTION EDIT       |                             |
| 3. UPDATE/PRINT JOURNAL         | 13. FINAL CLOSE-OUT         |
| 4. END-OF-YEAR REPORTS          |                             |
|                                 | 20. MAIN G/L MENU           |
|                                 | 23. PROCESSING MENU         |

```
***** DMS, INC. *****
```

Menu option 11, PRELIMINARY END-OF-YEAR, which begins the closing process, **MUST** be selected before any other option on this menu.

MENU GL003 #11 END-OF-MONTH  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE-OUT  
MENU GL005 # 1 RESTORE ALL G/L FILES  
MENU GL005 # 2 BACK-UP ALL G/L FILES



## Enter Adjusting Transactions

*Menu: GL003Y# 1*

Use this option to enter/update End-of-Year Adjusting Transactions after Preliminary End-of-Year (option 11) has been processed and before Final Close-out (option 13) has been processed for a company.

The adjustments can be posted to period '14' or to any other period in the closing year.

The transactions are kept in a special transaction file (GLETRN) until they have been edited (option 2) and updated to the closing year in the Chart of Accounts (option 3). After option 3 has been selected the transactions are moved to the EOY Year-to-Date Transaction file (GLEYTD) for use in the Final Close-Out (option 13).

Do not try to process End-of-Year adjustments through the normal Data Entry Menu (MENU GL002).



## Print Transaction Edit

*Menu: GL003Y # 2*

Use this option to edit the End-of-Year Adjusting Transactions entered through option 1 on this menu.

The transactions are edited by batch (journal type and page). The status of each batch is updated with a 'G' when no system detectable errors are found. If system detectable errors are found, correct them through option 1 on this menu and re-run the edit. A batch status of 'G' is required before a batch can be selected to update the Chart of Accounts (option 3).

Do not try to process End-of-Year adjustments through the normal Data Entry Menu (MENU GL002).



## Update/Print Journal

Menu: GL003Y # 3

Use this option to update the Chart of Accounts with End-of-Year Adjusting Transactions entered through option 1. Prompts are displayed for the selection of batches to be processed. The batch status must be 'G' (see option 2).

The General Ledger Update Report is printed showing the year-to-date account balances, the adjustment amounts, and the new account balances. Journals are printed for the selected transactions.

Selected batch transactions are purged from the EOY Adj. Trans. file (GLETRN) and added to the cumulative EOY Adjustment file (GLEADJ) for use in the Final Close-Out (option 13).

Do not try to process End-of-Year adjustments through the normal Data Entry Menu (MENU GL002).



## End-of-Year Reports

Menu: GL003Y# 4

At any time during End-of-Year Processing, this option can be used to produce a variety of reports reflecting the adjustments that have been updated to the Chart of Accounts since the Preliminary End-of-Year.

Prompts are displayed for the companies and various report parameters.

**\*\*NOTE:** The Month-to-Date Ledger will consist of the End-of-Year Adjusting Transactions that have already been updated to the Chart of Accounts through menu option 3 on this menu.

Do not try to run End-of-Year reports through the normal Reports Menu (MENU GL004).



## **Company Select**

MENU GL003Y # 4

### **Screen 1 Entry Fields:**

|                                 |                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| SELECT ALL<br>COMPANIES? (Y/N): | 1 character. Required as follows:<br>'Y' - All companies are selected.<br>'N' - The company codes are displayed for desired selection. |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

Screen 1 Command Keys:  
ENTER

Continues to process the End-of-Year menu option.

ALL COMPANIES

### **Screen 2 Entry Fields:**

|                                  |                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------|
| EFFECTIVE PERIOD<br>ENDING DATE: | 6 digits. Format MMDDYY. Prints as the effective<br>date on reports. Defaults to the system date. |
|----------------------------------|---------------------------------------------------------------------------------------------------|

Screen 2 Command Keys:  
ENTER

Continues to process the End-of-Year menu option.

SELECT COMPANIES

### **Screen 3 Entry Fields:**

|                                  |                                                                      |
|----------------------------------|----------------------------------------------------------------------|
| EFFECTIVE PERIOD<br>ENDING DATE: | 6 digits. Format MMDDYY. Prints as the effective<br>date on reports. |
|----------------------------------|----------------------------------------------------------------------|

### **Screen 3 Command Keys:**

|       |                                                   |
|-------|---------------------------------------------------|
| ENTER | Continues to process the End-of-Year menu option. |
|-------|---------------------------------------------------|

### **Screen 4 Entry Fields:**

|                           |                                                                                                                                                                 |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMPANY:<br>SELECT (Y/N): | Company codes are displayed from the Company file.<br>1 character. Required as follows:<br>'Y' - The company is selected.<br>'N' - The company is not selected. |
| EFF PERIOD:               | The current fiscal periods are displayed from the Company file.                                                                                                 |

### **Screen 4 Command Keys:**

|       |                                                                                                   |
|-------|---------------------------------------------------------------------------------------------------|
| ENTER | Continues to display companies for selection.                                                     |
| F3    | END. Ends the selection. The End-of-Year menu option is<br>processed with the selected companies. |



## Preliminary End-of-Year

Menu: GL003Y #11

Use this option to begin closing for a fiscal year in General Ledger. All G/L files existing on the disk are backed-up to diskette/tape. Prompts are displayed for the selection of the company(ies) to be processed. The current year balance forward, period, and budget amounts are moved to the prior year section in the Chart of Accounts. The prior year figures are moved to the 2nd prior year. Balance forward amounts are calculated for balance sheet accounts. Income and expense accounts are posted to the Retained Earnings account(s) specified in the Company file. The 'CURRENT FISCAL PERIOD' is set to '01'. All transactions, for the selected company(ies), are purged from the YTD Transaction file and added to the EOY YTD Transaction file (GLEYTD). Once this option is completed, regular G/L Processing can begin for period 1 of the new year for the company(ies) selected.



## Final Close-Out

Menu: GL003Y #13

Use this option to finalize the closing of a fiscal year. When this option is completed, no changes can be made to the accounts for the year being closed. Prompts are displayed for selection of the company(ies) to be processed.

Balance forward amounts and Retained Earnings are re-calculated and updated to the new current year in the Chart of Accounts for selected companies. A YTD Trial Balance is printed with period '00' to denote that it was printed from the Final Close-Out for the closing year.





```
***** GENERAL LEDGER REPORTS/INQUIRY MENU *****
```

```
*
*
* 1. TRIAL BALANCE 11. CHART OF ACCOUNTS INQUIRY
* 2. TAILORED STATEMENTS *
* 3. BASIC STATEMENTS 13. CALENDAR YEAR REPORTS
* 4. BUDGET ANALYSIS REPORTS *
* 5. HISTORY REPORTS *
* 6. MONTH-TO-DATE JOURNAL *
* 7. MONTH-TO-DATE LEDGER *
* 8. YEAR-TO-DATE LEDGER *
*
* 20. MAIN G/L MENU
* 21. MASTER FILE MENU
* 22. DATA ENTRY MENU
* 23. PROCESSING MENU
*
```

```
***** DMS, INC. *****
```

The options include the most recently updated account information.

MENU GL003Y # 1 UPDATE/PRINT JOURNAL  
MENU GL003Y #11 PRELIMINARY END-OF-YEAR  
MENU GL003Y #13 FINAL CLOSE-OUT  
MENU GL005 # 1 RESTORE ALL G/L FILES  
MENU GL005 # 2 BACK-UP ALL G/L FILES



## **Trial Balance**

Menu: GL004 # 1

This option prints the General Ledger Trial Balance. Prompts are displayed for the selection of all companies or selected companies and for the requested fiscal period and effective date.

The report can be printed for the current period or for any prior period in the current year.

The Trial Balance is printed in company/account number sequence and includes account number and description, and year-to-date debit or credit balances with company totals for debits and credits.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Tailored Statements

Menu: GL004 # 2

This option prints user defined Tailored Statements as previously set up (see MENU GL001). Prompts are displayed for selection of all companies or selected companies and for the requested fiscal period and effective date.

The reports that print are pre-determined and can include balance sheets, income statements, funds statements, etc.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Basic Statements

Menu: GL004 # 3

Use this option to print the Basic Statement (Balance Sheet), Basic Divisional P&L, and/or Basic Minor Level P&L. Prompts are displayed for the selection of all companies or selected companies and for the requested fiscal period and effective date.

The reports include: account number and description; current period amounts this year and last year; year-to-date amounts this year and last year; and percent of expenses over income. The reports print in company/account category/account number sequence with totals on minor and major account levels and account category.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Budget Analysis Reports

Menu: GL004 # 4

This option prints two Budget Analysis Reports. Prompts are displayed for the selection of all companies or selected companies; for the requested fiscal period and effective date; and if balance sheet accounts are to be included.

Information included on both reports is: account number and description; this year's actual month-to-date and year-to-date balances; budgets for current month and year-to-date; dollar and percent variance; and annual budgets. The second report also includes last year's actual for the current month and year-to-date.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## History Reports

Menu: GL004 # 5

This option prints history reports in three formats: last 12 or 13 net period activities; current year net period activities; and current year cumulative balances. Prompts are displayed for the selection of all companies or select companies; the fiscal period and effective date; and if balance sheet accounts are to be printed.

Information included on the reports is: account number, description, and amounts and either net period activity or balances. The reports are printed in company/account sequence with totals by company.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Month-to-Date Journal

Menu: GL004 # 6

This option prints Month-to-Date Journals. Prompts are displayed for the selection of all companies or selected companies. The journals include all transactions entered, edited, and updated during the current period. A separate journal is printed for each journal type.

Information included is: journal type and page, date, account number, debit/credit amounts, reference number, and descriptions. The journals print in company/journal type/page/date sequence with debit and credit totals by journal page and type.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Month-to-Date Ledger

Menu: GL004 # 7

This option prints the Month-to-Date Ledger. Prompts are displayed for the selection of all companies or selected companies and to select the detail or summary ledger format.

The Detail Ledger includes: account number and description; period beginning and ending balances; and all transactions updated to the Chart of Accounts during the current period.

The Summary Ledger includes: account number and description; period beginning and ending balances; and period debit and credit totals.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH





## Year-to-Date Ledger

Menu: GL004 # 8

This option prints the Year-to-Date Ledger. Prompts are displayed for the selection of all companies or selected companies and to select the detail or summary ledger format.

The Detail Ledger includes: account number and description; period beginning and ending balances; and all transactions updated to the Chart of Accounts during the current year.

The Summary Ledger includes: account number and description; period beginning and ending balances; and period debit and credit totals.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Chart of Accounts Inquiry

Menu: GL004 #11

Use this option to display account information from the Chart of Accounts and from the Month-to-Date and Year-to-Date Transaction files. Accounts are displayed by entering the company/account#.

The information displayed includes: account description; the date of the last transaction update; annual and period budget amounts; current and prior year balance forward and period activity amounts; and current and prior year-to-date totals.

MTD and YTD transactions can be displayed and/or printed as updated.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH

### Screen 1 Entry Fields:

|           |                                                                                                                          |
|-----------|--------------------------------------------------------------------------------------------------------------------------|
| COMPANY:  | 2 characters. Required. Company code.                                                                                    |
| ACCOUNT#: | 13 digits. Right-adjusted. Account number. If the account number is unknown, use F6 to locate the account by short name. |

### Screen 1 Command Keys:

|       |                                                                |
|-------|----------------------------------------------------------------|
| ENTER | Continues to the next screen if a company/account# is entered. |
| F3    | END. Ends the job. MENU GL004 is displayed.                    |
| F6    | ACCT SEARCH. Executes the Account Search.                      |

### Screen 2 Display Fields:

|                |                                                          |
|----------------|----------------------------------------------------------|
| COMPANY:       | Company code.                                            |
| ACCOUNT#:      | Account number.                                          |
| DESCRIPTION:   | Account description.                                     |
| STM CODE:      | Basic statement code.                                    |
| EFF DATE:      | Date of last account activity.                           |
| BUDGET..:      | The annual and period budget amounts.                    |
| CURRENT YEAR.. |                                                          |
| BAL FWD:       | Balance forward amount, if any.                          |
| PRD 01:        | Period activity amounts. The net change of the           |
| "              | debits and credits updated for each period.              |
| PRD 13         |                                                          |
| PRD 14:        | End-of-year adjustment amount.                           |
| YTD TOT:       | Account balance. The balance forward plus period         |
|                | activity amounts up to and including the current period. |
| PRIOR YEAR..   |                                                          |
| BAL FWD:       | Balance forward amount, if any.                          |
| PRD 01:        | Period activity amounts. The net change of the           |
| "              | debits and credits updated to each period.               |



PRD 13  
PRD 14: End-of-year adjustment amount.  
YTD TOT: Account ending balance.

**Screen 2 Command Keys:**

F1 DISPLAY MTD. Displays all account transactions in the Month-to-Date Transaction file.  
F2 DISPLAY YTD. Displays all account transactions in the Year-to-Date Transaction file.  
F12 PREVIOUS. Ends account inquiry. Returns to 1st screen.Screen 3 Display Fields:  
  
COMPANY: Company code.  
ACCOUNT#: Account number and description.  
PRD: Transaction effective period.  
PAGE: Journal type and page number.  
DATE: Transaction effective date - month and day.  
DR AMOUNT: Debit amount.  
CR AMOUNT: Credit amount.  
REFER#: Reference number.  
DESCRIPTION: Transaction description.

**Screen 3 Command Keys:**

ROLL-PAGE PAGE FORWARD. Displays more transactions.  
PAGE BACK. Re-displays previous transactions.  
F3 END. Ends account inquiry. Returns to 1st screen.  
F4 PRINT. Prints ALL Month-to-Date or Year-to-Date transactions for this account.  
F12 PREVIOUS. Returns to the previous screen.



## Calendar Year Reports

Menu: GL004 #13

This option is used to print calendar year reports for companies using a 12 month fiscal year beginning in a calendar month other than January. This option will not work for companies using a 13 period fiscal year.

A Calendar Year Chart of Accounts is built with January figures in period 1, February figures in period 2, and so on up to the current period. This file is cleared after the reports have been produced. Reports that can be selected are: Trial Balance; Basic Statements; Tailored Statements; and Budget Analysis Reports.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## G/L BUDGET WORK MENU: GL001B

```
***** GENERAL LEDGER BUDGET WORK MENU *****
*
* MAINTENANCE... PROOF LISTS...
* 1. BUDGET WORK 11. BUDGET WORK
*
*
*
*
* REPORTS..... PROCESSING....
* 8. BUDGET WORK 18. UPDATE BUDGETS
*
*
* 20. MAIN G/L MENU
* 21. MASTER FILE MENU
* 22. DATA ENTRY MENU
* 23. PROCESSING MENU
* 24. REPORTS/INQUIRY MENU
*
***** DMS, INC. *****
```

Budget work amounts may be entered, listed and updated using this menu. There are options to go to the other menus in the system.

None of the options on this menu can be run if any of the following are ACTIVE:

MENU GL005 # 1 RESTORE ALL G/L FILES  
MENU GL005 # 1 BACK-UP ALL G/L FILES



## Budget Work Maintenance

Budget work amounts may be entered using this option. This provides the means to enter next year budget amounts in advance. Separate menu options allow for listing, printing Budget Analysis Reports, updating the Chart of Accounts with budget work amounts.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL005 # 1 RESTORE ALL G/L FILES  
MENU GL005 # 1 BACK-UP ALL G/L FILES

### **Screen 1 Entry Fields:**

COMPANY: 2 characters. Required.  
Must exist in the company file.

ACCOUNT #: 13 digits, right adjusted. Required.  
The company/account number must exist in the company file.

### **Screen 1 Command Keys:**

ENTER Continues to the next screen.  
F3 END. Ends the job. MENU GL001B is displayed  
F6 ACCOUNT SEARCH. Executes the account search.

### **Screen 2 Entry Fields:**

BUDGET ANNUAL: 11 digits. Format 99,999,999,999.  
Annual budget amount. Leave blank if period amounts are entered. If the annual amount is entered, the system calculates the period amounts as follows:

Annual amt. / 12(13) = Period amts. (1-12(13))

PRD 01: 9 digits. Format 999,999,999  
" Period budget amounts. Leave blank if annual  
PRD 13: amount is entered. If period amounts are entered, the system will calculate the annual amount as the sum of the period amounts.

All amount fields are signed, use the "Field -" key to enter negative amounts.

### **Screen 2 Command Keys:**

ENTER Updates the file and returns to the first screen.  
F12 PREVIOUS. Returns to the first screen. The file is not updated.



## Budget Work Reports

Menu GL001B - #8

This option prints two Budget Analysis Reports. Prompts are displayed for the selection of all companies or selected companies, for the requested fiscal period and effective date, and if balance sheet accounts are to be included. These reports print budget amounts from the budget work file.

Information included on both reports is: account number and description, this year actual month-to-date and year-to-date balances, budgets for current month and year-to-date, dollar and percent variance, and annual budgets. The second report also includes last year actual for the current month and year-to-date.

This menu option cannot be run if any of the following are ACTIVE:

MENU GL002 #11 UPDATE/PRINT JOURNAL  
MENU GL003 #11 END-OF-MONTH



## Budget Work Proof List

Menu: GL001B - #11

This option prints budgets for all income and expense accounts in the Chart of Accounts. Balance sheet accounts can also be included, if specified. The account number, description, annual budget amount, and individual period/month amounts are printed for each account. If an account does not have a budget amount, 'UNBUDGETED' is printed. Period/monthly totals are provided for income and expense, as well as a projected profit/loss for the period/month. Annual totals for income, expense, and profit/loss are provided for each company. The budget amounts come from the Budget Work file.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 1 COMPANY FILE (Maintenance)
- MENU GL001 # 2 CHART OF ACCOUNTS (Maintenance)
- MENU GL001B # 1 BUDGET WORK (Maintenance)
- MENU GL001B #18 UPDATE BUDGETS
- MENU GL003 #11 END-OF-MONTH





## Budget Work Update

*Menu GL001B - #18*

This option replaces budget amounts in the Chart of Accounts with budget amounts from the Budget Work file.

This menu option cannot be run if any of the following are ACTIVE:

- MENU GL001 # 2 CHART OF ACCOUNTS (Maintenance)
- MENU GL001B # 1 BUDGET WORK (Maintenance)
- MENU GL003 #11 END-OF-MONTH
- MENU GL003Y #11 PRELIMINARY END-OF-YEAR
- MENU GL003Y #13 FINAL CLOSE OUT

[illegible]

None of these menu options can be run while any other General Ledger menu option is ACTIVE.



## Restore All G/L Files

Menu: GL005 # 1

All files on the inserted diskettes/tape are restored to disk.

The 'G99FILES' Library is cleared prior to the restore of the diskette/tape files.

A warning message is displayed prior to the clearing of the files library and the operator can cancel the option if desired.

Do not select this option unless a back-up for General Ledger files is available.

This menu option cannot be run if any other option is ACTIVE.



## **Back-up All G/L Files**

Menu: GL005 # 2

The General Ledger files library ('G99FILES') is backed-up to diskette/tape.

It is recommended that the files be backed-up on a regular basis.

This menu option cannot be run if any other option is ACTIVE.



## **Backup Library**

Menu: GL005 # 3

This option backs-up the General Ledger System Library, (G99LIB), onto diskettes/tape.

This menu option cannot be run if any other option is ACTIVE.



## STANDARD REPORTS

In processing the General Ledger, there are several reports which are produced. These include Journal Listings, General Ledger, Y-T-D Trial Balance, Budget and History reports. The system also produces financial statements that are discussed in the next two sections.

Most of these reports may be selected through the Control File and ran during 'END-OF-MONTH' (option 11 on MENU GL003), or from MENU GL004, the Reports/Inquiry Menu. Each of the reports is described in detail.

Other reports are produced by selecting specific menu options which are indicated in the report description.



## Chart of Accounts Add Proof List

### **Menu options:**

GLINIT #5

LIST CHART OF ACCOUNTS ADDS

Report sequence:

Company/account number  
Page break on company

### **Report contents:**

|                 |                                      |
|-----------------|--------------------------------------|
| ACCOUNT         | Account number                       |
|                 | Account type 'F' - financial account |
|                 | Basic statement code                 |
|                 | '1 ' - Income                        |
|                 | '2 ' - Expenses                      |
|                 | '2C' - Cost of Goods                 |
|                 | '2G' - Operating expense             |
|                 | '2O' - Other expenses                |
|                 | '3 ' - Assets                        |
|                 | '3C' - Current assets                |
|                 | '3F' - Fixed assets                  |
|                 | '3O' - Other assets                  |
|                 | '4 ' - Liabilities                   |
|                 | '4C' - Current liabilities           |
|                 | '4L' - Long term liabilities         |
|                 | '4O' - Other liabilities             |
|                 | '5 ' - Capital                       |
|                 | Effective date                       |
| DESCRIPTION     | Account description                  |
| PRD 01 - PRD 13 | Current year and prior year amounts  |

### **Special notes:**

1. This report lists all records currently on the add file 'GLCHAD' with data entered for each account.
2. The report should be checked carefully before the Chart of Accounts is updated with the additions (option 7, MENU GLINIT).



## General Ledger Company Proof List

### **Menu options:**

GL001 #11                      COMPANY FILE

Report sequence:

Company

### **Report contents:**

|                      |                                                                                                                                                                         |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CO                   | Company code                                                                                                                                                            |
| COMPANY NAME/CITY/ST |                                                                                                                                                                         |
| SHORT NAME           | Company short name                                                                                                                                                      |
| PRD/MTH              | 'M' - 12 periods                                                                                                                                                        |
|                      | 'P' - 13 periods                                                                                                                                                        |
| BEG MTH              | Beginning month. Calendar month for the beginning of the fiscal year.                                                                                                   |
| EFF PRD              | Current fiscal period                                                                                                                                                   |
| REV SIGNS            | Reversed signs - 'Y' or blank                                                                                                                                           |
|                      | 'Y' causes the signs of liability, capital, and income accounts on Budget, History, and Basic Statement Reports to be reversed (debits -, credits + ).                  |
| BASIC STATEMENTS     | The account # breakdown for report totals, and printing on the Basic Statements. The beginning and ending position is printed for the major, minor, and account levels. |
| RET EARN ACCOUNT#    | Retained earnings account number                                                                                                                                        |





## Chart of Accounts List

### ***Menu options:***

GL001 #12                      CHART OF ACCOUNTS

Report sequence:

Company/account number  
Page break on company

### ***Report contents:***

|             |                                |
|-------------|--------------------------------|
| CO          | Company code                   |
| ACCOUNT#    | Account number                 |
| DESCRIPTION | Account description            |
| TYPE        | Account type - 'F' - financial |
| STMC        | Basic statement code           |
|             | '1 ' - Income                  |
|             | '2 ' - Expenses                |
|             | '2C' - Cost of Goods           |
|             | '2G' - Operating expense       |
|             | '2O' - Other expenses          |
|             | '3 ' - Assets                  |
|             | '3C' - Current assets          |
|             | '3F' - Fixed assets            |
|             | '3O' - Other assets            |
|             | '4 ' - Liabilities             |
|             | '4C' - Current liabilities     |
|             | '4L' - Long term liabilities   |
|             | '4O' - Other liabilities       |
|             | '5 ' - Capital                 |



## Standard Transaction Table List

### **Menu options:**

GL001 #13                      STANDARD TRANS TABLE

### **Report sequence:**

Company/standard transaction number/transaction line number  
Page break on company

### **Report contents:**

PAGE                      Journal type and page number  
REFER #                  Reference number

The 3 following fields are used for to generate Standard Transactions through MENU GL003, option 2:

|             |                                                                                                                                                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRD         | The last fiscal period a transaction was generated from this table entry.                                                                                                                   |
| FR          | Frequency. How often is a transaction to be generated from this table entry;<br>'M' - Monthly<br>'Q' - Quarterly<br>'S' - Semi-annually<br>'A' - Annually                                   |
| #T          | Number of times to generate.<br>'99' - Indefinitely.<br>'nn' - If less than 99, the number of times is reduced each time a transaction is generated.<br>'00' - No transaction is generated. |
| DR ACCOUNT# | Debit account number                                                                                                                                                                        |
| AMOUNT      | Transaction line amount                                                                                                                                                                     |
| CR ACCOUNT# | Credit account number                                                                                                                                                                       |
| DESCRIPTION | Transaction description and debit/credit account name(s)                                                                                                                                    |
| TX#         | Standard Transaction Table number and line number within the transaction                                                                                                                    |

Totals provided:

Transaction count by company



## Tailored Statements Processing Control List

### **Menu options:**

GL001 #14 STMT PROCESSING CONTROL

### **Report sequence:**

Statement ID number

### **Report contents:**

|           |                                                                                                                                    |
|-----------|------------------------------------------------------------------------------------------------------------------------------------|
| STMT ID   | Statement ID number<br>If '*' is printed by the statement ID, this statement IS NOT produced when Tailored Statements are printed. |
| STMT TYPE | Statement type<br>'B' - Balance Sheet<br>'P' - P&L                                                                                 |
| CN CD     | Consolidation code<br>'C' - This statement is produced for a 'consolidated company'.                                               |
| RPT FMT   | Report format                                                                                                                      |
| STMT FMT  | Statement format ID                                                                                                                |
| ACCT FMT  | Account number format                                                                                                              |
| COMPANIES | Company codes of all companies for which this statement is produced.                                                               |



## Consolidated Control List

### ***Menu options:***

GL001 #15                      STMT CONSOLIDATION FILE

### ***Report sequence:***

Consolidated company code

### ***Report contents:***

|             |                                                    |
|-------------|----------------------------------------------------|
| COMP        | Consolidated company code                          |
| DESCRIPTION | Consolidated company description/name              |
| COMPANIES   | Company codes for companies in each consolidation. |



## Tailored Statement Control Records

### *Menu options:*

GL001 #16

TAILORED STATEMENT FORMATS

### *Report sequence:*

Statement ID/Record Number

### *Report contents:*

|                    |                                                                                                                                                                                                                                                                                |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID                 | The Statement ID of the record.                                                                                                                                                                                                                                                |
| REC#               | The Record Number of the record.                                                                                                                                                                                                                                               |
|                    | '*' - Denotes a 'DATE' record. The record can be displayed for changes prior to printing 'Tailored Statements', if desired.                                                                                                                                                    |
| TYPE               | Operation code (control record type).                                                                                                                                                                                                                                          |
| FND                | '*' - Funds statement.<br>Record type CC only.                                                                                                                                                                                                                                 |
| CTR                | Internal Counter used to accumulate amounts.<br>Record types - AA, AC, AR, A\$, PC, SC                                                                                                                                                                                         |
| SP/<br>CTR         | SP - Line spacing/skipping<br>Record types: PC, PD, SP, AR<br>For record type 'AR' only:<br>'P' - Print account descriptions and amounts for all accounts within the range.<br>CTR - Add to/subtract from counter<br>Record types: AC, SC<br>Results are kept in this counter. |
| %/<br>CLM          | % - Print percentage next to amount.<br>Record types: AR, PC<br>CLM - Column (on report) in which to print amount. Record types AR, PC.<br>For record type SP -<br>'1' - Skip to new page.                                                                                     |
| U-SCOR/<br>SGN-SAV | For PC record types:<br>'R' - Print ratio of counter to total<br>'-' - Print underscores on report.<br>For AR record type:<br>'R' - Reverse sign of amount when printed.                                                                                                       |



0-PRT/  
CTR-0

For PC record types -  
'Z' - Zero out counter after printing.  
For AR record types - 'N' - Do not print detail line for zero balance accounts.

REV  
SGN

For PC record types -  
'R' - Reverse sign of counter when amount is printed.

The right side of the proof list prints: comments, print descriptions, column headings, dollar amounts to be added to counters, account number ranges, and individual account numbers to be added.



## Budget Proof List

### *Menu options:*

GL001 #17                      BUDGET PROOF

### *Report sequence:*

Company/account number  
Page break on company

### *Report contents:*

|                |                                                                           |
|----------------|---------------------------------------------------------------------------|
| ACCOUNT#       | Account number                                                            |
| DESCRIPTION/   | Account description                                                       |
| ANNUAL AMOUNT  | Annual budget amount. 'UNBUDGETED' is printed if account is not budgeted. |
| PRD 1 - PRD 13 | Period budget amounts for companies on a 13 period year.                  |
| or JAN - DEC   | Period budget amounts for companies on a 12 month year.                   |

### *Totals provided:*

By period:  
Income  
Expenses  
Projected Profit/Loss

By company:  
Total Annual Income  
Total Annual Expenses  
Total Annual Profit/Loss



## General Ledger Transaction Edit

### Menu options:

GL002 # 4

PRINT TRANSACTION EDIT

### Report sequence:

Company/journal type/journal page number/fiscal period  
Page break on company

### Report contents:

|             |                                                                                      |
|-------------|--------------------------------------------------------------------------------------|
| PAGE        | The number of the transaction.                                                       |
| PRD         | Period                                                                               |
|             | *1* is printed if period is invalid                                                  |
| DATE        | Transaction date                                                                     |
| PAGE        | Journal type and page number                                                         |
| REFER#      | Reference number                                                                     |
| AMOUNT      | Transaction amount                                                                   |
|             | *2* is printed if amount is zero                                                     |
| DR ACCT     | Debit account                                                                        |
| CR ACCT     | Credit account                                                                       |
|             | *3* is printed if debit/credit account number is not found in the Chart of Accounts. |
| DESCRIPTION | Transaction description and debit/credit account names                               |
| RECORD #    | Transaction record number                                                            |
| ERRORS      | '***' is printed if any error is found in the transaction line.                      |

### Totals provided:

|         |                                                                                             |
|---------|---------------------------------------------------------------------------------------------|
| Period  | Debit, credit, and offset amount ( *4* is printed if the period offset amount is not zero.) |
|         | Transaction count and error count                                                           |
| Page    | Debit, credit, and offset amounts                                                           |
|         | Transaction count and error count                                                           |
| Journal | Debit, credit, and offset amounts                                                           |
|         | Transaction count and error count                                                           |
| Company | Debit, credit, and offset amounts                                                           |
|         | Transaction count and error count                                                           |
| Overall | Debit and credit amounts                                                                    |
|         | Transaction count and error Count                                                           |

### Special notes:

1. This edit is printed for Journal Transactions, Standard Transactions, and Sub-System Transactions.
2. All errors must be corrected before the transactions can update the Chart of Accounts (Update/Print Journal).





## General Ledger Journal

### ***Menu options:***

GL002 #11                      UPDATE/PRINT JOURNAL

### ***Report sequence:***

Company/journal type/journal page number/account number Page  
break on journal type and company

### ***Report contents:***

|             |                                  |
|-------------|----------------------------------|
| PAGE        | Journal type and page number     |
| DATE        | Transaction date (month and day) |
| ACCOUNT#    | Account number and description   |
| DR AMOUNT   | Debit amount                     |
| CR AMOUNT   | Credit amount                    |
| REFER#      | Reference number                 |
| DESCRIPTION | Transaction description          |
| REC#        | Transaction record number        |

### ***Totals provided:***

|         |                          |
|---------|--------------------------|
| Page    | Debit and Credit amounts |
| Journal | Debit and credit amounts |
| Period  | Debit and Credit amounts |
| Company | Debit and Credit amounts |
| Overall | Debit and credit amounts |



## General Ledger Update Report

### **Menu options:**

GL002 #11

UPDATE/PRINT JOURNAL

### **Report sequence:**

Company/account number/period/journal type/journal page  
Page break on company

### **Report contents:**

|                 |                                                                                             |
|-----------------|---------------------------------------------------------------------------------------------|
| BEG/END BALANCE | Account number and description<br>Beginning account balance<br>Account balance after update |
| DATE            | Transaction effective period<br>Transaction date (MMDD)                                     |
| DR AMOUNT       | Transaction debit amount                                                                    |
| CR AMOUNT       | Transaction credit amount                                                                   |
| PAGE            | Journal type and page                                                                       |
| REFER#          | Reference number                                                                            |
| DESCRIPTION     | Transaction description                                                                     |
| REC#            | Transaction record number                                                                   |

### **Totals provided:**

|         |                          |
|---------|--------------------------|
| Period  | Debit and credit amounts |
| Company | Debit and credit amounts |
| Overall | Debit and credit amounts |



## Month-to-Date Journal

### ***Menu options:***

|           |                       |
|-----------|-----------------------|
| GL002 #11 | UPDATE/PRINT JOURNAL  |
| GL004 # 6 | MONTH-TO-DATE JOURNAL |

### ***Report sequence:***

Company/fiscal period/journal type/journal page number/acct#  
Page break on journal and company

### ***Report contents:***

|             |                                |
|-------------|--------------------------------|
| PAGE        | Journal type and page number   |
| DATE        | Transaction date (MMDD)        |
| ACCOUNT#    | Account number and description |
| DR AMOUNT   | Debit amount                   |
| CR AMOUNT   | Credit amount                  |
| REFER#      | Transaction reference number   |
| DESCRIPTION | Transaction description        |

### ***Totals provided:***

Page  
Journal  
Period  
Company  
Overall



## Month-to-Date General Ledger

### **Menu options:**

|           |                      |
|-----------|----------------------|
| GL003 #11 | END-OF-MONTH         |
| GL004 #7  | MONTH-TO-DATE LEDGER |

### **Report sequence:**

Company/account number/period  
Page break on company

### **Report contents:**

|                 |                                              |
|-----------------|----------------------------------------------|
|                 | Account number and description               |
| BEG/END BALANCE | Account beginning balance and ending balance |

The following transaction detail is printed on Detail Ledgers:

|             |                                 |
|-------------|---------------------------------|
| DATE        | Transaction date (MMDD)         |
| DR AMOUNT   | Transaction debit amount        |
| CR AMOUNT   | Transaction credit amount       |
| PAGE        | Journal type and page number    |
| REFER#      | Reference number                |
| DESCRIPTION | Transaction description         |
| TOTAL       | Account debit and credit totals |

### **Totals provided:**

Company  
Overall



## Month-to-Date General Ledger Summary

### ***Menu options:***

|           |                      |
|-----------|----------------------|
| GL003 #11 | END-OF-MONTH         |
| GL004 # 7 | MONTH-TO-DATE LEDGER |

### ***Report sequence:***

Company/account number/period  
Page break on company

### ***Report contents:***

|                |                     |
|----------------|---------------------|
|                | Account number      |
|                | Account description |
|                | Period processed    |
| BEGIN BALANCE  | Beginning balance   |
| DR AMOUNT      | Debit amount        |
| CR AMOUNT      | Credit amount       |
| ENDING BALANCE |                     |

### ***Totals provided:***

Company  
Overall



## Year-to-Date General Ledger

### **Menu options:**

GL004 # 8

YEAR-TO-DATE LEDGER

### **Report sequence:**

Company/account number/period  
Page break on company

### **Report contents:**

|                 |                              |
|-----------------|------------------------------|
|                 | Account number               |
|                 | Account description          |
|                 | Period processed             |
| BEG/END BALANCE | Beginning and ending balance |

The following transaction detail is printed for Detail Ledgers:

|             |                              |
|-------------|------------------------------|
| DATE        | Transaction date             |
| DR AMOUNT   | Debit amount                 |
| CR AMOUNT   | Credit amount                |
| PAGE        | Journal type and page number |
| REFER#      | Reference number             |
| DESCRIPTION | Transaction description      |

### **Totals provided:**

Company  
Overall



## Year-to-Date General Ledger Summary

### ***Menu options:***

GL004 # 8

YEAR-TO-DATE LEDGER

### ***Report sequences:***

Company/account number/period  
Page break on company

### ***Report contents:***

|                |                            |
|----------------|----------------------------|
|                | Account number             |
|                | Account description        |
|                | Period processed           |
| BEGIN BALANCE  | Account beginning balance  |
| DR AMOUNT      | Year-to-date debit amount  |
| CR AMOUNT      | Year-to-date credit amount |
| ENDING BALANCE | Account ending balance     |

### ***Totals provided:***

Debits and credits per company

### ***Special notes:***

1. All year-to-date amounts appear in the appropriate debit or credit column with a positive sign.



## YTD Trial Balance

### ***Menu options:***

|           |               |
|-----------|---------------|
| GL003 #11 | END-OF-MONTH  |
| GL004 # 1 | TRIAL BALANCE |

### ***Report sequence:***

Company/account number  
Page break on company

### ***Report contents:***

|             |                             |
|-------------|-----------------------------|
| ACCOUNT     | Account number              |
| DESCRIPTION | Account description         |
| DEBIT       | Year-to-date debit balance  |
| CREDIT      | Year-to-date credit balance |

### ***Totals provided:***

Debits and credits per company





## Budget Analysis Reports (G99BG1 and G99BG2)

### **Menu options:**

|           |                         |
|-----------|-------------------------|
| GL003 #11 | END-OF-MONTH            |
| GL004 #3  | BUDGET ANALYSIS REPORTS |

### **Report sequence:**

Company/account number  
Page break on company

### **Report contents:**

|               |                                                                                                               |
|---------------|---------------------------------------------------------------------------------------------------------------|
| ACCOUNT       | Account number                                                                                                |
| DESCRIPTION   | Account description                                                                                           |
| ACTUAL        | Current month and year-to-date account balances                                                               |
| LY ACCT       | Last year's account balance (current month and year-to-date).<br>Printed on G99BG2 only.                      |
| TY ACCT       | This year's account balance<br>(current month and year-to-date).                                              |
| BUDGET        | Budget amount (current month and year-to-date).                                                               |
| \$ VAR        | Budget amount minus this year amount<br>(current month and year-to-date).                                     |
| % VAR         | The dollar variance divided by the budget amount expressed as a<br>percent (current month and year- to-date). |
| ANNUAL BUDGET | Annual budget amount                                                                                          |

### **Totals provided:**

Account type  
Company  
Overall

### **Special notes:**

1. A summary page of the account category total amounts for each company is provided at the end of the reports.
2. The operator is asked whether to include Balance Sheet accounts on this report.



## General Ledger History Reports

### **Menu options:**

|           |                 |
|-----------|-----------------|
| GL003 #11 | END-OF-MONTH    |
| GL004 #5  | HISTORY REPORTS |

### **Report sequence:**

Company/account type/account number  
Page break on account type and company

### **Report contents:**

|              |                     |                 |
|--------------|---------------------|-----------------|
| ACCOUNT TYPE | '1' – Income        | '3' - Asset     |
|              | '2' – Expense       | '4' - Liability |
|              | '5' - Capital       |                 |
| ACCOUNT      | Account number      |                 |
| DESCRIPTION  | Account description |                 |

History information is printed in one of three formats:

1. The first report prints the activity for each of the last twelve months or thirteen periods, including current.
2. The second report prints the activity for each month or period for only the current fiscal year.
3. The last report includes the year-to-date balances for the months or periods in the current year.

If the company uses 12 months (as indicated in the company file) the headings are month and year. If the company uses 13 periods (as indicated in the company file) the headings are 'TY' (this year) or 'LY' (last year) and the period number.

### **Totals provided:**

Account type  
Company

### **Special Notes:**

1. The operator is prompted to chose the History Report(s) to be printed.



## Financial Statements – Basic

The Balance Sheet and the Profit or Loss Statement are printed as one report. The sequence of data is by the following:

### ACCOUNT CATEGORY

Income, expense, assets, liabilities, and capital

### ACCOUNT SUBCATEGORY

Expenses...Cost of goods, operating, and other

Assets...Current, fixed, and other

Liabilities...Current, long term, and other

### MAJOR LEVEL...

The division is indicated as part of the account number. From one to three numbers, it can be located at any position within the 13 digit account number.

### MINOR LEVEL...

The 'subdivision' part is indicated as a part of the account number. From one to four numbers, it can be located at any position within the 13 digit account number. (The minor level is used if only one level is used. The minor level plus the major level must be four or less).

### ACCOUNT LEVEL...

Also indicated as a part of the account number, it should be the remainder of the account number.

The determination of which accounts fall within the account categories and sub-categories is made by a two character code. This code is indicated by placing the appropriate standard category code in the Chart of Accounts record. The standard codes are:

|      |                       |
|------|-----------------------|
| '1 ' | Income                |
| '2 ' | Expenses              |
| '2C' | Cost of goods         |
| '2G' | Operating expenses    |
| '2O' | Other expenses        |
| '3 ' | Assets                |
| '3C' | Current assets        |
| '3F' | Fixed assets          |
| '3O' | Other assets          |
| '4 ' | Liabilities           |
| '4C' | Current liabilities   |
| '4L' | Long-term liabilities |
| '4O' | Other liabilities     |
| '5 ' | Capital               |

Other options of the basic statements allow for the income amounts to be printed with a positive sign. All of the options for the basic statements are indicated during Company File Data Entry (item #1 on menus GLINIT and GL001).

A description of each of the basic statements follows.



## Basic Statement Print

### **Menu options:**

|            |                       |
|------------|-----------------------|
| GL003 #11  | END-OF-MONTH          |
| GL003Y # 4 | END-OF-YEAR REPORTS   |
| GL004 # 3  | BASIC STATEMENTS      |
| GL004 #13  | CALENDAR YEAR REPORTS |

### **Report sequence:**

Company/account category/account number  
Page break on account category and company

### **Report contents:**

|             |                                                  |
|-------------|--------------------------------------------------|
| ACCOUNT     | Account number                                   |
| DESCRIPTION | Account description                              |
|             | TOTAL                                            |
| PERIOD TY   | Current period amount this year                  |
| PERIOD LY   | Current period amount last year                  |
| YTD TY      | Year-to-date amount this year                    |
| YTD LY      | Year-to-date amount last year                    |
| % INC(EXP)  | Each amount as a % of the total income(expenses) |

### **Totals provided:**

Minor account level  
Major account level  
Sub category  
Category

### **Special notes:**

1. The last page of the report summarizes by category and sub- category in a Balance Sheet Format.



## Basic Divisional P & L

### **Menu options:**

|            |                       |
|------------|-----------------------|
| GL003 #11  | END-OF-MONTH          |
| GL003Y # 4 | END-OF-YEAR REPORTS   |
| GL004 # 3  | BASIC STATEMENTS      |
| GL004 #13  | CALENDAR YEAR REPORTS |

### **Report sequence:**

Company/division/income or expense category/account number  
Page break on income or expense accounts category, division,  
and company

### **Report contents:**

|             |                                                   |
|-------------|---------------------------------------------------|
| ACCOUNT     | Account number                                    |
| DESCRIPTION | Account description                               |
| PERIOD TY   | Current period amount this year                   |
| PERIOD LY   | Current period amount last year                   |
| YTD TY      | Year-to-date amount this year                     |
| YTD LY      | Year-to-date amount last year                     |
| % INC(EXP)  | Each amount as a % of the total income (expense). |

### **Totals provided:**

Minor account level  
Income accounts - division, company  
Expense accounts - division, company  
Profit-loss - division, company



## Basic Minor Level P & L

### ***Menu options:***

GL003 #11 END-OF-MONTH  
GL003Y # 4 END-OF-YEAR REPORTS  
GL004 # 3 BASIC STATEMENTS  
GL004 #13 CALENDAR YEAR REPORTS

### ***Report sequence:***

Company/division/minor level/income or expense category/  
Account number  
Page break on minor level, division, and company

### ***Report contents:***

|             |                                                         |
|-------------|---------------------------------------------------------|
| ACCOUNT     | Account number                                          |
| DESCRIPTION | Account description                                     |
| PERIOD TY   | Current period amount this year                         |
| PERIOD LY   | Current period amount last year                         |
| YTD TY      | Year-to-date amount this year                           |
| YTD LY      | Year-to-date amount last year                           |
| % INC(EXP)  | Each amount as a % of the total income for that amount. |

### ***Totals provided:***

Income - minor level, division, company  
Expense - minor level, division, company  
Profit-loss - minor level, division, company



## Financial Statements – Tailored

### **Menu options:**

|            |                       |
|------------|-----------------------|
| GL003 #11  | END-OF-MONTH          |
| GL003Y # 4 | END-OF-YEAR REPORTS   |
| GL004 # 2  | TAILORED STATEMENTS   |
| GL004 #13  | CALENDAR YEAR REPORTS |

### **Report contents:**

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company options       | each statement can be printed for up to 100 companies or consolidated companies, one at a time. Format five is the only exception, and prints information for up to ten companies or consolidated companies on one report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Amount options        | CURRENT PERIOD<br>CURRENT QUARTER<br>CURRENT YEAR-TO-DATE<br>LAST YEAR PERIOD<br>LAST YEAR QUARTER<br>LAST YEAR-TO-DATE<br>LAST PERIOD<br>BUDGET PERIOD<br>BUDGET QUARTER<br>BUDGET YEAR-TO-DATE<br>ANNUAL BUDGET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Report Format options | '1' One amount printed in one of three columns<br><br>'2' Two amounts printed, each in one of two columns<br><br>'3' Four amounts printed, each in one column<br>Special notes:<br><br>A funds statement can be produced by placing an asterisk (*) in the Funds Statement option of the column control record. The statement compares the current YTD amount to the beginning of the year amount.<br><br>The variance between columns two and three can be printed in column four by placing a 'D' or 'V' in the variance code option of the column control record.<br><br>A 'V' in the variance option of the column control record prints percents of column four to column three. A 'D' prints percentages of column four to the dollar value in counter four. |



4' Six amounts printed, each in one column

Special notes:

Column three contains the variance between columns one and two. Column six contains the variance between columns four and five.

Placing a 'V' or 'D' in the variance code option of the column control record prints percents of column five to column two, and column six to column four.

Placing a 'V' in the variance code option of the column control record prints percents by column four to column three.

'5' Up to ten company amounts printed, each in 1 column.

A combined amount is printed in a separate column.

Special notes:

Companies and/or consolidated companies may be included in this comparison report.

'B' Eleven amounts printed, each in a 1 column.

Special notes:

The headings and columns are fixed.

Amounts printed from the Chart of Accounts are last year period, current period, budget period, last year-to-date, current year-to-date, budget year-to-date and annual budget.

Variance between current period and budget, and current year-to-date and budget year-to-date is printed in dollar amount and percent.





## Processing Schedules

### Chart Processing

After the initial set-up of the Chart of Accounts, new accounts are added to the Chart of Accounts through option 2 on MENU GL001, 'CHART OF ACCOUNTS'. An account must exist in the Chart of Accounts before a General Ledger transaction can be entered for that account.

1. Select option 2 on MENU GL001 to create Chart of Accounts records for new accounts after the Initial Set-up. Budget data for the account can be entered.

NOTE: Chart records can be deleted only if all prior and current year amounts are zero.

2. The Chart of Accounts Proof List, option 12 on MENU GL001 can be selected to verify the data entered for the accounts. Check all records entered to be sure they are correct. Any errors can be corrected through option 2 on MENU GL001.



## Transaction Processing

General Ledger account activity is posted to the Chart of Accounts through the use of Journal, Standard, and/or Sub-System Transactions. Transaction processing consists of three phases; entry, edit, and update. Separate files are used for each transaction type. The Entry of the transactions depends upon the transaction type. The Edit and Update Phases are processed in the same manner for each transaction type. After the transactions have updated the Chart of Accounts they are dumped into the Month-to-Date Transaction file to maintain an Audit Trail. During End-of-Month Processing, the transactions are purged from the Month-to-Date Transaction file and added to the Year-to-Date Transaction file.

The following steps describe General Ledger Transaction Processing:

1. Select the appropriate menu option to create the transactions desired:
  - A. Journal Transactions (filename GLTRAN)  
Journal Transactions include all transactions not created from other DMS Systems and not set up in the Standard Transaction Table.  
  
MENU GL002, option 1, ENTER JOURNAL TRANSACTIONS  
Journal Transactions can only be created through the ADD MODE in this Screen Entry Option. Changes are made to existing Journal Transactions through the UPDATE MODE.
  - B. Standard Transactions (filename GLTRNS)  
Standard Transactions are transactions that affect accounts on a regular basis. These transactions have been previously set up in the Standard Transaction Table and are copied to the Standard Transaction file as needed.  
  
MENU GL003, option 2, GENERATE STANDARD TRANSACTIONS  
Standard Transaction Table Entries that have been setup with a Frequency and # of Times (greater than zero) are used to create Standard Transactions for the company/period selected.  
MENU GL002, option 2, ENTER STANDARD TRANSACTIONS  
Standard Transaction Table Entries that are not generated automatically are copied to the Standard Transaction file through the ADD MODE in this Screen Entry option. The UPDATE MODE is used to change existing Standard Transactions.
  - C. Sub-System Transactions (filename GLTRNX)  
Sub-System Transactions are transactions that have been created in other DMS Accounting Systems; Accounts Payable, Accounts Receivable, Fixed Assets, and/or Payroll/Labor.  
  
MENU GL003, option 1, LOAD TRANS FROM OTHER SYSTEMS  
Sub-System Transactions are 'loaded' into the General Ledger System through this option.



2. After step 1 has been completed, option 4 on MENU GL002 must be run to edit the transactions. When option 4 is selected, the following processing occurs:

The G/L Transaction Edit Selection Screen is displayed:

```
G99EDT G/L TRANSACTION EDIT SELECTION

1. EDIT JOURNAL TRANSACTIONS
2. EDIT STANDARD TRANSACTIONS
3. EDIT SUB-SYSTEM TRANSACTIONS

ENTER DESIRED OPTION: ...

PRESS ENTER TO CONTINUE, F12-CANCEL
```

Enter '1' to Edit Journal Transactions. (filename GLTRAN)  
Enter '2' to Edit Standard Transactions. (filename GLTRNS)  
Enter '3' to Edit Sub-System Transactions. (filename GLTRNX)

```
G99KCB G/L BATCH CONTROL ENTRY 99/99/99

SELECT ALL BATCHES? (Y/N): ..

PRESS ENTER TO CONTINUE
```

Enter 'Y' to edit all batches in the selected transaction file.

Enter 'N' to edit selected batches in the transaction file.

Press ENTER to continue.



If 'N' was entered the following screen is displayed:

|                                 |                         |       |        |                 |
|---------------------------------|-------------------------|-------|--------|-----------------|
| G99KCB                          | G/L BATCH CONTROL ENTRY |       |        | 99/99/99        |
|                                 | COMPANY                 | BATCH | STATUS | SELECT<br>(Y/N) |
|                                 | XX                      | X999  | G      | N               |
|                                 |                         |       |        | N               |
|                                 |                         |       | G      | N               |
|                                 |                         |       |        | N               |
|                                 | XX                      | X999  | G      | N               |
| PRESS ENTER TO CONTINUE, F3-END |                         |       |        |                 |

All batches in the selected transaction file are displayed.  
Batches with a STATUS of 'G' have already been edited and do not contain system detectable errors.

Press F3 to cancel the edit option.

To select a batch for edit, enter a 'Y' in the SELECT column.

Press ENTER to edit the selected batches.

3. Review the Transaction Edit for errors. If system detectable errors are present in any batch, they MUST be corrected before continuing to step 4. Any key entry errors in the effective period, date, reference number, description, account numbers, and amounts should be corrected also. It is time and cost effective to correct transaction errors before the Chart of Accounts is updated with the transactions. If any errors are present, continue to step 3A. If no errors are present, continue to step 4.
- 3A. Select the appropriate option on MENU GL002 to correct any transaction errors:  
Option 1 for JOURNAL TRANSACTIONS  
Option 2 for STANDARD TRANSACTIONS  
Option 3 for SUB-SYSTEM TRANSACTIONS

The UPDATE mode is used to display the transactions by record number. The record number of each transaction is printed on Transaction Edit.



- 3B. Rerun the Transaction Edit, option 4 on MENU GL002. If there are no errors in the selected batches, continue to step 4. Steps 3, 3A and 3B can be executed as many times as necessary. When no system detectable errors are present in a batch, the batch status is updated with a 'G'. Only batches with a status of 'G' will update the Chart of Accounts.
4. This step is optional.  
Select menu option 2 on MENU GL004 to back-up all G/L files before updating the Chart of Accounts with the Journal Transactions. This step insures the capability of rerunning the update if any problem should arise.
5. Select option 11 on MENU GL002, UPDATE/PRINT JOURNAL, to update the Chart of Accounts with edited transactions.

The G/L Ledger/Update Selection Screen is displayed:

|                                        |                             |
|----------------------------------------|-----------------------------|
| G99UPDS                                | G/L LEDGER/UPDATE SELECTION |
| 1. POST JOURNAL TRANSACTIONS           |                             |
| 2. POST STANDARD TRANSACTIONS          |                             |
| 3. POST SUB-SYSTEM TRANSACTIONS        |                             |
| ENTER DESIRED OPTION: ...              |                             |
| PRESS ENTER TO CONTINUE, F12-TO CANCEL |                             |

Enter '1' to Post Journal Transactions. (filename GLTRAN)  
Enter '2' to Post Standard Transactions. (filename GLTRNS)  
Enter '3' to Post Sub-System Transactions. (filename GLTRNX)

If the transaction file is on disk, the G/L Batch Selection Screens are displayed. See next page.



|                               |                         |          |
|-------------------------------|-------------------------|----------|
| G99KCB                        | G/L BATCH CONTROL ENTRY | 99/99/99 |
| SELECT ALL BATCHES? (Y/N): .. |                         |          |
| PRESS ENTER TO CONTINUE       |                         |          |

Enter 'Y' to edit all batches in the selected transaction file.

Enter 'N' to edit selected batches in the transaction file.

Press ENTER to continue.

If 'N' was entered the following screen is displayed:

|                                 |                         |          |                 |
|---------------------------------|-------------------------|----------|-----------------|
| G99KCB                          | G/L BATCH CONTROL ENTRY | 99/99/99 |                 |
| COMPANY                         | BATCH                   | STATUS   | SELECT<br>(Y/N) |
| XX                              | X999                    | G        | N               |
|                                 |                         | G        | N               |
|                                 |                         | G        | N               |
| XX                              | X999                    | G        | N               |
| PRESS ENTER TO CONTINUE, F3-END |                         |          |                 |

All batches in the selected transaction file are displayed. Batches with a STATUS of 'G' have already been edited and do not contain system detectable errors.

Press F3 to cancel the Update/Print Journal option.

To select a batch for update, enter a 'Y' in the SELECT column.

Press ENTER to Update the selected batches.



If at least one of the selected batches has a status of 'G' the Update Phase continues.

All transactions that have updated the Chart of Accounts are added to the Month-to-Date Transaction file and then purged from the Journal, Standard, or Sub-System Transaction file. All transactions for unselected companies and batches remain in the Journal, Standard, or Sub-System Transaction files until they are selected for update.



## **Standard Transaction Entry**

Standard Transactions are copied from the Standard Transaction Table through option 2 on MENU GL003 or through option 2 on MENU GL002. The options can be selected in any order.

1. Select menu option 2 on MENU GL003 to Generate Standard Transactions from the Standard Transaction Table. Table entries that include Frequency and # of Times (greater than zero) are used to create Standard Transactions for the current period. The G/L Company Select Screen(s) are displayed:

|                                 |                               |          |
|---------------------------------|-------------------------------|----------|
| G99KC1                          | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| SELECT ALL COMPANIES? (Y/N): .. |                               |          |
| PRESS ENTER TO CONTINUE         |                               |          |

Enter 'Y' to generate Standard Transactions for all companies.

Enter 'N' to generate Standard Transactions for selected companies only.

Press ENTER to continue.

|                                     |                               |          |
|-------------------------------------|-------------------------------|----------|
| G99KC1                              | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| EFFECTIVE FISCAL PERIOD: ..         |                               |          |
| EFFECTIVE PERIOD ENDING DATE: ..... |                               |          |
| PRESS ENTER TO CONTINUE             |                               |          |

The EFFECTIVE FISCAL PERIOD is displayed for entry only if ALL COMPANIES were selected on the previous screen.

The EFFECTIVE PERIOD ENDING DATE becomes the effective date in each Standard Transaction generated. The system date is supplied and can be changed.

Press ENTER to continue.





If ALL COMPANIES were not selected, the following screen is displayed:

|                                 |                               |                 |               |
|---------------------------------|-------------------------------|-----------------|---------------|
| G99KC1                          | GENERAL LEDGER COMPANY SELECT |                 | 99/99/99      |
|                                 | COMPANY                       | SELECT<br>(Y/N) | EFF<br>PERIOD |
|                                 | XX                            | N               | 03            |
|                                 | XX                            | N               | 04            |
| PRESS ENTER TO CONTINUE, F3-END |                               |                 |               |

All General Ledger companies are displayed with a 'N' SELECT option and the companies' current fiscal period.

To generate Standard Transactions for a company, change the SELECT option to 'Y'.

The EFF PERIOD can be changed if necessary.

Standard Transaction Generation is based upon the EFF PERIOD on this screen and the Frequency, Number of Times, and Eff Period in the table entries for selected companies.

Press F3 to cancel the Standard Transaction Generation.

Press ENTER to Generate Standard Transactions.

The following prompt is displayed:

Please Check the Company Select  
Printout Carefully...and Continue  
Only if the Information is Correct

Do you Wish to Continue?.....(Y/N)

Enter 'N' if the companies were selected incorrectly. The procedure is cancelled. MENU GL003 is displayed.

Enter 'Y' if the companies were selected correctly. Standard Transactions due to be created for the EFF PERIOD are generated for each company selected.



2. Select menu option 2 on MENU GL002 to enter Standard Transactions on an individual basis. Standard Transactions are copied from the Standard Transaction Table by the table entry transaction number. This option is also used to correct errors in existing Standard Transactions after the Transaction Edit has been run. Corrections are made through the Standard Transaction record number.



## **Sub-System Transaction Entry**

Sub-System Transactions are created from other DMS Accounting Systems (Accounts Payable, Accounts Receivable, Payroll/Labor or Fixed Assets). After the Sub-System Transactions are created they must be loaded into the G/L Sub-System Transaction file (GLTRNX).

1. Select menu option 1 on MENU GL003, LOAD TRANS FROM OTHER SYSTEMS. This option loads transactions created from other systems into the General Ledger Sub-System Transaction file (filename GLTRNX). The following screen is displayed:

```
G99TLDS G/L TRANSACTION LOAD SELECTION

1. ACCOUNTS PAYABLE TRANSACTIONS
2. ACCOUNTS RECEIVABLE TRANSACTIONS
3. FIXED ASSET TRANSACTIONS
4. PAYROLL TRANSACTIONS

ENTER DESIRED OPTION: ...

PRESS ENTER TO CONTINUE, F3-CANCEL
```

Enter '1' to Load Accounts Payable Transactions. (GLTRNXA)  
Enter '2' to Load Accounts Receivable Transactions. (GLTRNXR)  
Enter '3' to Load Fixed Asset Transactions. (GLTRNXF)  
Enter '4' to Load Payroll Transactions. (GLTRNXP)



The G/L Company Select List is printed. The EFF PERIOD listed for each company is forced into all transactions loaded for that company. The following prompt is displayed:

Please Check the Company Select  
Printout Carefully...and Continue  
Only if the Information is Correct

Do You Wish to Continue?.....(Y/N)

Enter 'N' if the EFF PERIOD for any company is incorrect.  
The procedure is cancelled. MENU GL003 is displayed.

Enter 'Y' if the EFF PERIOD for each company is correct.  
The selected sub-system transactions are loaded into the G/L Sub-System Transaction file.



## End-of-Month Processing

Periods/months in General Ledger are closed using option 11 on MENU GL003. Select this option after all Transaction Processing has been completed. End-of-Month Processing can be run individually by company or for all companies.

Financial statements, budget analysis reports, and history reports can be selected for production for the period/month being closed.

All General Ledger files are backed-up to diskette or tape.

The Month-to-Date Journal, Month-to-Date Ledger, and Year-to-Date Trial Balance are produced.

The current fiscal period is updated for each company selected.

All current and prior period transactions in the Month-to-Date Transaction file are added to the Year-to-Date Transaction file and then purged from the Month-to-Date Transaction file.



1. The following prompt is displayed for a back-up of all General Ledger files on disk:

INSERT OLDEST DISKETTE/TAPE FOR  
BACK-UP OF ALL G/L FILES

PRESS ENTER TO CONTINUE

Insert the LEAST CURRENT G/L Back-up diskette/tape in the appropriate drive and  
press ENTER.

2. The General Ledger Company Select Screens are displayed.

|                                 |                               |          |
|---------------------------------|-------------------------------|----------|
| G99KC2                          | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| SELECT ALL COMPANIES? (Y/N): .. |                               |          |
| PRESS ENTER TO CONTINUE         |                               |          |

Enter 'Y' to close a period/month for all companies.

Enter 'N' to close a period/month for selected companies only.

Press ENTER to continue.

The following screen is displayed:

|                                     |                               |          |
|-------------------------------------|-------------------------------|----------|
| G99KC2                              | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| EFFECTIVE PERIOD ENDING DATE: ..... |                               |          |
| PRESS ENTER TO CONTINUE             |                               |          |

The system date is supplied as the EFFECTIVE PERIOD ENDING DATE and can be changed.  
This date prints on reports.  
Press ENTER to continue.



3. G/L Company Select Screens continued...

If ALL COMPANIES were selected, processing continues at step 4.

If ALL COMPANIES were not selected, the following screen is displayed for individual company selection:

|                                 |                               |               |
|---------------------------------|-------------------------------|---------------|
| G99KC2                          | GENERAL LEDGER COMPANY SELECT | 99/99/99      |
| COMPANY                         | SELECT<br>(Y/N)               | EFF<br>PERIOD |
| XX                              | N                             | 03            |
| XX                              | N                             | 04            |
| PRESS ENTER TO CONTINUE, F3-END |                               |               |

All General Ledger companies are displayed with a 'N' SELECT option and the companies' current fiscal period.

To close a period/month for a company, change the SELECT option to a 'Y'.

The EFF PERIOD displayed is the CURRENT FISCAL PERIOD from the Company file for each company and can be changed.

Press F3 to cancel End-of-Month Processing.

Press ENTER to continue End-of-Month Processing for the selected companies.

4. The G/L Company Select List is printed for verification of the selected companies. The following prompt is displayed:

Please Check the Company Select  
Printout Carefully...and Continue  
Only if the Information is Correct

Do You Wish to Continue?.....(Y/N)

Enter 'N' if the companies were selected incorrectly. The End-of-Month Processing is cancelled. MENU GL003 is displayed.

Enter 'Y' if the companies were selected correctly. End-of-Month Processing is continued for all selected companies.



The CURRENT FISCAL PERIOD is updated in the Company file for each company selected for End-of-Month Processing.

A Year-to-Date Trial Balance is automatically printed for each company selected for End-of-Month Processing.

If Tailored Statements were selected in the control file the following screen is displayed:

Do You Wish to Change the Statement  
Date Control Records Prior to Print  
of the Tailored Statements? (Y/N)





## End-of-Year Processing

Closing the year in General Ledger is accomplished through six steps on the End-of-Year Processing Menu, MENU GL003Y. End-of-Year Processing must be run after the last period of a year is closed.

The first step in closing a year is the 'PRELIMINARY END-OF-YEAR', option 11 on MENU GL003Y. This option moves current year period amounts to prior year periods in the Chart of Accounts. The new year balance forwards and retained earnings are calculated and posted. An End-of-Year Year-to-Date Transaction file is created from the Year-to-Date Transaction file for the companies being closed. The EOY YTD Transaction file is saved to diskette and will be used again during the Final Close-Out. After Preliminary End-of-Year has been completed, processing for the new year can begin.

The following steps in End-of-Year Processing can be omitted if there are no adjustments to be made to the Chart of Accounts.

The second step in closing a year is 'ENTER ADJUSTING TRANSACTIONS', option 1 on MENU GL003Y. Transactions can be entered to any period '1-12/13', or to period '14', the adjustment period.

The third step in closing a year is 'PRINT TRANSACTION EDIT', option 2 on MENU GL003Y. System detectable errors must be corrected before continuing to the fourth step.

The fourth step in closing a year is to 'UPDATE/PRINT JOURNAL', option 3 on MENU GL003Y. The Adjusting Transactions are updated to the prior year periods in the Chart of Accounts.

The fifth step in closing a year is to print 'END-OF-YEAR REPORTS', option 4 on MENU GL003Y. The reports selected are printed from the prior year in the Chart of Accounts and reflect any adjustments entered, edited, and updated through steps 2 - 4.

The sixth and final step in closing a fiscal year is the 'FINAL CLOSE-OUT', option 13 on MENU GL003Y. Balance forwards and retained earnings are re-calculated and updated in the Chart of Accounts. The Year-to-Date Trial Balance for period '00' is printed. After this step is completed, no further changes can be made to the prior year.

1. Select option 11, 'PRELIMINARY END-OF-YEAR', on MENU GL003Y to begin End-of-Year Processing. This prompt is displayed:

Insert Oldest Tape/Diskette for Back-Up of all G/L Files.

Press Enter to Continue

Insert the LEAST CURRENT G/L Back-up diskette/tape in the appropriate drive and press enter.



- 1A. The General Ledger Company Select Screens are displayed when the back-up of all General Ledger files is completed.

|                                 |                               |          |
|---------------------------------|-------------------------------|----------|
| G99KC3                          | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| SELECT ALL COMPANIES? (Y/N): .. |                               |          |
| PRESS ENTER TO CONTINUE         |                               |          |

Enter 'Y' to close a fiscal year for all companies.

Enter 'N' to close a fiscal year for selected companies only.

Press ENTER to continue.

The following screen is displayed:

|                                     |                               |          |
|-------------------------------------|-------------------------------|----------|
| G99KC3                              | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| EFFECTIVE PERIOD ENDING DATE: ..... |                               |          |
| PRESS ENTER TO CONTINUE             |                               |          |

The system date is supplied as the EFFECTIVE PERIOD ENDING DATE and can be changed. This date prints on reports. Press ENTER to continue.



If ALL COMPANIES were selected, processing continues at step 1B.

If ALL COMPANIES were not selected, the following screen is displayed for individual company selection:

|                                 |                               |                 |               |
|---------------------------------|-------------------------------|-----------------|---------------|
| G99KC3                          | GENERAL LEDGER COMPANY SELECT |                 | 99/99/99      |
|                                 | COMPANY                       | SELECT<br>(Y/N) | EFF<br>PERIOD |
|                                 | XX                            | Y               | 14            |
|                                 | XX                            | Y               | 14            |
|                                 | XX                            | Y               | 14            |
| PRESS ENTER TO CONTINUE, F3-END |                               |                 |               |

All General Ledger companies are displayed with a 'Y' SELECT option. The EFF PERIOD is forced to '14' for End-of-Year.

To omit companies from the Preliminary End-of-Year Processing, change the SELECT option to an 'N'.

Press F3 to cancel Preliminary End-of-Year Processing.

Press ENTER to continue Preliminary End-of-Year Processing for the selected companies.

1B. The G/L Company Select List is printed for verification of the selected companies. The following prompt is displayed:

Please Check the Company Select  
Printout Carefully...and Continue  
Only if the Information is Correct.

Do You Wish to Continue?.....(Y/N)

Enter 'N' if the companies were selected incorrectly. The Preliminary End-of-Year is cancelled. MENU GL003Y is displayed.

Enter 'Y' if the companies were selected correctly. Preliminary End-of-Year Processing is continued for all selected companies.



- 1C. End-of-Year Reports can be printed from option 4 on MENU GL003Y.  
If adjustments to any selected company accounts are necessary, proceed to step 2.
2. Adjustments to the prior year, for the companies being closed, must be entered, edited and updated using options 1, 2, and 3 on MENU GL003Y.

DO NOT ENTER END-OF-YEAR ADJUSTMENTS THROUGH MENU GL002.

DO NOT UPDATE ANY END-OF-YEAR ADJUSTMENTS FOR ANY COMPANY THAT HAS NOT BEEN SELECTED FOR PRELIMINARY END-OF-YEAR PROCESSING.

Adjusting Transaction Processing follows the same pattern as normal G/L Transaction Processing, with the exception being that the Adjusting Transactions are posted to the prior year in the Chart of Accounts.

Select option 1, 'ENTER ADJUSTING TRANSACTIONS', on MENU GL003Y to enter Adjusting Transactions for the companies being closed. This option is also used to correct any errors found on the Transaction Edit for adjustments. Detailed instructions are given in the MENU GL003Y section of this user guide.

3. Select option 2, 'PRINT TRANSACTION EDIT', on MENU GL003Y to edit the Adjusting Transactions entered through option 1. The transactions are selected for edit by batch number. If no system detectable errors are present in a batch, the STATUS is updated to a 'G' which allows the batch transactions to update the Chart of Accounts. Return to step 2 to correct any errors. Rerun the Transaction Edit for the batches containing errors.
4. Select option 3, 'UPDATE/PRINT JOURNAL', on MENU GL003Y to update the Chart of Accounts with the Adjusting Transactions. The transactions are posted to prior year in the Chart of Accounts.

If there are transactions in the file, the G/L Batch Selection Screens are displayed.

|                               |                         |          |
|-------------------------------|-------------------------|----------|
| G99KCB                        | G/L BATCH CONTROL ENTRY | 99/99/99 |
| SELECT ALL BATCHES? (Y/N): .. |                         |          |
| PRESS ENTER TO CONTINUE       |                         |          |

Enter 'Y' to update all batches in the Adjusting Transaction file.



Enter 'N' to update selected batches in the transaction file.

Press ENTER to continue.

If 'N' was entered to select batches, the following screen is displayed:

|                                 |                         |       |        |                 |
|---------------------------------|-------------------------|-------|--------|-----------------|
| G99KCB                          | G/L BATCH CONTROL ENTRY |       |        | 99/99/99        |
|                                 | COMPANY                 | BATCH | STATUS | SELECT<br>(Y/N) |
|                                 | XX                      | X999  | G      | N               |
|                                 |                         |       |        | N               |
|                                 |                         |       | G      | N               |
|                                 |                         |       |        | N               |
|                                 | XX                      | X999  | G      | N               |
| PRESS ENTER TO CONTINUE, F3-END |                         |       |        |                 |

All batches in the selected transaction file are displayed. Batches with a STATUS of 'G' have already been edited and do not contain system detectable errors.

Press F3 to cancel the Update/Print Journal option.

To select a batch for update, enter a 'Y' in the SELECT column.

Press ENTER to Update the selected batches.

Enter a 0. The Update Phase is cancelled. MENU GL003Y is displayed.

All transactions that have updated the Chart of Accounts are added to the cumulative Adjustment file (GLEADJ) and then purged from the Adjusting Transaction file (GLETRN). All transactions for unselected companies and batches remain in the Adjusting Transaction file (GLETRN) until they have been successfully selected for update.

- Repeat steps 2, 3, and 4 as many times as necessary. At any time, the status of the accounts can be checked by running the Budget, History, Trial Balance, Period 14 Ledger, and/or Financial Statements for the prior year through option 4, 'END-OF-YEAR REPORTS', on MENU GL003Y. The reports include the prior year Adjusting Transactions that have updated the Chart of Accounts. When all adjustments have been entered, edited and updated, proceed to step 6.
- Select option 13, 'FINAL CLOSE-OUT', on MENU GL003Y to complete the End-of-Year Processing for companies that have been processed through steps 1 to 5. When step 6 is completed, no changes can be made to the prior year figures in the Chart of Accounts. Initialized diskettes are also required to back-up the Final End-of-Year Year-to-Date Transaction file that is created in this step.



6A. The following prompt is displayed for a back-up of all General Ledger files on disk:

Insert Oldest Tape/Diskette for Back-up of all G/L Files.

Press Enter to Continue

Insert the LEAST CURRENT G/L Back-up diskette/tape in the appropriate drive and press enter.

6B. When the back-up is finished, the G/L Company Select Screens are displayed.

|                                 |                               |          |
|---------------------------------|-------------------------------|----------|
| G99KC3                          | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| SELECT ALL COMPANIES? (Y/N): .. |                               |          |
| PRESS ENTER TO CONTINUE         |                               |          |

Enter 'Y' to close a fiscal year for all companies.

Enter 'N' to close a fiscal year for selected companies only.

Press ENTER to continue.

The following screen is displayed:

|                                     |                               |          |
|-------------------------------------|-------------------------------|----------|
| G99KC3                              | GENERAL LEDGER COMPANY SELECT | 99/99/99 |
| EFFECTIVE PERIOD ENDING DATE: ..... |                               |          |
| PRESS ENTER TO CONTINUE             |                               |          |

The system date is supplied as the EFFECTIVE PERIOD ENDING DATE and can be changed.

This date prints on reports.

Press ENTER to continue.



If ALL COMPANIES were selected, processing continues at step 6C.

If ALL COMPANIES were not selected, the following screen is displayed for individual company selection:

|                                 |                               |                 |               |
|---------------------------------|-------------------------------|-----------------|---------------|
| G99KC3                          | GENERAL LEDGER COMPANY SELECT |                 | 99/99/99      |
|                                 | COMPANY                       | SELECT<br>(Y/N) | EFF<br>PERIOD |
|                                 | XX                            | Y               | 14            |
|                                 | XX                            | Y               | 14            |
|                                 | XX                            | Y               | 14            |
| PRESS ENTER TO CONTINUE, F3-END |                               |                 |               |

All General Ledger companies are displayed with a 'Y' SELECT option. The EFF PERIOD is forced to '14' for End-of-Year.

To omit companies from the Final Close-Out Processing, change the SELECT option to an 'N'.

Press F3 to cancel Final Close-Out Processing.

Press ENTER to continue Final Close-Out Processing for the selected companies.

6C. The G/L Company Select List is printed for verification of the selected companies. The following prompt is displayed:

Please Check the Company Select  
Printout Carefully...and Continue  
Only if the Information is Correct

Do You Wish To Continue?.....(Y/N)

Enter 'N' if the companies were selected incorrectly. The Final Close-Out is cancelled. MENU GL003Y is displayed.

Enter 'Y' if the companies were selected correctly. Final Close-Out Processing is continued for all selected companies.



- 6D. Balance forward amounts and retained earnings are re-calculated and updated in the Chart of Accounts for selected companies only. The current year amounts will reflect the adjustments that were updated in step 4.
- 6E. The Year-to-Date Trial Balance is printed for the companies selected. The period printed on the report is '00' denoting that the YTD Trial Balance was printed from the Final Close-Out.