General Ledger
User Manual

Copyright © 2021 by Samco Software Inc.

Revised 2/4/2022

Table of Contents

Chapter 1 - Understanding General Ledger

The following are definitions of key words used in this Manual.

Accounting
"Accounting" is the methodical collection, categorization, and organized presentation of financial records.

General Ledger
General Ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial Statements are printed based on this data.

As used here, "general" means "pertaining to many areas". General Ledger is often abbreviated "G/L" or "GL".

"Ledger" means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called "ledgers").

General Ledger Account
A "General Ledger Account" is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called "telephone expenses", under which you categorized your telephone bills.

Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an "account number" to each G/L account.

Independent businesses usually use a 3- or 4-digit account number.   For example, you may have a G/L account called "100 - Cash in the bank", and one called "400 - Sales of Product A", and one called "410 - Sales of Product B".

Typically, an independent business will have a hundred or more G/L accounts. In Samco accounting Packages, each time any financial activity occurs in any area of accounting, the dollar

amount of the activity is recorded under the appropriate G/L account.

Chart of Accounts
Here "chart" means "a list". Your "Chart of Accounts" is the list of all of your G/L accounts.

Profit Centres and Sub-Accounts

Sub-Accounts
A "sub-account" is a number which you can set up as part of the G/L account number.

You can use sub-accounts to categorize expenses in whatever way you choose. Their use is optional.

One of the main uses of a sub-account is to represent a profit centre. Profit Centres are often used in other Samco Packages (A/R, A/P, O/E, P/I, etc.) This use is discussed in the next section.

A sub-account may also be used to categorize expenses for different types of merchandise. For example, you could use sub-account 001 for CD players and sub-account 002 for VCRs, etc. Then the following G/L accounts could be set up:

- 5000-001 Purchases - CD players
- 5000-002 Purchases - VCRs

Profit Centres
A "profit centre" is a part of your Company for which sales and/or expenses (and sometimes profits) can be calculated separately from the total sales and expenses of the whole Company.

For example, let's say your "office supplies" G/L account is number 5200. And let's say you want to track office supply expenses independently for each of your three major departments (Dept. A, Dept. B, and Dept. C.).

Rather than use a different main account number for each department (such as "5201", "5202", and "5203"), you could append "-001", "-002", and "-003" to the "5200" main account number as follows:

- 5200-001 Office supplies, Dept. A
- 5200-002 Office supplies, Dept. B
- 5200-003 Office supplies, Dept. C

Then, whenever you're allocating office supply expenses to G/L accounts, you use the above 7-digit numbers. Later, when you're printing Reports, you can specify that you want to see only the information for Dept. A, or Dept. B, or Dept. C.

Profit Centres also apply to sales. A typical use for tracking sales by profit centre is for a Company which has several sales offices. By making each sales office a profit centre, you can separately track the sales performance of each office.

When you want to produce Financial Statements for the whole Company, the General Ledger Package can combine all activity for all profit Centres (sub-accounts), so you get the complete picture.

Transactions

As used in accounting, "transaction" means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events which have already taken place, "transaction" means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called "accounts receivable". The records of your purchases and the payments you make for such purchases are transactions from the accounting area called "accounts payable". The records of quantities of goods received or sold are transactions from the area of accounting called "inventory control".

In Samco software, when a transaction is entered into the system (into a file), it is often referred to as an "entry".

Source (of a Transaction)

The "source" of a transaction (entry) is simply the accounting area where the entry originated (where it was first entered into the computer). For example, a salary expense typically starts in the area of accounting called "payroll".

When hundreds (or even thousands) of entries are generated in other areas of accounting and then gathered together in G/L, it is helpful to know the source of each one. Samco G/L has, as part of each entry, an abbreviation representing the source of that entry.

Debit and Credits

In addition to handling a particular area of accounting, as described above (such as accounts receivable or accounts payable), each Samco Package also keeps track of the effect of those entries on G/L. For example, when you make sales to, or receive payment from your Customers, this activity affects not only A/R, but also G/L.

These entries must be recorded both in the proper A/R Customer accounts and in G/L under the proper G/L account numbers.

The terms "debit" and "credit" refer to the types of entries which must be recorded in G/L accounts to accurately reflect the activity occurring in all accounting areas.

In A/R, a debit memo issued by you to a Customer increases what that Customer owes you, and a credit memo decreases what is owed. Unfortunately, debit doesn't always mean "an increase in

an account" and credit doesn't always mean "a decrease in an account". In some accounting areas, a debit increases a G/L account and a credit decreases a G/L account. In other areas, a debit decreases, and a credit increases, a G/L account.

This occurs because of the system called "double entry accounting" (also called "double entry bookkeeping") which is the standard method of accounting used today.

Double Entry Accounting
The concept behind double entry accounting is that **every entry (transaction) results in balancing debit and credit entries into the General Ledger.**

Let's look at the debits and credits involved when a typical independent business pays for goods or services bought earlier on credit:

The debit: The disbursement (payment you make) results in a debit entry which decreases your "money owed others" account (usually called the "accounts payable" account). This is a "debit to accounts payable".

The credit: The payment also causes a credit entry which decreases one of your "cash on hand" accounts. This is a "credit to cash".

Two entries are made into G/L which balance each other. These balancing entries form the basis of double entry accounting. If you or your accountant ever find your G/L accounts "out of balance", it means that the proper balancing entries were not made.

No attempt is going to be made in this Manual to teach you all about accounting, especially about what types of entries cause what accounts to be debited or credited. Unless you're an accountant or fully responsible for maintaining your Company's general ledger, don't worry if you don't remember whether a debit increases or decreases a particular type of G/L account.

When using Samco accounting software, you will occasionally be asked to enter the G/L account to be debited or credited. Just refer to the appropriate Chapter in this User Manual, where you'll find exact instructions about what to enter.

Within all Samco Power Accounting Modules, the software automatically takes care of double entry accounting as you enter the required information on the screen.

Function
As used here, "function" means one or more programs that accomplish a specific task.

Each selection on the main Menu for a Samco Package is a function. When you select a function from a Menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

General Journal
A "Journal" is actually a Report or book where the activity in some specific area of accounting is

recorded on a regular basis (usually daily).

For example, in the area of accounting called Accounts Receivable, there is a function that allows you to enter your cash receipts (the payments you receive). As part of that function, a Report called the "Cash Receipts Journal" is printed, showing all the payments, you received for that period of time (usually a day).

In the Samco G/L Package, the term "general Journal" refers to the entire function for entering miscellaneous entries into the system. It includes the entry program, as well as the program which prints the Journal showing what entries you made.

Using the general Journal function, you can make a debit or credit entry for any G/L account.

When the G/L Package is used by itself (that is, not in conjunction with other Samco accounting Packages), the general Journal function is used to enter all (or almost all) the entries into the system.

However, when G/L is used with other Samco accounting Packages, many entries are fed into G/L from Journals in these other Packages.

For example, entries from the Sales Journal and Cash Receipts Journal in Accounts Receivable are automatically fed into the general Journal, so they do not need to be re-entered in G/L.

In this case, the general Journal selection is used primarily to enter adjustments and other miscellaneous entries.

Standard Journal
The "standard Journal" is the G/L selection used to enter those entries which normally occur once in every accounting period.

Your rent is an example of a typical standard Journal entry. It is an expense which occurs every month at a fixed rate.

In G/L, a standard Journal entry which occurs every month can also have a variable amount. An example of this would be your electric bill.

All entries which are not automatically fed into G/L from other Samco Packages enter the system through either the general Journal selection or the standard Journal selection. Entries in the standard Journal remain on file until you delete them.

NOTE: A *Recurring Journal* selection is also provided to handle groups of entries which may recur at intervals other than each accounting period. See the Chapter titled Recurring Journal.

Journal Number
In G/L and other Samco Packages, references are made to the "Journal number" of a Journal

printout, or to the "Report number" of a printed Report.

Every Report that is printed has its own Report number. You will see this number on the very first printed line of the Report.

The very first Report that you print, no matter what it is, will be automatically assigned Report number 0001. The next Report will be assigned number 0002. Each new Report that you print will automatically be assigned the next number in sequence 0003, 0004, 0005, etc. until the number 9999 is reached. After number 9999, the next Report number assigned is again number 0001.

This numbering system helps you identify your Reports.

Journal Codes

Every Journal that is printed has a Journal number. The Journal number begins with a two-letter designation, or "Journal code". The Journal code for the General Journal is "GJ". The Journal code for the A/P Check Register in the Accounts Payable Package is "AK".

The Journal Codes are listed in the Chapter titled General Journal.

The Journal number is the two-letter Journal Code, followed by a four-digit Report number. For example, if an entry has a Journal number of GJ0126, this means that the entry can be found on the General Journal Register that has Report number 0126.

The Journal number is kept (stored) along with the entry and tells you the exact Journal on which the entry was printed.

Date Sensitivity

In Samco G/L, you tell the computer what the starting and ending dates are for your current accounting period (the period you are processing), as well as the current reporting period. Thereafter, many of the selections in the Package will automatically ignore any entries which fall outside your current accounting period.

You can enter General Journal entries dated outside your current period for the purpose of adjustment.

Trial Balance

A "trial balance" is a trial run (a test run) made before printing the actual Financial Statements.

The G/L Trial Balance Report shows all the entries for one or more accounts within one or more accounting periods. (You choose which accounts and accounting periods to print).

The Trial Balance Report (and its cousin, the G/L Worksheet Report) are often used by an accountant to figure out what adjusting entries need to be made before the final copy of your Financial Statements can be printed.

Financial Statements
These are the summarized Reports, produced by the G/L Package, which state how your Company did financially over a specified period of time.

Many businesses pay their accountants to prepare Financial Statements every quarter (three months). Virtually all businesses prepare some kind of Financial Statements at least once a year.

The "Income Statement" (also called the "Profit and Loss Statement" or the "P & L") is one of the most important Financial Statements. It typically shows your gross revenues, the direct costs of the goods or services you sold to get such revenues, your other operating expenses, and your profits.

The "Balance Sheet" is another important Financial Statement. Simply stated, your balance sheet shows your assets and liabilities at a particular point in time, and therefore shows your net worth at that time.

With a little help from your accountant, you can tell a lot about the condition of your Company from your current Financial Statements.

Integrated
When a set of accounting Packages is "integrated", any information generated in one area which is needed in another area is automatically supplied to that other area.

You don't have to enter the information twice.

Samco accounting software is fully integrated. When G/L is used with other Samco Packages, any information recorded in those other Packages which G/L should know about can be automatically transferred to G/L.

Data Organization
The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data), and to be able to process data logically, data must be organized in some predictable way. Samco accounting software organizes your data for you automatically as it stores it on your disk.
There are five terms you should understand about the way the data is organized:

Character: A "character" is any letter, number, or other symbol you can type on your computer keyboard.

Field: A "field" is one or more characters representing a single piece of data. For example, an account number, a date, and a dollar amount are all fields.

Record: A "record" is a group of one or more related fields. For example, the fields representing the account number, the amount, and the distribution date might be grouped

together into a record called the "entry record".

Entry: A record in a data file is often referred to as an "entry".

Data file: A "data file" is a group of one or more related records. A data file is often referred to simply as a "file" (without the word "data").

The General Journal File in General Ledger is an example of a data file. Such a file is made up of several records, each of which contains the account number, amount etc. for one entry.

Each file is kept separate from other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, references to "file" in this User Manual mean "data file" unless specifically stated otherwise.

Post
To "post" means to take entries from a temporary file and move them to a permanent file (where other entries probably already exist). For example, in G/L, entries are initially entered into the temporary General Journal File. After entries have been entered and verified as correct, they are posted to the more permanent General Ledger File.

Often, during entry posting, information in other data files is also updated. For example, when sales from Accounts Receivable are posted, the account balance and historical sales figures in the Customer File are also updated.

Alphanumeric
When the manual refers to "alphanumeric", it means letters of the alphabet, numerals (numbers), special symbols (*, &, $, etc.) or any combination of all three kinds. In contrast, "numeric" (or "digits"), means only numbers.

Multi-Company
"Multi-Company" refers to the capability to do accounting functions for multiple companies with the same set of software. A User wanting to do accounting functions for more than one Company on Samco Packages can use the *System functions > Multiple Companies* selection.

Company Consolidation
"Company Consolidation" is the action of summarizing the accounting activity of several companies into a whole, as though they were one Company. For example, the entries from companies A, B, and C could be summarized into Company X, and an overall set of Financial Statements produced for "Company X" (the Consolidation Company).

Product Description: Samco General Ledger
The General Ledger system includes those features most asked for by tens of thousands of Users whose experiences over the past eleven years with earlier versions of this Package have helped refine it to its current mature level.

- Handles up to thirteen accounting periods.
- Supports a 16-character, 5 section G/L account number
- Supports multiple profit centres.
- Supports multiple companies.
- Produces an overall set of Financial Statements from a consolidation of multiple companies.
- Allows Reports to be stored on disk to save computer time, then printed later at your convenience.
- Allows use of multiple printers.
- Provides maintenance and a listing of the Chart of Accounts File.
- Allows general Journal entering, editing, and posting, with edit list and Journal.
- Allows standard Journal entering, editing, and posting, with edit list and Journal.
- Recurring general Journal entries allow for automatic distribution by percentage or allocation.
- Prints the G/L Worksheet and Trial Balance Reports.
- Allows on-line G/L account detail inquiry.
- Prints the Source Cross Reference (for audit trails).
- Prints the Financial Statements in flexible formats which you design.
- Financial Statements can be printed for a set of sub-accounts.
- "Wild-carding" and account ranges are allowed in Financial Statement layouts.
- Key accounting ratios can be calculated (such as "Current Ratio"). User-defined accounting ratios can also be set up.
- Allows you to keep entry detail for the year if disk space is available and has a flexible year-end closing procedure.
- Contains a loan amortization program which gives you information about fixed rate loans.
- Includes password protection and data-integrity checks.
- G/L data can be copied to a new Company for prior year reporting.
- May be used either independently or interfaced to other Samco Modules

Accounting Periods
Using the *Accounting periods* selection, you can define a fiscal year containing from one to thirteen accounting periods. You can also define a separate period for use in reporting purposes.

G/L Account Number Format
Companies with multiple sales departments or branches often require separate Profit and Loss Statements for each "profit centre".

Samco's General Ledger supports sub-accounts to represent multiple profit Centres. When you set up the format of your account numbers, you are offered the option of selecting one of the

sections as a profit centre (this is optional). Sub-accounts may also be used to categorize expenses in different departments, not necessarily profit Centres. See the explanation under "Profit Centres and Sub-Accounts" earlier in this Chapter.

Each account number can be up to 16 alphanumeric characters (User defined) which can further be divided up into a maximum of 5 sections (also User defined), with User selectable section dividers. This is discussed in detail in later Chapters.

Chart of Accounts
In addition to the G/L account number and account description, the chart of accounts record contains various codes which govern the handling of the account throughout the system.

Up to thirteen periods of budgeting and/or prior year comparative information can be stored for each account.

You can print the Chart of Accounts List any time you wish.

General Journal Entries
In the general Journal, you can make new entries (enter transactions), change or delete existing entries, and post entries to the General Ledger Transaction File.

General Journal entries can be made in such a way that they will be automatically reversed next period (for accrual purposes).

As an aid in the editing process, you can print the General Journal Entry Edit List before posting. It can be printed in order by account number or in the order the entries were made.

When general Journal entries are posted to the General Ledger Transaction File, the General Journal Entry Register is automatically printed.

Standard Journal Entries
A Standard Journal Transaction File may be maintained for Journal entries which recur each accounting period.

Each standard Journal entry may be set up with either a fixed amount or with a variable amount to be entered each period. You can then post these entries to the General Ledger Transaction File.

The Standard Journal Entry Edit List may be used to assist in maintaining this file. The Standard Journal Entry Register is automatically printed when these entries are posted.

Recurring Journal Entries
This selection is similar to standard Journal entries, but more flexible, since it allows you to set up Journal entries which recur weekly, quarterly, etc., instead of just once per accounting period.

It also saves you time because if you want to do an allocation to a set of accounts, you can distribute by percentage (in the standard Journal, you must distribute one transaction at a time).

You can set a time limit on a recurring entry. You can also limit recurring entries in terms of the number of times used.

View Accounts
The *View accounts* selection allows all entries for a selected account and within a specified date range to be displayed on the computer monitor.

Source Cross Reference
The Source Cross Reference Report shows all entries for any time period, for one or more sources and/or one or more Journal numbers. This Report prints detail (individual) entries in order by source or by Journal number, whichever you select.

You can always associate a Journal number with a printed, physical document, and (provided you have not compressed the general ledger) you can reconstruct a lost Journal printout by using this selection. To reconstruct, specify all sources and dates for a particular Journal number.

Because you select the ranges of starting and ending source codes, starting and ending Journal numbers, and starting and ending dates, this Report is a very powerful tool for identifying unusual transactions and their origins.

As in nearly all Samco Reports, you can display this Report on your screen. This allows you to rapidly review large numbers of entries within a selected range to isolate any problems.

Financial Statement Formats
With Samco General Ledger, you can design your own Financial Statements. Up to 999 different financial report formats can be defined if disk space allows.

Layout functions allow you to format Financial Statements by entering the relative position of titles, headings, accounts, text lines, sub-totals, totals etc. The User-defined formats are saved on disk and can be easily added to, changed, or deleted whenever necessary.

"Wild-carding" and account ranges are allowed in Financial Statement layouts.

A Financial Statement Specifications List and sample Financial Statements (showing statements as they will print, but without real dollar amounts) may be printed.

Financial Statement Printing
Samco General Ledger prints the User-formatted Financial Statements on request. These include the Income Statement (Profit and Loss Statement), Balance Sheet, Supporting Schedules, Expanded Cash Flow Statement (FASB 95 Cash Flow Statement), and the Source and Application of Funds (SAF) Reports: Statement of Cash Flow, Components of Working Capital, and Changes in Financial Position.

Financial Statements may be printed at any time, for any accounting period which you define, and for a set of sub-accounts (profit Centres) which you define.

Budget and/or comparative figures may be shown on selected Financial Statements along with budget or comparative "variances". A "variance" is the difference between the current amount and the budgeted amount (budget variance), or the difference between the current amount and last year's amount (comparative variance). User-defined notes, disclaimers, etc., may also be printed on any of the Financial Statements.

Accounting Ratios
User-defined accounting ratios can be set up and calculated. These can be standard ratios or customized to meet specific business needs.

Year-To-Date Entries
If your system has sufficient disk storage capacity, all detail entries (transactions) for the year may be retained. When detail is stored for the entire year, the Trial Balance Report may be printed showing all such detail.

However, if disk space is not available, detail may be compressed (summarized) on request. The *Summarize* selection totals and compresses entries, either by date or by accounting period, at the User's option.

Date sensitivity is always maintained during a compression, allowing Reports (without detail) and Financial Statements to be re-run for prior periods, even after compression.

Year End Procedure
The *Close a year* selection automatically clears all profit and loss account activity and consolidates balance sheet entries into one beginning balance entry for the new-year. This procedure also rolls the year-ending account totals over into the last-year comparative figures.

Interface to Other Samco Systems
Samco's Accounts Receivable, Accounts Payable, Job Cost, Canadian Payroll and Inventory Plus systems may be interfaced to the General Ledger, provided each Package interfaced is the same version number, running on the same machine (computer).

Password Protection
You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your Samco software. When passwords are required, each potential User must first enter a valid password before he or she will be allowed to use a protected selection.

Data Integrity Check

A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that information might have been lost due to a machine or power failure. By running this function at the start or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

File Utilities

This selection provides the capacity to recover corrupted data files. You can also use it to convert important data files to a format which can be easily interfaced to common data base and word processing Packages.

Printers

You can easily select any one of more than two dozen of the most popular printers. Additionally, instructions are given to allow you to interface the software to other printers.

Archiving G/L Data

Data from one Company ID can be copied into a new Company ID for transaction entry and reporting of prior year data

Loan Payment Calculation

This general-purpose program is useful to accountants and is included for your convenience, although it is not an integral part of General Ledger. The program is described in the Chapter titled Calculate Loan Payments.

You don't need any Chart of Accounts information or Financial Statement Layouts to calculate loans, but you are required to have entered the Company File information

_____.

Chapter 2 - Getting Started

We assume at this point that you have installed General Ledger on your computer according to the *Installation Guide.* If you have not done so, refer to that Manual and install the G/L Package before proceeding.

Your Accountant

We advise you to consult with your accountant before using Samco software. Your accountant should be familiar with your accounting software in order to serve you well and may have good advice on converting from your existing G/L system.

The General Ledger Data Files

In order to use this Package, you first need to enter certain information describing your General Ledger system and how you want your entries handled. There are several different "data files" which you enter before you can begin using the Package on a regular basis. Here is a brief explanation of those files:

Company File

This file contains basic information about your Company and some system wide settings. If you are using multiple companies, there is a Company File for each Company. In this file, you specify information such as your Company's name and address, the use of passwords, whether you are U.S. or Canadian, and whether you use profit centres (sub-accounts).

G/L Control File

This file contains a number of parameters which define your general ledger structure. Each parameter defines specific values to be used in other selections.

Accounting Period File
With this file, you define the starting and ending dates of your accounting periods. Although most independent businesses use the 12 calendar months as their 12 accounting periods, you can define as few as one or as many as 13 accounting periods here. You also specify a "reporting period" which is used in printing various Reports and statements. It can be the same or different from your "current period".

Chart of Accounts File
This File contains a list of all your G/L accounts. In addition to account numbers and descriptions, you may enter budgets and last year comparative figures into this File. (The use of budgets and comparatives is optional.) You also use this File to define any sub-accounts you are using.

General Journal Transaction File
Although this File is regularly used on a day-to-day basis after the initial set-up procedure, it is also used during these initial steps to make a beginning balance entry for each of your accounts.

Recurring and Standard Journal Transaction Files
These Files contain any entries which recur each accounting period. (By storing recurring entries on the disk, you avoid having to enter them anew each accounting period.)

Sub-account Group File
This File contains sub-account groups. Each sub-account group is a set of sub-accounts which you group together for reporting purposes. Use of sub-account groups is optional. You may create sub-account groups for any defined "section" of your Chart of Accounts.

Layout File
In this file you custom-design and store the layouts (formats) of your Financial Statements.

Text File
You enter into this File any pieces of text (such as instructions, explanations, footnotes, etc.), that are to be printed on your Financial Statements.

Statement Specification File
Use this File to enter additional instructions for printing your Financial Statements. For example, instructions are stored in this File to direct whether to show budgets or comparative figures on any or all Financial Statements.

Setting-Up General Ledger
Perform these steps to start using Samco General Ledger:

1. Study the Chapter titled General Rules in the System Functions Guide.

2. Start G/L according to the instructions in the Chapter titled Using Samco General Ledger.

3. The Company File will be set up for you as part of the installation procedure. Use *Company information* to modify the Company File to be appropriate for your Company. See the Chapter titled Maintain Company Data in the System Functions Guide.

4. Define your accounting periods using *Accounting periods*. (See the Chapter titled Accounting Periods.)

5. Enter G/L control information using *Control Information*. The information in the G/L Control File controls how G/L is used by your Company.

6. Set up your Chart of Accounts. If you are adding the G/L Package after other Samco Packages are in use, you may load accounts from the Valid G/L Accounts file into the Chart of Accounts as described in the Chapter titled Set-up Procedures. If other Samco Packages are not already in use (or you do not wish to load the Chart of Accounts from the Valid G/L Account File), then enter your Chart of Accounts using *Chart of accounts* as described in the Chapter titled Chart of Accounts.

   In setting up your Chart of Accounts, you may choose to enter budgets (for the current fiscal year) and comparative account information for the previous fiscal year. If you do not enter this information, then you will not be able to print Financial Statements which show budgets and comparatives during the initial fiscal year in which you are using the software.

   When you close the fiscal year, the software will store account balances from the year being closed as the comparatives for the New Year. Additionally, you can set budgets based on these comparatives. Thus, even if you do not enter budgets and comparatives now, you will be able to print Financial Statements in the next fiscal year which show budgets and comparatives, since the software will generate this information for you when the current fiscal year is closed.

7. Set up beginning balances for your balance sheet accounts using *Set beginning balances* as described in the Chapter titled Set-up Procedures. In order to use this procedure, you must first enter comparatives for each balance sheet account. If you have chosen to not enter comparatives, then this function will not work correctly.
   If you do not use *Set Beginning Balances* to set up beginning   balances, use *General Journal* to enter the beginning balances.   Enter a debit or credit for each balance sheet account (with a reference of "BBF" for "balance brought forward"). These entries should be dated on the last day of the <u>previous</u> fiscal year. These entries correspond to your final balance sheet for the previous fiscal year.

8. If you are setting up Samco G/L as of the beginning of your   fiscal year, then no other Journal entries need to be made.   However, if you are setting up G/L <u>during</u> the fiscal year, then you must make Journal entries to bring Samco G/L up-to-date with your manual ledger. In this case, you would enter a debit or credit for each account for each period which you have already completed in the current fiscal year.

9. The debit or credit entered would be the net change for that account for that period. For example, if your cash account increased by $1,000 as of the end of the first period, you would debit cash for $1,000 with an entry dated on the last date of the first period.

    For the current period, you would enter a debit or credit for each account which summarizes the net change to that account for the current period.

    A quicker way to bring Samco G/L up-to-date is to make a single entry which summarizes the net change to each account from the beginning of the fiscal year up to the current date in the current accounting period. However, if you do this, then the software will not be able to generate budgets and comparatives for all accounting periods when you close this fiscal year. This is because you will not have entered enough information for the computer to determine the ending balance for each account for each period that has already been completed in the current fiscal year.

10. Set up the standard Journal, using *Standard Journal*. This Journal is for debits and credits which are made each accounting period and is described in the Chapter titled Standard Journal.

11. Set up the recurring Journal, using *Recurring Journal Trx*. This Journal is for debits and credits which occur periodically (but not necessarily just once each accounting period.) This Journal can also be used to set up allocations to accounts on a percentage basis. See the Chapter titled Recurring Journal.

12. Enter text that will be used on Financial Statement layouts using *Texts* as described in the Chapter titled Texts.

13. Enter Financial Statement Layouts for your Profit and Loss Statement, Balance Sheet Statement, and supporting schedules for each, as needed. Financial Statement Layout entry is described in the Chapter titled Financial Statement Layouts.

14. If you wish to print Financial Statements for sets of sub-accounts, then enter each set as a sub-account group using *Sub-account groups*, as described in the Chapter titled Sub-account Groups.

15. Enter Statement Specifications using *Financial Statement Specifications*. These specifications are used to control the sequence in which Financial Statements are printed and to specify whether budgets, comparatives, or ratios are to be printed on the Financial Statements. Additionally, you may specify whether the Financial Statement is to be printed for all sub-accounts, a single sub-account, or for a set of sub-accounts as defined by a sub-account group.

16. If you are using multiple companies and need to print consolidated Financial Statements, set-up your Consolidation Company as described in Chapter Company Consolidation.

NOTE: Additional G/L exercise data is provided with this Package. Refer to the appendix titled *Additional G/L Exercise Data* for further instructions.

Regular Use

When you have finished building your Data Files as above, you will be ready to use G/L on a regular basis. The remaining Chapters in this Manual show you how to:

- View G/L account activity
- Print the G/L Trial Balance and worksheet Reports
- Print the Financial Statements
- Summarize the G/L File (to make the file smaller)
- Perform the year end procedures
- Get distributions from other Samco Packages
- Consolidate multiple companies for summarized Reports
- Calculate loan payments
- Perform a data integrity check

Samco Support

The user manuals are designed to allow you to use Samco's Power Accounting application software without any additional help. However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance. Your supplier should be able to provide such assistance, or he may be able to recommend an independent source.

Samco Help Desk
8661 – 201st Street, 2nd Floor
Langley, BC V2Y 0G9
Canada
Phone:(604) 597 4211
E-mail: support@samco.com
Web: http://www.samco.com

Samco provides support on **a fee-for-service basis.** Please ensure that you have the software release, serial number(s), media type, payment information (Visa or MasterCard) and other related information available when you call.

For a detailed description of Samco's support and Customer services, please check out our web site at http://www.samco.com.

You may go to your own dealer for training; however, if your dealer does not offer training, call Samco at (800) 663-2080, for information and cost.

Chapter 3 - Starting Up

Starting Samco General Ledger
Your computer has an operating system (which is the basic software of the computer) such as Windows, Linux, or UNIX. If you are uncertain which operating system your computer has, contact your supplier.

For Windows:

From a DOS prompt, type **CD \SSI** (or whatever top-level directory you installed your Samco software in).

Then type **MENU**

For Linux and *Unix* based systems

Ensure you are logged in as a User authorized to use Samco software. (See the *Installation Guide* for details.)

Type **cd /usr/ssi** (or whatever the name of your top-level directory is).

Then type **./MENU**

You may be prompted for a Company number (if multi-companies turned on), followed by your User initials. You may then select General Ledger from the master Menu which appears.

Multiple Companies

If you have set up your software to process information for more than one Company enter an ID code for the Company you wish to use. (See the *Multiple Companies* Chapter in the System Functions Manual for additional information)

Your Initials

You are asked to enter your initials if you do not have passwords turned on. Initials are required for certain types of audit trails. In addition, the User initials can control which Menu style the User prefers.

Password

You may be asked to enter your password. If so, enter your password. The characters you type will be invisible on your computer screen. Remember to press **[Enter]** after typing your password.

Multi-level (Numbered) Menus

The *General Ledger* Menu then appears:

```
SAMCO Power Accounting - General Ledger                        Sales Station #001


                    Please select


                 *  1. Chart of accounts
                    2. General journal trx
                    3. Recurring journal trx
                    4. Standard journal trx
                    5. Set correcting entries
                    6. Statement layouts
                    7. View
                    8. Current reports
                    9. Ledger connection
                    10. Get distributions
                    11. Detail history & reports







Make a selection, or press F2 for more selections, or F11 for help at any time
```

The selections that you will be using most often (such as General Journal) are on the first screen of the main Menu.

To choose one of the selections shown above, type the number of the selection and press

[Enter]. For example, to select *General Journal trx*, type **2**.

To get to page 2 of the Menu, press **[F2]** from page 1. If you are using multiple companies and this is a Consolidation Company, an additional selection appears: *Company Consolidation*. Make selections from page 2 the same way as from page 1.

You may also make selections on page 2 from page 1 by typing the selection number. For example, to select *Accounting Periods* while page 1 is displaying, type **13**.

To return to page 1 of the Menu, press **[F2]** or **[Tab]**.

Help
While using your Samco Power Accounting software, press the **[F11]** key at any timed for help about what you're currently doing.

To Exit the G/L Module
To exit the G/L module, press **[TAB]** from page 1 of the G/L Menu or use the "Jump" function by pressing **[F3]** followed by **EX** for exit. Depending on your computer setup; the Samco Master Menu appears, listing modules, or your operating system prompt appears, or your calling Menu appears.

_____

Chapter 4 - Guide to Daily Operations

The following checklists are provided as examples of how you might use General Ledger to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY

____Enter debits and credits using *General Journal Trx > Enter*. Print an edit list to verify your entries and then post these entries to the General Ledger Transaction File.

EACH DAY, AS NEEDED

- ____Enter new G/L accounts using *Chart of Accounts > Enter*.

- ____Inquire into accounts, using *View general ledger accounts*.

- ____Enter new recurring Journal transactions using *Recurring Journal Trx > Enter*.

- ____Select recurring Journal transactions for use, using *Recurring Journal Trx > Select for use*.

- ____Copy selected recurring Journal transactions to the General Journal Transaction File using *Recurring Journal Trx > Use selected*.

- ____Post the recurring Journal transactions using *General Journal Trx > Post*.

____Mark entries in the General Ledger Transaction File as "correcting entries" using *Set correcting entries*.

Periodic/Monthly Operations Checklist

EACH PERIOD

____If you are using Samco A/R, A/P, I/C, P/C, or J/C, then follow the procedure described in the Chapter titled *Get Distributions* to pull debits and credits from these Packages into General Ledger.

____Print a Trial Balance Report using *Trial balance*.

EACH PERIOD, AS NEEDED

- ____Print the Source Cross Reference Report (as needed) to print a list of entries in the General Journal Transaction File by source code or Journal number.

____Print a General Ledger Worksheet. Use this worksheet to make adjustments for the period.

____If you have set up the Standard Journal, edit the transactions in the standard Journal as needed. The standard Journal would normally contain debits and credits for adjustments to be made for the accounting period.

Print an edit list
to verify your entries and then post
the standard Journal to the General
Ledger Transaction File.

(If you have not set up the Standard
Journal, use *General Journal* to enter
and post your adjustments.)

____   Print another Trial Balance as a
permanent record of the debits and
credits for the current period.

____   Print Financial Statements using
Print Financial Statements.

____   If you are using multiple companies
and need to consolidate entries, then do
so, using *Consolidate entries*. This function
is run in the Consolidation Company. Then
print consolidated Financial Statements using
Print Financial Statements in the
Consolidation Company.

- ____Use *Compress G/L transactions* (if
  needed) to reduce the size of the General
  Ledger Transaction File. Be sure to read the
  Chapter titled *Compress G/L Transactions*
  before running this function, as this function
  compresses information in the General
  Ledger Transaction File. (You may also
  want to consult with your accountant before
  using this function.)

End of Fiscal Year Checklist

EACH FISCAL YEAR

____Perform all the periodic/monthly actions described above for your final accounting period of the fiscal year. If you must start your new fiscal year prior to entering your final adjustments for the fiscal year just ended, then see the Chapter titled *Close A Year*, which describes how to start the new fiscal year without closing the previous year.

____Once you have entered and posted your final adjustments for the fiscal year, print your final financial statements for the fiscal year.

____Print a detailed trial balance for the entire fiscal year, which will serve as a permanent record of the fiscal year.

____Follow the procedures described in the Chapter titled *Close a Year* to close the fiscal year.

_____

Chapter 5 - Company Data

This selection is used to record information about your Company, such as your Company name, address, size / layout of General Ledger Account Numbers, and many other Company specific parameters.

For a full explanation, please refer to the *System Functions* Manual, for the Chapter titled *Company Data*.

Chapter 6 - Setting Accounting Periods

This selection is used to enter the accounting periods in your fiscal year. You may define up to 13 accounting periods. (Most companies use only 12 periods - one for each month.)

NOTE: When setting accounting periods, the General Ledge has no periods to close. You can set the Control File to not allow posting into different periods.

To Begin
Select *Set up, Accounting Periods* from page 2 of the G/L Menu.

If you are starting a new year and are not ready to close your previous year out but would like to set the Accounting periods.

If you are NOT READY to close your General Ledger at Fiscal Year End, you can take the following steps so that you can process information for the New Year:

1. Change the accounting periods to reflect the New Year. (check that the Flag in Control Information is set to 'Y' to allow posting outside of the current year.) We recommend setting this to Y if you are leaving your prior year open for adjusting entries.
2. Make entries as usual. The Trial Balance will include a beginning balance for your P&L accounts from last year until you close.
3. When you are ready to close, change the accounting periods back to last year. Make sure that the last day defined here is the last day of the year you intend to close.
4. Perform the End of Fiscal Year checklist in the Chapter 4> Titled '*Guide to Daily Operations'*.

    Do <u>not</u> make a Journal entry for "retained earnings". The software will do this automatically.
5. Run *Print Pre-Closing Report* (if needed) followed by *Post Closing Entries*. (same report)

Default Accounting Periods

The first time you run this function, or the first time you run it after initializing the Accounting Period File (see appendix), this file is empty. When an empty file is detected, all accounting period dates are set based on the calendar year taken from the system date (the day your computer shows as today).

This screen shows twelve periods, one for each month, starting with January 1st and ending December 31st, with both the current period and the reporting period defaulting to the month in the system date.

You can either accept what is displayed or re-enter the periods or change fields by following the instructions below.

Once you enter the starting date, you are asked for ending dates until you have finished. If your starting date is Day 1 of any month, the end of the month (including leap years) is automatically calculated and you may default to the calculated end date.

The next period starting date is automatically calculated as one day later than the previous period ending date.

If your starting date is not Day 1 of a month, you must enter the ending date.

In any case, you can override the default and enter whatever ending date is correct for your period.

You can enter accounting periods totalling less than or greater than one year, but you will receive a warning if you do so.

1-13. Start
Enter the starting date for Period 1.

1-13. End
Enter the ending date for Period 1. Continue to enter ending dates or press [Enter] to use the displayed date.

NOTE: The start dates automatically appear.

14. Current Period
This field is below your accounting periods and is set based on the period you are working in.

The software refers to this current period in many places, generally in selections which process entries like *General Journal, Standard Journal, Get distributions* (the interface to other modules), and *Compress G/L Transactions* (the file compression feature).

Enter a number (1-13) corresponding to one of your accounting periods.

NOTE: The Current Accounting Period is one that is from the accounting table

The number must correspond to a defined period. Once you have entered the period number, the dates for the period are displayed.

At the end of each fiscal year, when *'Close a Year'* is run, the accounting period dates will be updated automatically.

However, the "Current period #" must be changed manually each time you begin a new accounting period.

NOTE: When closing the year end, you will want to make sure that your accounting periods reflect the year that you are closing.

15. Reporting Period
The reporting period is manually entered and usually reflects one of the current periods from the accounting periods table that the User has created

In network environments or other multi-User situations, you can continue normal entry processing associated with the current period while special reports are prepared for a different period (the reporting period).

Selections such as *View accounts* or Print *source cross reference* let you specify whatever dates you wish. Other functions concerned with producing Reports such as the Trial Balance, the General Ledger Worksheet, and all other Financial Statements, use the reporting period.

The reporting period defaults to the current period when the accounting periods are created, but

you can change this. The reporting period can be any range of dates and does not have to be the same as any other period in the accounting period's table.

For example, if your year runs from 01/01/99 through 12/31/99, you might want the reporting period to cover 12/31/98 through 12/31/99, in order to include Balance Brought Forward (BBF) entries.

When done with the reporting period, you can make any changes. If you change period 1, you will need to enter new start and end dates for the period. If you change 2-13, you enter the end date of the period. If the start date of the next period is not one day later than the newly entered end date, the function recalculates the start date and prompts you for a new end date.

NOTE: When the reporting period spans multiple standard account periods, the detailed version of the Trial Balance will offer an option to **Print prd totals?**. When set to **Y**, each period is reported with a separate subtotal.

15. Current Fiscal Year Period
The reporting period is manually entered and usually reflects one of the current periods from the accounting periods table that the User has created

Changing Accounting Periods

If the accounting periods have been entered previously, the existing periods will be displayed after you have selected *Accounting periods*, and you will be asked if you wish to re-enter periods.

If you answer **Y** to "Do you wish to re-enter periods?" all dates are cleared, allowing you to enter all new accounting periods as described earlier.

However, you do not have to re-enter all dates to redefine your periods. If you answer **N**, you can change the ending dates for individual periods. If you change field 1, you can define a new starting date, just like re-entering periods.

To use fewer accounting periods, select the first period to delete and press **[F1]**. The subsequent periods will be cleared.

———————————————
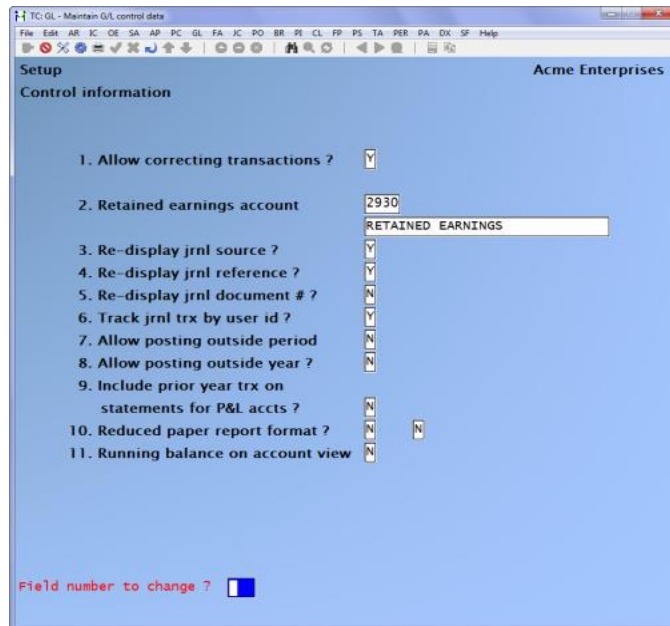
Chapter 7 - Control Information

This selection contains basic information about the accounting set-up of your Company. The information contained in the G/L Control File "controls" various functions in the General Ledger and other Packages.

To Begin

Select *Setup* **>** *G/L Control Data* Screen from page 2 of the G/L Menu. Enter the following control information.

1. Allow Correcting Transactions?

This software includes provisions for creating the Expanded Cash Flow Statement (FASB 95 Cash Flow Statement). FASB 95 means the 95th official statement of the Financial Accounting Standards Board.

In order to handle the requirements for this statement, correcting ledger entries must be labelled as such. A correcting entry is a ledger entry which has been made to correct an earlier ledger entry which is in error.

For example, let us assume that the following debit and credit have been entered and posted:

      DR Accounts Receivable $100
           CR Sales $100

After posting, you discover that the amount should have been $50.
In this case, you would enter and post the following:

      DR Sales $50
           CR Accounts Receivable $50

However, the above two ledger entries must be marked as <u>correcting entries</u> to indicate that they are not the result of a business transaction. If they are not so marked, then your books can give the <u>appearance</u> that the volume of business being done (as reflected in the gross debits to your A/R account) is larger than that which has actually occurred.

There are two methods by which entries can be labelled as correcting entries:

(1) When entering either a General Journal Transaction, a transaction in another Package (A/R, A/P, PR, I/C), an order in O/E, or an Invoice in P/I, you may specify that the transaction, Order, or Invoice is a correcting entry. If you wish to do this, then answer Y to "Allow Correcting Transactions ?" In this case, when correcting entry transactions are posted, the debits and credits generated by the transactions will be marked as "correcting entries" and will appear as such in the General Ledger Transaction File (which is the file within G/L that contains all of the debits and credits for your Company.)

If you answer Y, you may also use the *Correcting Entries* selection within G/L to mark entries as correcting entries, as described below.

(2) After debits and credits have been posted to the General Ledger Transaction File within G/L, you may mark individual debits and credits as correcting entries, using the selection *Correcting Entries*. This selection is discussed in the Chapter titled Correcting Entries.

If you wish to allow correcting entries to be made <u>only through</u> the *Correcting entries* selection, then answer N to "Allow Correcting Transactions ?" When selected you will not be able to specify that individual transactions within G/L or other Samco Packages are able to generate correcting entries.

NOTE: Debits and credits generated by other Samco Packages must be transferred to G/L using the selection *Get Distributions* before they can be marked as correcting entries using the *Correcting Entries* selection. See the Chapter titled *Get Distributions* in this Manual.) Consult with your accountant to determine which of the above methods is most appropriate for your business.

[?] 2. Retained Earnings Account

Enter the account number for the retained earnings account or press **[F1]** to specify that each sub-account section has a separate retained earnings account.

When net profit calculations are done in *Close a year*, the net profit for each sub-account will be calculated separately.

When you enter a new account (that has not yet been entered in *Chart of Accounts*), you see a message reminding you to enter this account into the Chart of Accounts.

NOTE: All but one of the account sections can be wild-carded by pressing [F1]. For example, if your G/L account number is 5 sections, when entering the retained earnings account, you must give at least one of the sections a specific value. The rest of the sections can be wild-carded.

Re-displaying Information in the General Journal and Standard Journal

Your answers in the next four fields determine how default sources, references, and document numbers are presented to you for each debit/credit entry in the general Journal, recurring Journal, and standard Journal. They also determine whether transactions are to be tracked by the User who enters them.

The first three fields allow you to specify whether to use the source, reference, and/or document number from the previous entry when making general Journal, recurring Journal, and standard Journal entries.

The fourth field allows you to specify whether or not you track your Journal entries by User. This is most effective in multi-User environments, giving individual Users the ability to track their own Journal entries, without worrying about other Users on the system.

3. Re-display Jrnl Source?

Press **[Enter]** for **Y** to re-display the source from the previous entry. Answer **N** to not have the source re-display.

4. Re-display Jrnl Reference ?

Press **[Enter]** to answer **Y** to re-display the Journal reference from the previous entry. Answer **N** to not have the Journal reference re-display.

5. Re-display Jrnl Document #?

Press **[Enter]** to answer **N** to not re-display the Journal document number from the previous entry. Answer **Y** to have the Journal document number re-display.

6. Track Jrnl Trx by User ID?

Press **[Enter]** to answer **Y** to track Journal transactions by the User ID they were entered under. Answer **N** to not have Journal entries by User ID.

NOTE: If you answer N for any of the above four fields, you will still be able to access the previously entered value using the F1 key.

7. Allow Posting Outside Period?

Answer **Y** to allow transactions entered to be dated outside of the current period as defined in the accounting periods. When you print the General Journal Entry Edit List, the software will notify you that "Posting is allowed, but one or more trx are dated outside the current period/year". When you post, the software displays the message "Note: One or more trx were dated outside the current period/year".

Answer **N** to disallow out-of-period transactions.

8. Allow Posting Outside Year?

Answer **Y** to allow transactions entered to be dated outside of the current fiscal year as defined in the accounting periods. When you print the General Journal Entry Edit List, the software will notify you that "Posting is allowed, but one or more trx are dated outside the current period/year". When you post, the software displays the message "Note: One or more trx were dated outside the current period/year".
Answer **N** to disallow out-of-year transactions.

NOTE: We recommend setting this to Y if you are leaving your prior year open for adjusting entries. Otherwise it should be set to N to avoid transactions being entered with the incorrect year.

9. Include Prior Year Trx on Statements for P&L accounts?

Answer **Y** if you want the transactions from the prior fiscal year calculated in the YTD for P&L statements, and current earnings on balance sheet statements.

Answering **N** will ignore prior year transactions in P&L statements and accumulate the BSNI for transactions outside of the fiscal year in a special retained earnings account.

This is most useful when you have not yet closed your prior year transactions, however, you need the ability to Report on this year's figures.

Reduced Paper Format Report

Answer **Y** or **N**. The trial balance, general, and standard Journal registers can be optionally printed in a condensed format which reduces the amount of paper used. The Journal registers use approximately 33% less space, while a summary trial balance can be reduced to approximately ¼ of its original size.

Running Balance on Account View

Answer **Y** if you wish to allow a running balance of a GL account to be displayed when viewing an account.

_____

Chapter 8 - Chart of Accounts

This selection is used to enter accounts in the Chart of Accounts File.

Besides entering accounts, you can:

- Print a list of the accounts.
- Print a Chart of Accounts Change Log (if you chose in *Company information* to use change logs).
- Enter an unlimited number of notes about each account.

If you have previously set up the Valid G/L Account File for Accounts Receivable, Accounts Payable, Payroll, Inventory Control, and/or Job Cost, you can do a partial set-up of the Chart of Accounts File by using the procedure described in the Chapter titled Set-up Procedures.

If you do this partial set-up, the Chart of Accounts File will include the account numbers and descriptions of all accounts listed in the Valid G/L Account File. You must enter the remaining information for the Chart of Accounts.

Chart of Accounts Organization

We recommend that you organize your accounts by main account number. Here's an example of one possible method of numbering accounts:

·	Asset Accounts	1000 to 1999
	· Current Assets:	usually 1000 to 1499
	Fixes Assets:	usually 1500 to 1999
·	Liability Accounts	2000 to 2999
	· Current Liabilities:	usually 2000 to 2499
	· Long Term Liabilities:	usually 2500 to 2999
·	Owner's Equity Accounts	3000 to 3999

· Revenue Accounts	4000 to 4999
· Cost of Goods Sold Accounts	5000 to 5999
· Cost of Goods Subtypes	6000 to 6999
· Expenses	7000 to 7999
· Other Revenue	8000 to 8999
· Other Expenses	9000 to 9999

Keep in mind that the Trial Balance is printed in account number order for different groups of accounts (including subtotals).

For the subtotalling feature to be of value, group the accounts so that subtotals will be meaningful. For example, you could group Current Assets and Fixed Assets separately. Then, within Current Assets, you could show Cash, Prepaid Expenses, and Inventory, each with its own subtotals.

Subtotal Levels
To plan the position of subtotals, it helps to lay out your entire Chart of Accounts in numerical order on a sheet of paper. The example below is a simplified Chart of Accounts which demonstrates how the first three subtotalling levels work.   (Subtotalling is described in detail in the Chapter titled Financial Statement Layouts.)

1010-000 CASH, FIRST NATIONAL BANK
1020-000 CASH, FIRST PROVINCIAL BANK   1
1040-000 PETTY CASH   2
1100-000 ACCOUNTS RECEIVABLE
1200-000 MERCHANDISE INVENTORY 3

The Trial Balance would print as follows:

Account Description   **Balance**

1010-000	CASH, FIRST NATIONAL BANK	10,000.00
1020-000	CASH, FIRST PROVINCIAL BANK	10,000.00
	Subtotal Level 1:	20,000.00
1040-000	PETTY CASH	100.00
	Subtotal Level 2:	20,100.00
1100-000	ACCOUNTS RECEIVABLE	25,000.00
1200-000	MERCHANDISE INVENTORY	15,000.00
	Subtotal Level 3:	60,100.00

In this example, the subtotal levels are used to show the relationship between various asset accounts. The first subtotal level shows total cash in banks, the second shows total cash assets, and the third shows total current assets.

The rules for inserting subtotal levels are highly flexible. The main rules to remember are:

    a. Have your accounts numbered in a logical order.
    b. After a subtotal is printed, its stored total and the stored totals of all "lower" subtotals are set to zero. In the example above, the first subtotal is set to zero after it is printed.

If Petty Cash had been given a subtotal level of 1 instead of 2, the amount of that subtotal would be 100.00, instead of 20,100.00. (Subtotals do not get added together; only the accounts will show a subtotal.)

If subtotals had been used later for level 4 and higher levels, they would include the subtotals for level 1, level 2, and level 3.

A subtotal level the same as or less than the last one used does not include the earlier subtotal amounts in its subtotal.

Defining Sub-Account Numbers

A main account number of all zeros is reserved for defining a sub-account number. If sub-account numbers are not used, entering all zeros for the main account number is not allowed.

For example, account number 0000-200 would be used to define sub-account number 200. Each sub-account number that you use must be defined in this way.

In later selections where entering a sub-account is required, the software will check to see that the sub-account entered has been defined in the Chart of Accounts. This eliminates the possibility of doing processing for a non-existent sub-account.

Entering Accounts

Select *Chart of Accounts >Enter* from the G/L Menu.

```
Chart of accounts                                          Sales Station #001
Enter

              *    1. Account number          [        ]
                   2. Description

                   3. T/B subtotal level
                   4. Fin statement type
                   5. SAF type

                   6. Paren control code
                   7. Compression code
                   8. Cash flow type

                   9. Update valid accounts ?
                  10. Control Account ?




F1 = next acct, ShF1 = prev acct, F2 to use all/some possible section values
```

New and Existing Accounts
From this screen you can work with both new and existing accounts. If an account has already been entered for the number you specify, that account will appear and be available for changes or deletion.

[?] 1. Account Number
Enter the main account number, then enter the sub-account number (if you are using them), OR:

> **[F1]** -To scan through existing accounts
> [**F2**] -To set the section value to use some or all of the values
> from the Valid Sections File in System Functions.

Entering Accounts with Sub-Accounts
If you are using sub-accounts, you must enter a separate account for each sub-account which use that main account.

For example, if you have your Sales Account numbered 5000, and you have sub-account numbers 100 and 200, you must enter accounts 5000-100 and 5000-200.

A quick and easy way of setting up section sub-accounts is to set up the section values in the Valid Sections (System Functions) first. Next, when creating a new account through this

function, press **[F2]** at each section which will have multiple sub-accounts – the field(s) will display "*" symbols.

NOTE: All but one section can be wild-carded.

Once you have finished entering budgets and comparatives you will be prompted for a starting and ending section value for each section you wild-carded with **[F2]**. The system will then automatically create new accounts for you.

For example, if you have your Telephone expense account numbered 6100, and you have sub-account sections of 100-SALES, 200-SALES, 100-SERVICE AND 200-SERVICE, you could set up the valid sections 2 and 3 with 100 and 200 and SALES and SERVICE respectfully. Next, when setting up the Telephone expense account, simply enter in 6100 in section 1 and press **[F2]** for sections 2 and 3. The system would automatically set up accounts 6100-100-SALES, 6100-100-SERVICE, 6100-200-SALES AND 6100-200-SERVICE.

NOTE: There are two other alternative methods to entering sub-accounts into the Chart of Accounts. These are described in detail in 4. Create Account Section (later on in this Chapter) and in the *Set-up Procedures* Chapter.

The *Set-up procedures* selection allows you to <u>copy</u> a sub-account. In that way you can create the first sub-account (for each main account), and then copy it to create other sub-accounts. While the **Create account section** function does basically the same thing with a few slight variations.

2. Description
Enter the account description to appear on all reporting.

3. T/B Subtotal Level
This is the Trial Balance (T/B) subtotal level. You can enter a number from 1 to 9, or press **[Enter]** to specify that a subtotal will not be printed under this account. (see the earlier section titled "Subtotal Levels").

4. Fin Statement Type
This is the Financial Statement type, which defines the account as either a balance sheet account or a profit and loss (P&L) account. Asset, liability, and equity accounts are balance sheet accounts. Revenue and expense accounts are P&L accounts.
Enter either:

   B -Balance sheet account
   P -Profit and loss account

The correct identification of the account is <u>VITAL</u>, since other selections depend on this information.

5. SAF Type

This is the Source and Application of Funds (SAF) type. The SAF type is required for each balance sheet account if you intend to automatically generate the Sources and Application of Funds Statements.

This field is skipped for a P&L type account.

For a balance sheet type account, enter a SAF type:

C -Cash
A -Current Asset (except cash)
L -Current Liability
N -Non-cash charge against income for non-current accounts
　　　(Example: Accumulated Depreciation)
F -Funds flow account (such as, equity accounts, non-current assets, non-current liabilities)

If you do not require SAF statements, you may skip this field.

If you have any uncertainty about the meaning of these codes, consult your accountant.

NOTE: The Source and Application of Funds Statements include the Statement of Cash Flow, the Statement of Changes in Financial Position, and the Analysis of Changes in Working Capital. SAF statements supplement the Balance Sheet and P&L Statement by showing all sources from which funds were obtained and how these funds were used.

6. Parentheses Control Code

Enter the parentheses control code, which is used to highlight atypical (not typical) account balances on Financial Statements by enclosing them in parentheses.

Asset and expense accounts are typically **debit** balance accounts, so you should parenthesize them when they have a credit balance.

Liability, equity and revenue accounts are typically **credit** balance accounts, so you should parenthesize them when they have a debit balance.
Enter either:
D -Parenthesize when debit (liabilities, equities and revenues)
C -Parenthesize when credit (assets and expenses)

For certain accounts, you must use a parentheses control code which is the same as the account's typical balance. This occurs when an account's balance appears in parentheses under normal circumstances. For example, contra-asset accounts such as accumulated depreciation appear in the assets section of the Balance Sheet, highlighted by parentheses.

See your accountant if you have any questions about this.

7. Compression Code
When you run *Compress G/L Transactions*, individual entries will be compressed (summarized) either, for a single day; for a particular accounting period, or not at all. (See the definition of "Compress" in the Glossary.) The code you enter determines which compression method is to be used for this account.

Enter either:

D	-Date (consolidate all entries for a single day)
P	-Period (consolidate all entries for a single accounting period)
N	-No compression (retain all entry detail)

8. Cash flow type
This information is needed for the Expanded Cash Flow Statement. According to the standards, all changes in cash accounts are to be accounted for in one of three categories.

Enter a category as follows:

O	-Operations (such as revenue and expense accounts)
I	-Investment (such as non-current asset accounts)
F	-Financing (such as notes payable account)
BLANK	**-**Leave this field blank to show this account is not involved in cash flow (for example, an account for depreciation)

NOTE: Later, when you are entering a C/L account on an Expanded Cash Flow Statement layout, you are given a warning message if you have not defined a "cash flow type" for that account. Enter cash flow types here for each account to be used on the layout to avoid this error message.

NOTE: If you have any uncertainty about the meaning of these types, consult your accountant.

9. Update Valid Accounts
This feature allows the User to indicate whether the account is to be added to the valid accounts file for use with the sub-ledger modules eliminating the double entry of account numbers in *System Functions > Valid Accounts*. In addition, a GL account can no longer be deleted if there are comparative values. However, the F2 override can be used if there are no general Journal transactions on file for that account.

10. Control Account
Certain accounts (bank, A/R, and A/P for example) are usually managed by the sub-ledger and should always be in balance. For this reason, you probably don't want to be able to enter manual G/L journal entries that could cause these accounts to go out of balance with the subledger.

Valid options include:

Y   Manual general, recurring or standard journal entries cannot be made to this account

N   The account is not a control account and journal entries are allowed

O   A warning will be displayed when attempting to manually enter a journal entry to this account.

```
Chart of accounts                                              Sales Station #001
Enter


              *    1. Account number              1000-000
                   2. Description                 Cash account #13557


                   3. T/B subtotal level
                   4. Fin statement type          B
                   5. SAF type                    C


                   6. Paren control code          C
                   7. Compression code            N
                   8. Cash flow type              ☐


                   9. Update valid accounts ?     Y
                  10. Control Account ?           Y






Make changes, F1 = next account, ShF1 = prev account, F3 = delete, F6 = notes
Field number to change ?        ▮
```

Comparatives

The second *Chart of Accounts* Screen is used to enter or change comparatives. A "comparative" is the previous years' balance for a given account at the end of a particular accounting period:

Chart of accounts   **Acme Enterprises Inc.**

Enter

Comparatives

Account   1000-000   Cash account #13557

1. Prior yr begin bal	454,839.20
2. End bal lsyr prd-1	460,339.20
3. End bal lsyr prd-2	460,339.20
4. End bal lsyr prd-3	460,339.20
5. End bal lsyr prd-4	460,339.20
6. End bal lsyr prd-5	460,339.20
7. End bal lsyr prd-6	460,339.20
8. End bal lsyr prd-7	460,339.20
9. End bal lsyr prd-8	460,479.60
10. End bal lsyr prd-9	460,479.60
11. End bal lsyr prd-10	460,055.60
12. End bal lsyr prd-11	460,055.60
13. End bal lsyr prd-12	460,055.60
14. End bal lsyr prd-13	.00

F6 = notes
Field number to change ?

For example, suppose sales for a particular product were $5,000 during each period of the previous fiscal year. Further, because P&L accounts are closed out at the end of each fiscal year, suppose the beginning balance was zero.

The comparative amounts for this account would appear as follows:

Prior Year Beginning Balance	0.00
Ending Bal Last Year Period 1	5,000.00-
Ending Bal Last Year Period 2	10,000.00-
Ending Bal Last Year Period 3	15,000.00-
Ending Bal Last Year Period 4	20,000.00-

Balance sheet account comparatives are entered in much the same way, although the prior year beginning balance would not necessarily be zero. For instance, suppose a cash account that had a beginning balance of $15,000 last year and increased by $1,000 during each period of the year. The comparative amounts for this account would appear as follows:

Prior Year Beginning Balance	15,000.00
Ending Bal Last Year Period 1	16,000.00
Ending Bal Last Year Period 2	17,000.00
Ending Bal Last Year Period 3	18,000.00
Ending Bal Last Year Period 4	19,000.00

Entering New Comparatives

1. Prior Yr. Begin Bal
Enter the prior year beginning balance (the balance for this account at the beginning of the prior fiscal year). Credit balances must have a minus sign.

2.-14. End Bal 1syr prd-1 through prd-13

Enter the ending balance for each period of last year. <u>Credit</u> balances must have a minus sign.

You cannot enter comparative amounts for periods that are not defined in *Accounting periods*. These periods will be skipped automatically.

Once you enter an amount for the first comparative, OR:

> **[F1]** -To repeat the comparative amount for the next period
> **[F2]** -To duplicate the comparative amount for all remain valid periods

At the end of the fiscal year, when '*Close a Year'* is run, the account balances (for each period) will automatically be transferred to the corresponding comparative periods.

Comparatives are entered only when the system is first set up.
If you press **[Esc]** while entering comparatives, the screen is cleared and you are prompted to re-enter the information starting with field number 1.

Changing Existing Comparatives

It is not likely that you will want to change the comparative amounts, particularly after the first year of operation. For this reason, the message "Change not allowed" will display if you try to get access to one of these fields.

It is possible to override the restriction. See the *System Functions Guide* for information on how to do **protected changes**.

Entering Budgets

Ledger Connection

This feature allows the User to import budgets into the GL Chart of Accounts from a spreadsheet. To access this feature, go to *GL ＞ Ledger Connection.*

In Samco's General Ledger system, a budget is defined as the targeted or anticipated net change to an account during a given period.

-**Example,** -If sales of a specific product line were targeted for $10,000 for each period of the fiscal year, the correct budget information for the account for this product's sales would be $10,000 credit (with a minus sign) for each period's budget amount as follows:

Period-1	10,000 –
Period-2	10,000 –
Period-3	10,000 –
Period-4	10,000 –
Etc.	

Similarly, the projected telephone expense for a particular phone line might be set at $5,000 per period. The correct budget information to record this expense would be a $5,000 <u>debit</u> (no minus sign) for each period for the account.

Budgets can also be used for balance sheet items. If Accounts Receivable is targeted for a $5,000 decrease (credit) during each period of the fiscal year, the budget amount for each period would be a $5,000 credit as follows:

Period-1	5,000-
Period-2	5,000-
Period-3	5,000-
Period-4	5,000-

The third screen (for entering budgets) looks like this:

Bal-fwd.
The *Chart* budget shows a balance forward from the previous year.

1– 13. Period -1 through Period -13
You may enter your budget amounts one period at a time, or you may enter one yearly amount which the software will divide equally among your budget periods.

Enter either:

1	-To enter individual period budgets
2	-To enter one yearly budget

Budgets will not be updated automatically during *Close a year*, they must be updated annually.

For Individual Period Budgets

Budgets for periods that are not defined in *Accounting periods* will automatically be set to zero. If you do enter information for invalid periods, this information will be ignored.

Enter the amount for Period-1, or press **[Enter]** for zero. <u>Credit</u> amounts must have a minus sign.

For each following period, enter an amount, OR:

> **[F1]** -To use the previously entered amount
> **[F2]** -To use the previously entered amount for <u>all</u> valid periods

For One Yearly Budget

The amount you enter is automatically divided by the number of valid accounting periods, and the individual period budgets. Make Any Changes Required.

For a new account, or for an existing account, you may press [F6] to use notes. If you select to use notes, the screen will now look like:

Using Notes

You can enter an unlimited number of notes about this account. Each note is given a date/time stamp so that you can scan through the notes in time sequence later.

To scan through existing notes, use the keys as shown at the bottom of the screen (**[PgUp]**, **[PgDn]**, **[Home]**, **[Esc]**, and **[F1]**).

A Menu at the bottom of the "Notes" area shows three selections:

Date and Time
Use this selection to change the date and/or time of a note.

Text Entry
When you select *Text Entry*, the cursor is positioned for you to enter the first line of the text of the note.

This selection uses Samco's text editing function. You can enter text in much the same way as most word-processing programs, using the [**Enter**] key, **arrow keys**, [**Esc**] [**Tab**] when done, etc. When you are finished entering text, press [**Tab**] and follow the screen instructions.
If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled Text Editing.

File Options

File	-Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing [Enter] at "Field number to change?" in other selections.)
Save & Continue	-Save what I have just entered/changed but leave the information on the screen because I want to continue to work with it.
Abandon Changes	-Throw away what I have just entered/changed and get ready for a new note. (Like pressing [**Esc**] at "Field number to change?" in other selections.)
Delete	-Delete this entire note from the data file and clear the screen to get ready for another note. (Similar *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete?" message.

When you are through using notes, press [**Tab**].

If you press [**F2**] for any account sections you will be asked for a range of valid section values (Starting and Ending). Enter in a starting and ending value or press [**F1**] at either field for the "First" and "Last" respectively. The screen will display the number of accounts created.

Changing Existing Budgets

To change the budget for an existing account, press [**Enter**] at "Field number to change?" on the screen showing comparatives. Then answer **Y** to "Do you wish to change budgets?"

When you change an existing budget, you can either change individual fields as usual, OR:

> [**F1**]   -To adjust budgets
> [**F6**]   -To view or enter notes about this account

If you press   [**F1**]   -Enter the type of adjustment you want:

> 1   -To re-enter period budgets
> 2   -To enter a yearly budget
> 3   -To change the existing budget by a certain percent

Re-enter Period Budgets
Current amounts are shown, and you can skip any amount (that is, leave it unchanged) by pressing [**Enter**].

This means that if you intend to change a budget to <u>zero</u>, you must type zeros over the current values. So, if you only want to change a few fields, use [**Enter**] to position the cursor to these. You will find this faster than updating by field number.

Enter Yearly Budget
Your existing period budgets will be replaced by the amount you enter, divided by the number of valid accounting periods.

Percent Change
Enter a percentage by which to change all period budgets. A negative percentage will decrease budgets. A positive one will increase them.

If you select "Pct. change" by mistake, press [**Enter**], which will apply a 0% increase to each budget (i.e., no change).

Deleting G/L Accounts
The [**F3**] key is used to delete a G/L account. A G/L account cannot be deleted if G/L transactions are on file in the G/L Transaction File for that account. There are also other checks made. If you cannot delete a G/L account for some reason, the software will inform you through a message as to why.

Printing a Chart of Accounts (Standard)

The Samco General Ledger generates two types of chart of accounts listings; a standard and a brief. This section describes the steps necessary to generate a standard list.

Select *Chart of accounts >Print out accounts*. From the Report criteria screen displayed, enter the following:

[?] 1. Starting Account
[?] 2. Ending Account
Enter the range of accounts to be included. The account numbers entered do not need to be valid account numbers in the file. Follow the screen instructions.

3. Show Budgets and Comparatives?
Answer **Y** to show budgets and comparatives on the Chart of Accounts List

4. Show Notes?
Answer **Y** if you want notes included.

[?] Selection/Group Selection
The number of times you are prompted in the next set of fields depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

From the section prompt:

[**F1**] -To select "All" values for this account section, or use one of the options

[**F2**] -To select a specific section value. This is most useful when selecting a section which may have multiple accounts with the same section.

[**F3**] - To select a section group. For more information on sub-account groups, see The Chapter titled *Sub-Account Groups*.

Make any necessary changes, and press [**Enter**].

Printing Chart of Accounts (Brief)

Select *Chart of accounts >Print brief accounts list*. From the Report criteria screen displayed, enter the following information:

[?] 1. Starting Account
[?] 2. Ending Account
Enter the range of accounts to be included. The account numbers entered do not need to be valid account numbers in the file. Follow the screen instructions.

3. Show Notes?

Answer **Y** if you want notes included.

[?] *Section/Group Selection*

The number of times you are prompted in the next set of fields depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

> [**F1**]   To select "All" values for this Account ;OR:
> [**F2**]   To select a specific section value. This is most useful when selecting a section which may have multiple accounts with the same section.
> [**F3**]   To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups*

Make any necessary changes, and press [**Enter**].

Creating Account Sections

This function allows you to automatically add new sub-account sections to your existing Chart of Accounts. Doing this will add an account in the Chart of Accounts for <u>each</u> main account.

For example, if accounts 1000-000 and 2000-000 exist, creating account section 100 will create accounts 1000-100 and 2000-100

NOTE: This Manual assumes that this option is not to be run at this point, but the following explanation is given.

Select *Chart of Accounts >Create Account Sections*.

Please enter

        Section number

      1. Section value

      2. Section name

      3. Starting account no

      4. Ending account no

Select a number from 1 to 2

Section Number

Enter the section of the G/L account number (from 1 to 5 depending on the structure of your G/L account number) that you will be creating new accounts for.

NOTE: If this is a validated section you <u>do not</u> have to set up the new section value in the Set up valid sections. The Create account sections will do this for you.

Section Value

Enter in the new section value, OR:

  [F1]   To use all of the valid values for this section. This is drawn from the Set up valid section functions in System Functions.

For example, if you have five profit centres that you want to set up profit and loss accounts for, you could set up all your main accounts through the *Enter accounts* function, set up the valid sections for the five profit centres, and then create "All" the account sections. This would save the tedious task of manually entering in individual P & L accounts for each profit centre.

Section Name

Enter in a 30-character name for this new account section. If you selected "All" or entered in an existing valid section, this field is skipped.

[?] 4. Starting Account Number
[?] 5. Ending Account Number

Enter the range of accounts to be included. The account numbers entered need to be valid account numbers in the file. Follow the screen instructions.

Deleting Account Section

Use this function to remove an account section from your Chart of Accounts.

NOTE: Only accounts that <u>DO NOT HAVE</u> transactions within the G/L transaction file can be deleted.

Select *Chart of Accounts >Delete Account Section*. On the screen displayed, enter the account section number, and the section value to be deleted. All G/L Accounts with this value in the selected section will be deleted. The valid section, however, will not be deleted.

Printing a Change Log
If use of change logs has been specified in Company information, you can print the Chart of Accounts Change Log.

Select *Chart of Accounts >Print Accounts Change Log*. Before the Report is printed, you are asked whether the change log should be purged (cleared of information) in addition to being printed. If you do purge the change log, you will not be allowed to display it on screen.

Answer **Y** to purge the change log, or **N** to only print it.

_____

Chapter 9 - Set-up Procedures

Use this selection to do the following:

1. Set fiscal year beginning balances by entering these balances into the General Journal File.

2. Set up accounts. In Samco Power Accounting, there is the Chart of Accounts File which exists in the G/L Package. There is also a file which exists in other Samco Packages (like Accounts Payable or Accounts Receivable) called the Valid G/L Account File. This file is shared by those other Packages and should contain all account numbers and descriptions from the Chart of Accounts File.

Using this procedure, you can:

a. Create the Valid G/L Account File for another Samco Package (such as Accounts Receivable) from the Chart of Accounts File.

b. Load the account number and descriptions <u>from</u> the Valid G/L Account File <u>into</u> the Chart of Accounts File.

c. Add a new sub-account to the Chart of Accounts by copying from an existing sub-account (if you use sub-accounts).

d. Remove a sub-account from the Chart of Accounts (if you use sub-accounts).

e. Copy a Chart of Accounts from another Company, if you use multiple companies.

(Each Company using G/L must have its own Chart of Accounts.)

Set Up Valid G/L Account File

Select Set-up Procedures > Setup Accounts > Set up Valid G/L Accounts from the second page of the G/L Menu.

This selection may be used only if you have installed another Samco Package in addition to General Ledger. This sets up the Valid G/L Account File in another Samco Package (A/R, A/P, etc.), from the General Ledger Chart of Accounts File.

NOTE: This Manual assumes that this selection is not to be run at this point, but the following explanation is given. The Valid G/L Account File is the account file shared by all of the Samco Power Accounting Packages.

When one or more of A/P, A/R, I/C, J/C, or P/C are used with General Ledger, the Get distributions selection in G/L is used to transfer distributions for the accounts found in the Valid G/L Account File to the accounts listed in the G/L Chart of Accounts.

NOTE: The account numbers in the Valid G/L Account File and the G/L Chart of Accounts File must match exactly, so that the information will be transferred to the correct accounts.

Using Set up valid G/L Accounts provides a convenient method of loading the correct accounts into the Valid G/L Account File from the Chart of Accounts File.

Since all of the information necessary to create the Valid G/L Account File (account number and description) exists in the Chart of Accounts File, the valid G/L Accounts can be fully loaded using this procedure.

Select C to create a new Valid G/L Account File or A to add records to the existing Valid G/L Account File.

<div align="center">

CAUTION
Do Not select "C" to create a new valid G/L Account unless you want to initialize the existing one, which will completely Erase the Existing Information

</div>

Once selected, processing occurs automatically and, as each account is entered into the Valid G/L Account File, a record counter on the screen increases by 1.

NOTE: The Valid G/L Account File is not one of the General Ledger data files.

Set Up Chart of Accounts File

Select Set up chart of accounts from the Set-up Accounts Menu of the Set-up procedures Menu.

This selection can be used only when another Samco Package is being used and already has the Valid G/L Account File set up. It loads the account number and description for each account from the Valid G/L Account File into the Chart of Accounts File. Be sure to verify that the accounts are also in your System Function verify accounts.

Select C to create a new Chart of Accounts File or A to add records to the existing Chart of Accounts File.

<div align="center">

CAUTION

Initializing or using 'C' to Create will ERASE any existing information

</div>

If you select "A" to add records, existing accounts in the Chart of Accounts File are not deleted. If "C", they <u>are</u> deleted.

NOTE: This Manual assumes that this option is <u>not</u> to be run at this point, but the following explanation is given.

As processing occurs, and accounts and descriptions are loaded into the Chart of Accounts File, set up chart of accounts automatically sets up accounts as follows:

- The Financial Statement type is set to "P" (profit and loss).
- The parentheses control code is set to "C" (enclose when credit).
- The Compression Code to "N" (no compression).

Existing accounts retain their original settings (if you are adding records).
As processing occurs, a record counter on the screen displays each account added.
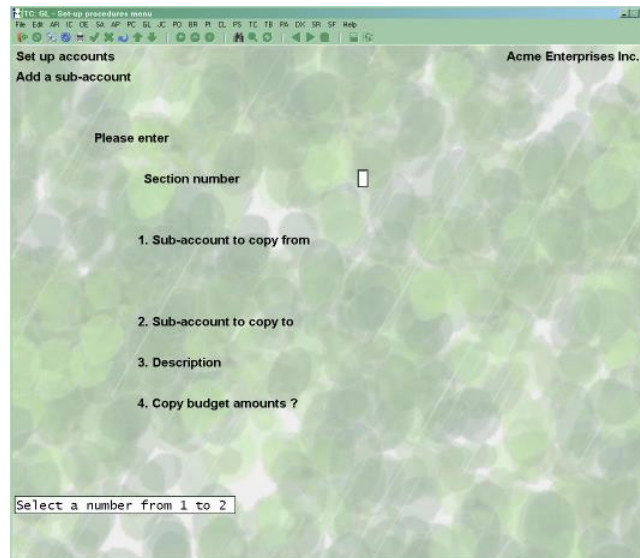
You may then use Chart of Accounts to make any changes to the accounts that were loaded automatically by Set up chart of accounts.

For example, you must manually enter SAF type and (if used) cash flow type, budgets, and comparatives.

Add a Sub-Account

Select Set-up procedures >Set up accounts > Add a sub-account from the 2nd page of the G/L main Menu.

Use this selection to add a new sub-account to your existing Chart of Accounts by copying - **from an existing sub-account. -**

Doing this will add an account in the Chart of Accounts for each main account that already uses the existing sub-account.

For example, if accounts 1000-300 and 2000-300 exist, copying sub-account 300 to new sub-account 400 will create accounts 1000-400 and 2000-400 and also 000-400 (a special account used to set up the sub-account).

NOTE: This Manual assumes that this option is not to be run at this point, but the following explanation is given.

[?] 1. Sub-Account to Copy From
Enter an existing sub-account to copy from.

2. Sub-Account to Copy To
Enter the new sub-account you are adding.

3. Description
Enter a description to identify the new sub-account.

4. Copy Budget Amounts?

Answer **Y** to copy the budget amounts from the existing sub-account into the new one.

Removing a Sub-Account

Use this selection to remove a sub-account from your existing Chart of Accounts.

Select *Set-up procedures> Set up accounts > Remove a sub-account* from the 2nd page of the G/L main Menu.

Enter the number of the sub-account to remove.

Copying a Chart of Accounts

This selection displays only if you use multiple companies.

Use this selection to create a Chart of Accounts File for the current Company (the one with which you are working) by copying the file already set up for another Company.

Select *Set-up procedures >Set-up accounts >Copy Chart of accounts* from the 2nd page of the G/L main Menu.

If the Chart of Accounts File of the current Company already contains some accounts, you see a message informing you of this and asking if you are sure you want to continue. If you do, accounts already on file in the current Company will not be changed by the accounts copied from the other Company.

Budgets and comparatives for copied accounts are automatically se to zero for the current Company.

[?] Company to Copy From:

Enter the Company-ID of the Company to copy from (the "other Company, above). Follow the screen instructions.

5. Main Acct

Enter the main account of the Company to copy from.

6. Profit Ctr

Enter the profit centre of the Company to copy from.

Set Beginning Balances

Select *Set-up procedures >Set fiscal year beginning bal.* from the 2nd page of the G/L main Menu.

Use this selection to set beginning balances for the balance sheet accounts.

When you enter comparative amounts (in *Chart of Accounts*) and then run this selection, a General Journal entry is created for each balance sheet account in the amount of the final period's comparative figure.

This selection is run only once, when you first set up the General Ledger Package. Running it more than once will generate duplicate beginning balance entries in error.

NOTE: To use this selection, it is vital that the final period comparative amounts be correct, and that you enter all accounts in the Chart of Accounts.

Do not use this selection under these conditions:

- If you don't want to use the comparative amounts in the Chart of Accounts, or
- If you don't need opening balances automatically set for the current fiscal year.

NOTE: You can set balances manually by making one entry for each account balance in *General Journal*, with a reference of "BBF" (balance brought forward).

Each entry generated by *Set fiscal year beginning balances* is dated the last day of the previous fiscal year. (This date is calculated from the start date of the first period in the Accounting Period File).

In order for the selection to be run, the General Journal File must be empty.

You will be asked if you are sure you want to do this, and then the program will run automatically.

If the program encounters an unusual number of large comparative balances, all with the same sign, you will see a message and must enter the beginning balances manually. This is unlikely, but if it occurs, the entries already created in the general Journal are erased, and you will need to enter BBF (Balance Brought Forward) entries for each account through *General Journal*.

After Processing
When processing is complete, print the edit list in *General Journal* to verify that the entries created are correct, before you post them to the General Ledger File.

You can make any changes desired through *General Journal*.

If a change to the entry amount is necessary, you should correct the comparative amount in the Chart of Accounts File as well.

Transferring Net Profit (Loss)

Since entries are created for balance sheet accounts only, you will need to create one additional entry to transfer last year's net profit (or loss) to the retained earnings account (or to the equity account).
To do this, select the *Enter* option of the *General Journal* Menu, and make an entry dated with the last day of the previous fiscal year, for the amount of last year's net profit (loss). The General Journal Chapter tell you how to do this.

If all other entries are correct, this entry will bring the General Ledger into balance (debits equal credits).

_____

Chapter 10 - Sub-account Groups

A "sub-account group" is a set of sub-accounts which you group together for reporting purposes. If you are using a single section G/L account number, or are not validating your sub-account sections, skip this Chapter.

When you print a Trial Balance, G/L Worksheet, or Financial Statement, you will be able to restrict these Reports to only those sub-accounts contained in a specific sub-account group.

For example, suppose you are using eight sub-accounts to represent eight branches of your business as profit centres: 100, 200, 300, 400, 500, 600, 700, 800.

If you want a Financial Statement showing figures for only profit centres 100, 300, 500, and 700, you could set up a sub-account group here including just these four sub-accounts.

You could also set up another group including 200, 400, 600, and 800 to show only these sub-accounts.

In this way, you can have statements including only those sub-accounts which you want to see.

To Begin
Select *Set up > Sub-account groups > Enter* from the second page of the G/L Menu. A screen appears for you to enter a sub-account group number and a name for it.

[?] 1. Group-#

Enter a sub-account group number, OR:

[F1] -To scan through the sub-account groups on file

2. Name

Enter a name for this sub-account group.
A window then opens to allow you to enter the sub-accounts which are to be included in the group:

3. Sub-Accounts

You may enter up to 32 sub-accounts to be included in this group.

Each sub-account must be in the Chart of Accounts File.

Enter a sub-account, OR:

> **[F1]**   -To scan through the sub-accounts on file
>
> **[Enter]** -To complete entering a sub-account, the cursor moves to the next location to enter the next one.
>
> **[F3]**   -To delete a highlighted sub-account.
>
> **[Tab]**   -To Exit

Printing a List of Sub-Account Groups

Select *Set up > Sub-account groups > Print.* The printer selection window appears for you to choose which printer to send the document to.

———————————————
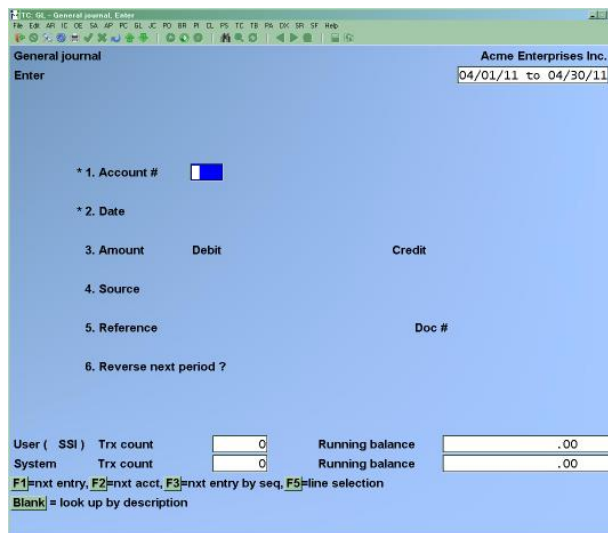
Chapter 11 - General Journal

IMPORTANT NOTE: If you have the Job Cost module, go to Chapter titled *General Journal (with Job Cost)*.

This selection is used to handle general Journal entries. Once general Journal entries have been entered and verified as correct (with the help of the edit list), you can post them to the General Ledger Transaction File, the permanent G/L file.

Select *General Journal Trx* > Enter from the G/L Menu.

The dates displayed in the upper right-hand corner show your current accounting period.

Note that an "Entry count" and "Running balance" are kept as you make general Journal entries. When the running balance is zero, all entries which have been made are in balance (debits equal credits). You can still exit if the "Running balance" is not zero.

New and Existing Entries

You can work with both new and existing entries at this screen. If you an entry has already been made for the information you specify, that entry will appear and be available for changes or deletion.

[?] *1. Account
For a New Entry
Enter the number of the G/L account to which this entry will be posted.

For an Existing Entry
You can change or delete existing entries that are not yet posted to the General Ledger. Entries that have already been posted are not accessible through this selection.

Enter an account number, OR:

[F1]	-To scan through entries in order by account number
[F2]	-To scan through the G/L accounts on file
[F3]	-To scan through entries in order by the sequence of entry
[F5]	-Display a list of transactions sorted by account number from which you can choose a transaction to edit
[Tab]	-To return to the entry screen.
[F6]	-To bring up the last G/L account a transaction was entered for.
[Enter]	-Leave the field blank to look up the G/L account by description

To find a specific entry, enter the account number and entry date. Then press **[F1]** at the "Amount" field to scan through the entries which match the account number and entry date.

*2. Date
This is the date that will be used for distribution to the General Ledger Transaction File.

You may enter a date outside the current period, but you will receive a warning message and a warning will print on the General Journal Entry Edit List and General Journal Entry Register. Enter the date, OR:

[Enter]	-To use the system (today's) date for the first entry
[F1]	-To use the date of the previous entry (if any)

3. Amount
The cursor is initially positioned for entering a debit or a credit, depending on the parentheses control you defined for this account (in *Chart of Accounts*). In this case, a credit is the expected entry type.

You may either enter the amount, or press **[Enter]** to move to the opposite column and then enter the amount there.

If you enter zeros for both debit and credit amounts, you are asked if this is OK. If you answer **Y**, you may proceed with this entry.

Enter an amount,   OR:

> **[F1]**   -To scan through the entries which match the account number and
> entry date
> **[F2]**   -To enter an amount to off-set (counter-balance) the running
> balance (if non-zero)

For example, if the running balance is a debit of $700.00 and [F2] is pressed, a credit of $700.00 will be entered as the amount.

4. Source

The source is a code used to sort entries when the Source Cross Reference Report is prepared (see the Source Cross Reference Chapter).

Enter a source OR:

> **[Enter]**   -To accept the previous source entered (if you chose in
> *Control information* to re-display sources)
>
> **[F1]**   -To use the previous source entered (if you chose in
> *Control Information* not to re-display sources)

NOTE: A source code is automatically assigned if G/L is interfaced with one or more Samco Packages and Get distributions is run to transfer entries into the General Journal Transaction File.

Accrual Reversal

If the SOURCE is 'ACCRUE', accrual reversal is allowed (see the explanation below).

ACCRUE is used to record and adjust expenses, liabilities, revenues, etc., that must be partially accounted for during the current period but cannot be fully accounted for until the next accounting period.

If you enter ACCRUE as source here and then answer **Y** to "Reverse next period?" (Field 6), a reversing entry dated with the starting date of the next period, but opposite in sign, will be automatically created when this entry is posted.

This lets you enter an accrual entry which is automatically reversed as of the beginning of the next accounting period.
Double check the Edit List to make sure that this is what you want PRIOR to posting.

For example, if a weekly pay period crossed over between monthly accounting periods, you could make entries for the part of the week's payroll that is to accrue to the current period, and the software will automatically create reversing entries at the start of the new period. (Then in the next period, you would make entries for the full week's payroll when the payroll week was over.)

NOTE: If ACCRUE is entered as the source, you must also make the counter-balancing entry with ACCRUE as the source, so that the accounts remain in balance in this accounting period. (debit & credit required)

5. Reference

Enter a reference or description for the entry, or press **[F1]** to use the previous reference entered (if you chose in *Control information* not to re-display references).

Doc

The document number is an additional reference. Entering a document number is optional. Enter a document number, OR:

[Enter]	-To accept the previous document number entered (if you chose in *Control information* to re-display document numbers)
[F1]	-To use the previous document number entered (if you chose in *Control information* not to re-display document numbers)

NOTE: When entries originating in other Samco Packages are interfaced to G/L, a document number is automatically assigned. For example, a sales entry from Accounts Receivable has the Invoice number as the document number.

Duplicate Entries

NOTE: When making a new Journal entry, if an entry already exists for the same account number, date, debit or credit amount, source and reference, you will be given a warning to this effect. You are not prohibited from making this new entry, but you should verify that entering this duplicate is correct.

6. Reverse Next Period

If ACCRUE was entered in field 4 ("Source"), you can allow automatic reversal of an accrual entry upon posting.

If ACCRUE was not entered, the message "(Not Allowed)" is displayed and this field is skipped.

If you select to reverse the entry in the next period, the "Running balance" will be the same as it was before the entry. This is because the accrual reversal also reverses the entry you made. However, you are still required to make the counter-balancing entry in order for entries to balance within the period.

7. Correcting Entry?

If this entry corrects some other previous entry that was incorrect, you can mark this as a correcting entry. This information is used in preparing the Expanded Cash Flow Statement (in *Financial Statement layouts*).

Answer **Y** to mark this as a correcting entry.

This question displays only if the G/L Control File specifies that correcting transactions are allowed. (See the Control Information Chapter.)

Entering Notes

Press **[F6]** to enter notes about this entry (or view or change existing notes). The following screen appears:

Using Notes

The purpose of notes for Journal entry is to allow you to annotate the entry with descriptive information. It is an assist to the audit trail so that the full and exact purpose of a particular debit or credit can be understood when someone reviews the Register at a later time.

The notes will <u>always</u> appear on the General Journal Entry Register and you may choose to have them appear on the Edit List as well.

The notes are <u>not</u> saved after posting.

This section uses Samco's text editing function. You enter text in much the same way as most word processing programs. When you are finished entering text, press **[Esc]** and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled *Text Editing*.

File	-Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing **[Enter]** at "Field number to change?" in other selections.)
Save & continue	-Saves what has just been entered/changed but leave the information on the screen to continue to work with it.
Abandon changes	-Throw away what I have just entered/changed and get ready for a new note. (Like pressing **[Esc]** a 'Field number to change?" in other selections.)
Delete	-Delete this entire note from the data file and clear the screen to get ready for another note. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete? (message).
[Esc]	-To exit notes

Printing an Edit list

This selection prints the General Journal Entry Edit List.

Select *Edit list* from the *General Journal* Menu.

If you selected to track Journal transactions by User, you are prompted to *Print Trx entered by all Users?* Answering **Y** will print all transactions for all Users, while answering **N** will print only those transactions which you entered.

You have the option of printing out the entries either in account number order (**A**) or in the order they were entered (**E**).

You also have the option to print notes for the entries.

If in GL Control information you have the following set to yes;
> Allow posting outside Period ? Y
> Allow posting outside Year ? Y

When you print the General Journal Entry Edit List, the software will notify you that "Posting is allowed, but one or more Trx are dated outside the current period/year". When you post, the software displays the message: "One or more Trx were dated outside the current period/year".

NOTE: If set to 'N' (no) then you will get a message displaying you cannot post

This Report is available to be printed to the "X" Export printer. For full details on setting this up please review appendix D for full instructions.

Posting General Journal Entries

Select *Post* from the *General Journal* Menu.

If you selected to track Journal transactions by User, you are prompted to *Print Trx entered by all Users?*. Answering **Y** will print all transactions for all Users, while answering **N** will print only those transactions which you entered.

You have the option of printing out the entries either in account number order (**A**) or in the order they were entered (**E**).

This selection will post general Journal entries to the General Ledger Transaction File and will print the General Journal Entry Register. The General Journal Entry Register shows every entry that is to be posted, exactly as it will appear in the General Ledger Transaction File.

The Report number and Journal name are used to form a unique "Journal number". Later, when you wish to refer to a General Journal Entry Register, you can do so by using "GJ" (General Journal) plus this Report number. For example, General Journal Entry Register number 0005 could be referred to as GJ0005.

While the register is being printed, the entries are checked to see if there are any invalid accounts or if any periods are out of balance. If invalid accounts are referenced, you will not be allowed to post. To continue, either delete the entries with invalid accounts and then re-enter them with valid accounts or enter the accounts into the Chart of Accounts.

If any periods are out of balance (total of debits does not equal total of credits), you are also not allowed to post. To continue, make another entry to bring the periods into balance.

If in GL Control information you have the following set to [Y] yes;

> Allow posting outside period ? Y
> Allow posting outside year ? Y

When you post the General Journal Entry, the software will notify you that "Posting is allowed, but one or more Trx are dated outside the current period/year".

When you post, the software displays the message "Note: One or more Trx were dated outside the current period/year".

When there is a posting error

 --Review the Edit List
 --Take note of the message at the bottom of the report
 --Make sure that all the entries are correct and balanced.
 --Post

 Usually if the system does not allow positing it is an Entry Error not a Software Issue.

NOTE:
- Assuming no invalid accounts and no periods are out of balance, the software posts the general Journal entries to the General Ledger Transaction File.
-
- The system will advise the User if there are invalid accounts referenced in a general Journal entry <u>before</u> printing the Report.
-
- It will also display a 'unable to post' message if you are trying to post outside of current year or period – IF you have set the control information to 'N' (NO)
-

This function sets the "Running balance" and "Entry count" to zero and clears the General Journal Transaction File so that new entries can be made.

NOTE: You can display the entries from any Journal by running *Source cross reference* in Journal order, using the Journal number as both the starting and ending Journal number.

Importing Transactions / Importing from CSV

The Import transaction function allows you to use the G/L transactions created by another system, thus eliminating the need to rekey transactions.

Found in GL > General Journal Trx > Import

The imported transactions may be created on any system but must be in ASCII text file format with a variable record length of 114 characters. For records under 114 characters in length, padding with spaces is allowed but not necessary. The files must be accessible from a common area that Samco can access, such as your home folder or under ssi doc to be able to import.

Signed numeric must have the sign separate and leading. For example, that transaction amount has a length of 15 characters with a maximum value of + or – 999,999,999,999.99. A value of 12,345,678.90 would appear '+1234567890' or '1234567890'. The sign is assumed positive if blank. A value of negative $100.00 would appear '-00000000010000'.

The import transactions must have the following format:

aaaaaaaaaaaaaaaa	=	16-character valid GL account number
YYMMDD	=	Transaction date in year, month, day numeric format
-99999999999999	=	Transaction amount with a maximum value of + or – 999,999,999,999.99 (the sign must be leading)
SOURCE	=	10-character source description (converts to upper case)
REFERENCE	=	25-character reference description
F	=	Accrual reversal flag, for transactions where SOURCE=ACCRUE, defaults to "N" if blank. A "Y" creates a reversing sentry the following month.
DOC #	=	15-character document number
JOURNAL #	=	6-digit number identifying the Journal to which this transaction was posted to (**Do not enter anything into this field as it is filled at time of posting**)
JOB #	=	7-digit job number, which must correspond to either an Active or Closed job (IF using Job Cost Module)
SUB JOB #	=	3-digit valid sub job number
CHANGE ORDER #		=3-digit valid change Order number
CATEGORY #	=	7-digit cost category

The program edits the transactions during import to verify the file format.

NOTE: If the system from which the file is being transported has a G/L distribution Report, it should be printed prior to beginning the import procedure.

Once the import file is ready, select GL > *General Journal Trx > Import to access the file*

On the screen displayed, answer N to accept the default file name. Enter in the file name you require

If the import file exists and has the correct format, then the editing process will begin and a message will display, monitoring the number of transactions which have been processed.
If the import file cannot be found, the message "IMPORT FILE NOT FOUND PRESS ENTER TO CONTINUE" will be displayed.

If the import file has an incorrect format, the message "IMPORT FILE HAS INCORRECT FORMAT PRESS ENTER TO CONTINUE" will be displayed.

If the system detects un-posted transactions in the General Journal Trx file, a message will appear stating that all transactions must first be posted before proceeding.

If there were any errors or warnings in the import file, a window will appear asking you for a printer destination for the G/L Transaction Import Error Report.

Some cases where an Error Report will be produced are:
- An invalid G/L account number has been entered
- The transaction date is out of the current period
- The entries are out of balance
- Record format or field positioning is incorrect
- The accrual reversal flag is not entered a Y, N or blank

NOTE: Errors can be viewed on the second screen of the GL (F 2) 'Reports to Disk'. It is also a good practise to view the Edit List PRIOR to Posting.

If an error occurs during the import process, the procedure aborts and no transactions are imported. The entry of an incorrect date which falls outside of the current period is not considered an error and does not cause the import to fail.

Errors on the first transaction will prompt you to abort or continue. If you wish to edit the remainder of the transactions, press **[Enter]** and the procedure will continue to edit the remaining transactions for errors, otherwise press **[Tab]** and you will return to the Process General Journal Transactions Menu.

Once the import has been successfully completed, print a transaction edit list to ensure that the imported information is correct before posting. To print an edit list showing only the import transactions, restart the Samco accounting system and login with the initials **IMP**. Any changes made should also be made to the system the transactions originated from.

GL Module > General Journal> Select to Import from CSV

Be sure when selecting the csv file that you use the .csv

General Journal Import Transactions. This feature imports General Journal Transaction records. It is used to import data from other software. This import uses a csv file that can be developed from an Excel spreadsheet.

One-Sided Entries

When needing to correct your GL with a one-sided entry:

Normally, you would restore your most recent backup in this situation. See the appendix titled Backing Up Your Data Files in the Installation Guide.

If no backup is available you will need to make a "one-sided entry" in order to balance the G/L Transaction File. A 'one-sided entry" is one in which you are entering, for example, a debit with no balancing credit.

- Define a temporary G/L Account which is numbered higher than any other G/L account you are using currently in your Chart of Accounts. For purposes of this example, we will number this account 9999-901.
- Enter this Account into your Chart of Accounts as a P&L Account.
- Enter the one-sided entry, using General Journal, to an actual G/L account, not the temporary account mentioned above. (Entry would be dated in the period that is out of balance in the G/L Transaction File.) This will balance the entry from for the same amount to the temporary account (i.e. 9999-901) on the same date. (a debit to offset a credit, or vice versa)

    -Using File Utilities on second page (F2) of the G/L Menu; select '**Export'** Select the **G/L Transaction File** to create a new export (ASCII text) file.

Steps:

1. Use F1 for 'None for the device' and 'Unlimited for the size.'
2. Hit > Enter at the 'any change question'.
3. On next screen use> F1 for First in > "Starting file key", and a value of "9999900" (the nine spaces are required) as the "Ending file key". (The "Ending file key" is account number 9999-900, which is the account just before the 'Temporary account 9999-901'.)
4. -Hit >Enter at field number to change. A message will come up > Create or Add
5. Use '**C**' to Create (message will say, conversion complete) -Tab Out. --Choose printer, example; Garbage Can (Trx file is not needed) -The file utility will export all entries into the G/L Transaction File for all accounts up to but <u>not</u> including 9000-901.

NOTE: The account must be entered based on valid account number structure. This process will only work if your main account number is the first section of the G/L account number structure. For further clarification, refer to the System Functions Guide on use of account number sections.

Using File Utilities again; select > 'Restore from an Export File' Preform the same steps to create (restore) a new G/L Transaction File. This new G/L Transaction File will contain all debits and credits from the original file <u>except</u> for the credit to account 9999-901. Once posted your G/L Transaction File will now be in balance.

_____

Chapter 11 - G/L with Job Cost Module

This Chapter is for Users that have bought: The Additional Module/Package: JOB COST.

 If you have not purchased or have the Job Cost Package/Module, then you can disregard this Chapter

Introduction

This selection is used to handle general Journal entries. Once general Journal entries have been entered and verified as correct (with the help of the edit list), you can post them to the General Ledger Transaction File.

To Begin

Select *General Journal Trx* from the *General Ledger* Menu, then select *Enter*.

Making General Journal Entries

The dates displayed in the upper right-hand corner are your current accounting period.

Note that an "ENTRY COUNT" and "RUNNING BALANCE" are kept as you enter general Journal entries. When the running balance is zero, all entries which have been entered are in balance (debits equal credits). You can still exit if the "RUNNING BALANCE" is not zero.

New and Existing Entries

You can work with both new and existing entries at this screen. If an entry has already been made for the information you specify, that entry will appear and be available for changes or deletion.

[?]* 1. Job

For a New Entry

This is the number of the job for this entry. If this is not an entry for a job, press **[Enter]** and the cursor will move to field 5 below. Otherwise, enter a job number, OR:

> **[F2]**   -To scan through the jobs on file

The job must exist in the Job Cost system and can be an active or closed job (job status = A or C). The job description will be displayed automatically.

There are two types of entries for a job: a cost or a profit recognized entry.

-For a cost, you must enter fields 1, 2, 3, and 4.
-For profit recognized entry, enter fields 1 and 2 for a job that has sub-jobs and <u>bills</u> for the sub-jobs (or only field 1 if the job doesn't bill for sub-jobs). Fields 3 and 4 are not entered for this type of entry.

For an Existing Entry
Enter all the key fields: "JOB #", "SUB-JOB #", "Change #", "CATEGORY #", "ACCOUNT #",
and "DATE", OR:

> **[F1]**   -To scan through the entries on file by account number
>
> **[F3]**   -To scan through the entries on file in order by the sequence in which they
> were entered

You can change any field except the key fields that have an asterisk (*) next to them. (Also, you
cannot change the source if it is PFTREC.) If you want to change any of these key fields, it will
be necessary to delete the entry, then re-enter it.

* 2. Sub-job
Enter the number of the sub-job for this entry. If the job entered above does not have sub-jobs,
this field will be skipped automatically. The sub-job number entered must exist for the job.

* 3. Change
Enter the change Order number for this entry. If you do not use change Orders at all in your Job
Cost system, this field is skipped automatically. If this entry is not for a change Order, leave the
field blank to skip it.

[?] * 4. Category
Enter the number of the cost category for this entry. If this is a profit recognized entry, leave this
field blank to skip it.

The category number, along with the sub-job and change Order numbers entered above, must
correspond to a cost item for the job. This cost item must be a direct cost for the job.

[?]* 5. G/L Acct
Enter the number of the account where this entry will be posted, OR:

> **[F1]**   -To scan through the accounts on file
>
> **[F2]**   - If this is a cost for a job, this uses the cost account, for the cost of
> item. Otherwise, it uses the previous account number entered.
>
> **[F3]**   - To scan through entries in order of the sequence entered.
>
> **[F5]**   - To display a list of transactions sorted by account number
>
> **[Tab]**   -To return to the entry screen.
>
> **[F6]**   - To bring up the last G/L account transaction entered
>
> **[Enter] -** Leave the field blank to look up by name

* 6. Date

Enter the date that will be used for distribution to the General Ledger Transaction File. You can enter a date outside the current period, but you will receive a warning message and a warning will print on the General Journal Entry Edit List and General Journal Entry Register. Enter a date, OR:

> **[Enter]** -For current date for the first entry. For later entries, it is the date of the previous entry.

7. Amount

The cursor is initially positioned for entering either a debit or a credit, depending on the parentheses control you defined for this account (in *Chart of accounts*).

You may either enter the amount, or press **[Enter]** to move to the opposite column and then enter the amount there.

If you enter zeros for both debit and credit amounts, you are asked if this is OK. If you answer **Y**, you may proceed with the entry.

Enter an amount, OR:

> **[F2]** -To enter an amount to off-set (counter-balance) the "RUNNING BALANCE". For example, if the "RUNNING BALANCE" is a debit of $700.00 and **[F2]** is pressed, a credit of $700.00 will be entered as the amount.

8. Source

The source is used to sort entries when the Source Cross Reference Report is prepared (see the *Source Cross Reference* Chapter).

Enter a Source, OR:

> **[Enter]** -To accept the previous source entered (if you chose in *Control information* to re-display sources)

> **[F1]** -To use the previous source entered (if you chose in *Control information* not to re-display sources)

For a profit recognized entry (the entry is for a job and the category number is zero), the source defaults to PFTREC, and you cannot change it.

NOTE: A source code is automatically assigned if G/L is interfaced with one or more Samco Packages and Get distributions is run to transfer entries into the General Journal Transaction File.

Accrual Reversal

If the source entered is ACCRUE, accrual reversal is allowed (see explanation below).

ACCRUE is used to record and adjust expenses, liabilities, revenues, etc., that must be <u>partially</u> accounted for during the current period but cannot be fully accounted for until the next accounting period.

If you enter ACCRUE here and then answer **Y** to "REVERSE NEXT PERIOD?" (field 10), a reversing entry dated with the starting date of the <u>next</u> period, but <u>opposite</u> in sign, will be automatically created when this entry is posted.

This lets you enter an accrual entry which is automatically reversed as of the beginning of the next accounting period.

For example, if a weekly pay period crossed over between monthly accounting periods, you could make entries for the part of the week's payroll that is to accrue to the current period, and the software will automatically create reversing entries at the start of the new period. (Then in the next period, you would make entries for the full week's payroll when the payroll week was over.)

If ACCRUE is entered as the source, you must also make the counter-balancing entry with ACCRUE as the source, so that the accounts remain in balance in this accounting period.

9. Reference
Enter a reference or description for the entry, OR:

> **[Enter]** -To accept the previous reference entered (if you chose in *Control information* to re-display references)

> **[F1]** -To use the previous reference entered (if you chose in *Control information* not to re-display references)

Doc
The document number is an additional reference. Entering a document number is optional.

Enter a document number, OR:

> **[Enter]** -To accept the previous document number entered (if you chose in *Control information* to re-display document numbers)

> **[F1]** -To use the previous document number entered (if you chose in *Control information* not to re-display document numbers)

Duplicate Entries

When making a new Journal entry, if an entry already exists for the same job, sub-job, change Order, category number, account number, date, debit or credit amount, source, and reference, you will be given a warning to this effect. You are not prohibited from making this new entry, but you should verify that entering this duplicate is correct.

10. Reverse next period?

If ACCRUE was entered in field 8 ("SOURCE"), you can allow automatic reversal of an accrual entry upon posting.

If ACCRUE was not entered, the message "(NOT ALLOWED)" is displayed, and this field is skipped.

NOTE: If you select to reverse the entry in the next period, the "RUNNING BALANCE" will be the same as it was before the entry. This is because the accrual reversal also reverses the entry you made. However, you are still required to make the counter-balancing entry in order for entries to balance within the period.

Entering Notes

Press **[F6]** to enter notes about this entry (or view or change existing notes).

Using Notes

The purpose of notes for Journal entry is to allow you to annotate the entry with descriptive information. It is an assist to the audit trail so that the full and exact purpose of a particular debit or credit can be understood when someone reviews the Register at a later time.

The notes will <u>always</u> appear on the General Journal Entry Register and you may choose to have them appear on the Edit List as well.

The notes are <u>not</u> saved after posting.

This section uses Samco's text editing function. You enter text in much the same way as most word processing programs. When you are finished entering text, press **[Esc]** and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled *Text Editing*.

File Options:

File   -Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing **[Enter]** at "Field number to change?" in other selections.)

Save & continue   -To save what was just entered/changed but leave the information on the screen because I want to continue to work with it.

Abandon changes   -Throw away what I have just entered/changed and get ready for new note. (Like pressing **[Esc]** a 'Field number to change?" in other selections.)

Delete   -Delete this entire note from the data file and clear the screen to get ready or another note. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete? message.

[Esc]   -To Exit when done.

Printing an Edit list

This selection prints the General Journal Entry Edit List.

Select *Edit list* from the *General Journal* Menu.

If in Control Information you selected to track Journal transactions by User, you are prompted to *Print trx entered by all Users?*.

Answering **Y**   -Prints ALL transactions for ALL Users
Answering **N**   -Prints ONLY those transactions which you entered.

You have the option of printing out the entries either in account number Order (**A**) or in the order they were entered (**E**).
You also have the option to print notes for the entries.

If in GL Control information you have the following set to yes;

Allow posting outside Period ? Y

Allow posting outside Year ? Y

When you print the General Journal Entry Edit List, the software will notify you that "Posting is allowed, but one or more Trx are dated outside the current period/year". When you post, the software displays the message "Note: One or more Trx were dated outside the current period/year".

This Report is available to be printed to the "X" Export printer. For full details on setting this up please review appendix D for full instructions.

Posting General Journal Entries

Select *Post* from the *General Journal* Menu.

If you selected to track Journal transactions by User, you are prompted to *Print Trx entered by all Users?*.

Answering **Y**   -Prints ALL transactions for ALL Users

Answering **N**   -Prints ONLY those transactions which you entered.

You have the option of printing out the entries either in account number order (**A**) or in the order they were entered (**E**).

This selection will post general Journal entries to the General Ledger Transaction File and will print the General Journal Entry Register. The General Journal Entry Register shows every entry that is to be posted, exactly as it will appear in the General Ledger Transaction File.

The Report number and Journal name are used to form a unique "Journal number". Later, when you wish to refer to a General Journal Entry Register, you can do so by using "GJ" (General Journal) plus this Report number. For example, General Journal Entry Register number 0005 could be referred to as GJ0005.

While the register is being printed, the entries are checked to see if there are any invalid accounts or if any periods are out of balance. If invalid accounts are referenced, you will not be allowed to post. To continue, either delete the entries with invalid accounts and then re-enter them with valid accounts or enter the accounts into the Chart of Accounts.

If any periods are out of balance (total of debits does not equal total of credits), you are also not allowed to post. To continue, make another entry to bring the periods into balance.

If in GL Control information you have the following set to yes;

-Allow posting outside **Period** ? Y

-Allow posting outside **Year** ? Y

When there is a posting error

    --Review the Edit List
    --Make sure that all the entries are correct and balanced.
    --Take note of the message at the bottom of the Edit List, it will provide information in regards to error.
    --If balanced - Post

Usually if the system does not allow positing it is an Entry Error not a Software Issue.

NOTE: When you post the General Journal Entries, the software will notify you that "Posting is allowed, but one or more Trx are dated outside the current period/year". When you post, the software displays the message "Note: One or more Trx were dated outside the current period/year".

Assuming no invalid accounts and no periods are out of balance, the software posts the general Journal entries to the General Ledger Transaction File.

NOTE: If the Control Information is set to 'N' then it will NOT allow you to Post.

This function sets the "Running balance" and "Entry count" to zero and clears the General Journal Transaction File so that new entries can be made.

NOTE: You can display the entries from any Journal by running *Source Cross Reference* in Journal order, using the Journal number as both the starting and ending Journal number.

Importing Transactions

The Import transaction function allows you to use the G/L transactions created by another system, thus eliminating the need to rekey transactions.

The imported transactions may be created on any system but must be in ASCII text file format with a variable record length of 114 characters. For records under 114 characters in length, padding with spaces is allowed but not necessary.

Signed numeric must have the sign separate and leading. For example, that transaction amount has a length of 15 characters with a maximum value of + or – 999,999,999,999.99. A value of 12,345,678.90 would appear '+1234567890' or '1234567890'. The sign is assumed positive if blank. A value of negative $100.00 would appear '-00000000010000'.

The import transactions must have the following format:

aaaaaaaaaaaaaaaa	=	16-character valid GL account number
YYMMDD	=	transaction date in year, month, day numeric format
-99999999999999	=	transaction amount with a maximum value of + OR – 999,999,999,999.99 (the sign must be leading)
SOURCE	=	10-character source description (converts to
upper case)		
REFERENCE	=	25-character reference description
F	=	Accrual reversal flag, for transactions where SOURCE=ACCRUE, defaults to "N" if blank. A Y" creates a reversing sentry the following month.
DOC #	=	15-character document number
JOURNAL #	=	6-digit number identifying the Journal to which this transaction was posted to (**do not enter anything into this field as it is filled at time of posting**)
JOB #	=	7-digit job number, which must correspond to either an Active or Closed job (IF Using Job Cost Module)
SUB JOB #	=	3-digit valid sub job number
CHANGE ORDER #	=	3-digit valid change Order number
CATEGORY #	=	7-digit cost category

The program edits the transactions during import to verify the file format.

NOTE: If the system from which the file is being transported has a G/L distribution Report, it should be printed prior to beginning the import procedure.

The file being imported can reside on the fixed disk or on diskette – under DOS only. Xenix and Unix systems require the file to be located on the fixed disk.

Once the import file is ready, select *General Journal Trx > Import.*

On the screen displayed, answer **N** to accept the default file name. If the import file exists and has the correct format, then the editing process will begin and a message will display, monitoring the number of transactions which have been processed.

NOTE: If the import file cannot be found, the message "IMPORT FILE NOT FOUND PRESS ENTER TO CONTINUE" will be displayed.

If the import file has an incorrect format, the message "IMPORT FILE HAS INCORRECT FORMAT PRESS ENTER TO CONTINUE" will be displayed.

If the system detects un-posted transactions in the General Journal Trx file, a message will appear stating that all transactions must first be posted before proceeding.

If there were any errors or warnings in the import file
A window will appear asking you for a printer destination for the G/L transaction import error Report.

Some cases where an Error Report will be produced are:

- An invalid G/L account number has been entered
- The transaction date is out of the current period
- The entries are out of balance
- Record format or field positioning is incorrect
- The accrual reversal flag is not entered a Y, N or blank

If an error occurs during the import process, the procedure aborts and no transactions are imported. The entry of an incorrect date which falls outside of the current period is not considered an error and does not cause the import to fail.

Errors on the first transaction will prompt you to abort or continue. If you wish to edit the remainder of the transactions, press **[Enter]** and the procedure will continue to edit the remaining transactions for errors, otherwise press **[Tab]** and you will return to the Process General Journal Transactions Menu.

Once the import has been successfully completed, print a transaction edit list to ensure that the imported information is correct before posting. To print an edit list showing only the import transactions, restart the Samco accounting system and login with the initials **IMP**. Any changes made should also be made to the system the transactions originated from.

One-Sided Entries

When needing to correct your GL with a one-sided entry:

Normally, you would restore your most recent backup in this situation. See the appendix titled Backing Up Your Data Files in the Installation Guide.

If no backup is available you will need to make a "one-sided entry" in order to balance the G/L Transaction File. A 'one-sided entry" is one in which you are entering, for example, a debit with no balancing credit.

- Define a temporary G/L Account which is numbered higher than any other G/L account you are using currently in your Chart of Accounts. For purposes of this example, we will number this account 9999-901.
- Enter this Account into your Chart of Accounts as a P&L Account.
- Enter the one-sided entry, using General Journal, to an actual G/L account, not the temporary account mentioned above. (Entry would be dated in the period that is out of balance in the G/L Transaction File.)-This will balance the entry from the same amount to the temporary account (i.e. 9999-901) on the same date. (a debit to offset a credit, or vice versa)

  -Using File Utilities on second page (F2) of the G/L Menu; select >'**Export'** Select the **G/L Transaction File** to create a new export (ASCII text) file.
  -Use F1 for 'None for the device' and 'Unlimited for the size.'
  -Hit > Enter at the 'any change question'.
  -On next screen use> F1 for First in > "Starting file key", and a value of "9999900" (the nine spaces are required) as the "Ending file key". (The "Ending file key" is account number 9999-900, which is the account just before the 'Temporary account 9999-901'.)
  -Hit >Enter at field number to change. A message will come up > Create or Add
  -Use '**C**' to Create (message will say, conversion complete) -Tab Out. --Choose printer, example; Garbage Can (Trx file is not needed) -The file utility will export all entries into the G/L Transaction File for all accounts up to but <u>not</u> including 9000-901.

  NOTE: The account must be entered based on valid account number structure. This process will only work if your main account number is the first section of the G/L account number structure. For further clarification, refer to the System Functions Guide on use of account number sections.

- Using File Utilities again; select > 'Restore from an Export File' Preform the same steps to create (restore) a new G/L Transaction File. This new G/L Transaction File will contain all debits and credits from the original file <u>except</u> for the credit to account 9999-901. Once posted your G/L Transaction File will now be in balance.

Chapter 12 - Recurring Journal

The purpose of the recurring Journal is different from the standard Journal. Here is how each works:

Standard Journal

The standard Journal contains debits and credits which are to be posted to the G/L Transaction File (the permanent G/L file). The entries are posted once per accounting period.

All of the debits and credits in the standard Journal are posted. You cannot individually select entries to post.

Standard Journal entries are left on file in the Standard Journal Transaction File for use in the next accounting period.

Recurring Journal

The recurring Journal contains entries which work in a fashion similar to *Recurring sales* (A/R) and *Recurring payables* (A/P). If you are just using G/L, you may use this selection for recurring receivables and payables, then copy them (on a recurring basis) to the general Journal.

Recurring Journal entries are entered, selected for use, and then the selected entries are copied to the General Journal Transaction File. From there, they are posted to the G/L Transaction File.

Recurring Journal entries may recur at any interval which you wish, such as daily, weekly, bi-weekly, quarterly, etc. These intervals do not have to align to your accounting periods.

This is useful for such items as payroll.

Recurring Journal entries may be either individually selected or selected in batches.

Recurring Journal entries can include:

- A date range over which the recurring entry is to be used
- A maximum number of times it can be used

You may automatically distribute recurring Journal entries by percentage. In other words, you may debit an account and then balance the entry by allocating a percentage of the entry to a set of accounts. For example, one account is debited, and then 10 other accounts are credited, each for 10% of the overall debit.

To Begin
Select *Recurring Journal Trx > Enter* from the G/L Menu

1. Making Recurring Journal Entries

From this screen, you can work both new and existing recurring Journal entries.
Enter the following information:

[?] *1. Account

For a new recurring entry:
Enter the number of the account to which this recurring entry applies, OR:

[F2]   -To scan through the accounts on file

[Enter]   -Leave the account number blank to either enter a full or partial description of the account, or to use **[F2]** to scan through the accounts in alphabetical order

For an existing recurring entry:
Enter the number of the account, OR:

[F1]   -To scan through the recurring entries on file

[F2]   -To scan through the accounts on file

[Enter]   -Leave the account number blank to either enter a full or partial description of the account, or to use **[F2]** to scan through the accounts in alphabetical order

[F6]   -Use the account for the previous entry (if any)

Once you have selected an existing entry, you may press **[F6]** to enter notes about it (or view or change existing notes).

*2. Sequence
Enter the sequence number which identifies this recurring entry or press **[F1]** to scan through the recurring entries for this account.

*3. Type
This designates the type of recurring entry, which can be either fixed or variable.

A fixed recurring entry has the same debit or credit amount each period. An example is rent.

A variable recurring entry has a variable amount from period to period. An example is a telephone bill. Enter either:

F   -Fixed amount
V   -Variable amount

For either type, you can still change the amount when you select the recurring entry for use, using manual selection. (See the section titled "Selecting Recurring Entries for Use".)

Automatic and Manual Selection

When you select recurring entries for use, you will be able to choose between automatic and manual selection.

In manual selection, you may enter changes to the amount due, as above. This is most suitable for variable recurring entries, since you would usually want to make such changes.

In automatic selection, the recurring entry (fixed or variable) is selected "as is". This is most suitable for fixed recurring entries, which usually require no changes.

In the next field ("Group"), you could set up separate groups for fixed and variable recurring entries. Then you could choose the "fixed" group in *Select for use* and use automatic selection on them. Similarly, you could choose the "variable" group and use manual selection for them so that you could enter the varying information.

4. Group

You may set up groups of any kind here, so that you may later select a group of recurring entries from which to create general Journal entries.

Enter the group to which this recurring entry is to be assigned or press **[Enter]** to not assign this recurring entry to any group.

5. Amount

The cursor is initially positioned for entering either a debit or a credit depending on the parenthesis control you defined for this account (in *Chart of accounts*).

Enter the amount or use press **[Enter]** to move to the opposite type (debit or credit).

If you enter zeros for both debit and credit amounts, you are asked if this is OK. If you answer **Y**, you may proceed with the entry.

6. Source

Enter the source of this entry.

You may not enter ACCRUE as a source. Accrual reversal is not allowed. (Accrual is described in the Chapter titled General Journal.)

The source is a code used to sort entries when the Source Cross Reference Report is prepared (see the *Source Cross Reference* Chapter). Enter a source, OR:

[**Enter**]	-To accept the previous source entered (if you chose in Control Information to re-display sources)
[**F1**]	-To use the previous source entered (if you chose in Control Information not to re-display sources)

7. Reference

Enter a reference or description for the entry, OR:

[**Enter**]	-To accept the previous reference entered (if you chose in Control Information to re-display references)
[**F1**]	-To use the previous reference entered (if you chose in Control Information not to re-display references)

Doc #

The document number is an additional reference. Entering a document number is optional.

Enter a document number, OR:

[**Enter**]	-To accept the previous document number entered (if you chose in *Control Information* to re-display document
[**F1**]	-To use the previous document number entered (if in Control Information the flag is set to not display numbers.)

8. Correcting Entry?

If this entry will be used to correct a previous entry, you can mark this as a correcting entry. This information is used in preparing the Expanded Cash Flow Statement (in *Financial Statement Layouts*). Answer **Y** or press [**Enter**] for **N**.

NOTE: Only the debit or credit shown on this screen will be marked as a correcting entry. The distributions entered on the next screen are never marked as correcting entries. If you are using the recurring Journal entry to allocate to a set of accounts, then you would normally mark the debit or credit on this screen as a correcting entry. Consult with you accountant, as needed, regarding this.

For Notes:

In addition to the usual options, you may press [**F6**] to enter or review notes about this recurring entry. Refer to the section titled "Using Notes" later in this Chapter.

When you are through using notes, press [**Tab**], then press [**Enter**] at "Field number to change?" to get to the second screen:

Expense Distributions
(Fields 9 through 18)

[?] Acct-#

Enter the account number to which all or a portion of the entry will be distributed. The account number entered must exist in the Chart of Accounts File.

Reference

Enter a reference for this distribution.

Fixed and Variable Amounts

For a Fixed Amount Entry:
Enter the amount of the distribution to this account, OR:

> [**F1**]   -To enter an amount to off-set (counter-balance) the "Running balance" (if non-zero)

> [**F2**]   -To change from entering a debit (or credit) to entering a credit (or debit)

For a Variable Amount Entry:
Enter the percent of the amount to be distributed to this account, or press [**F1**] to use the percent remaining to distribute, as displayed on the screen ("Percent remaining").
Both the percent remaining and the amount remaining display.

The percent entered cannot by zero or negative.

When the total percent remaining is zero, the cursor moves to the "Start date" field.

19. Start Date

Enter the date on which this recurring entry will start being used, or press [**F1**] for no specified starting date.

20. Final Date

Enter the final date to use this recurring entry, or press [**F1**] for indefinite.

21. Interval   Every

This specifies the time interval between usages of this recurring entry. Enter a number and then a time period. For instance, the <u>interval</u> could be every 2 weeks. Enter a 1- or 2-digit number, then select one of these time periods:

> **D**   Days
> **W**   Weeks
> **M**   Months

For example, type **1**, then type **M**, meaning that the entry recurs every <u>one month</u>.

22. Next Date

Enter the next date the recurring entry should be activated. If this is not known exactly, enter the approximate date, or press [**Enter**] to use the start date.

The "next date" is automatically advanced by the time interval entered above each time a general Journal entry is created from this recurring Journal entry (by running *Use selected*).

23. Max # Uses

Enter the maximum number of times this recurring entry can occur (later, you will be warned if this recurring entry is selected more than this many times), or press [**F1**] for indefinite (no maximum number of uses).

24. Times Used

When first setting up a recurring entry, enter the number of times this entry has already been used. If you had been making this entry before you began using Samco G/L, you would enter the number of times here. In this case, you would set the "maximum number of uses" above to include these times.

For instance, if you were paying off a loan in 30 instalments and had already made 5 payments, you would enter "30" in field 23 above and "5" here.

The last document number, last date, and times used information is automatically updated by the software.

In addition to the usual "Field number to change?" option, OR:

> [**F1**]   -To display descriptions of the accounts to which amounts are being distributed. (You may press [**Enter**] to return to displaying references)

> [**F6**]   -To enter or review notes about this recurring entry

Using Notes

The purpose of notes for a Journal entry is to allow you to annotate the entry with descriptive information. It is an assist to the audit trail so that the full and exact purpose of a particular debit or credit can be understood when someone reviews the Register at a later time.

The notes will <u>always</u> appear on the General Journal Entry Register and you may choose to have them appear on the Edit List as well.

The notes are <u>not</u> saved after posting.

This selection uses Samco's text editing function. You enter text in much the same way as most word processing programs. When you are finished entering text, press [**Esc**] and follow the screen instructions.
If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled *Text Editing*.

File Options
When you select *File options:*

File   -Save what I have just entered/changed, clear the screen, and get ready for next, (another) note. (Like pressing **[Enter]** at "Field number to change?" in other selections.)

Save & continue   -Save what I have just entered/changed but leave the information on the screen because I want to continue to work with it.

Abandon changes   -Throw away what I have just entered/changed and get ready for a new note. (Like pressing **[Esc]** a 'Field number to change?" in other selections

Delete   -Delete this entire note from the data file and clear the screen to get ready for another note. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete? message.

[Esc].   -To Exit when done

Printing an Edit List

The Recurring Journal Edit List shows all recurring Journal entries that are on file. Select *Recurring Journal Trx > Edit list* and enter the following information:

1. Print Report By
Select whether to print the Report in order by A (account number), or G (Group). Follow the screen instructions.

[?] Starting Account or Group
[?] Ending Account or Group
Enter the range of accounts or groups to be included in the list. Follow the screen instructions.

2. Type
Type **F** to print fixed recurring entries only, **V** for variable recurring entries only, or press [**F1**] for all recurring entries.

3. Next Date Cut-off
This selection allows you to show only recurring entries from which a general Journal entry is to be produced by a certain date. Only recurring entries with a "next date" on or before this date will be shown.

You may enter a date, OR:

> [**F1**]   -For the "Latest date" on file. This means that all recurring entries which meet the other criteria will be included on the list.
>
> [**Enter**]   -For the system (today's) date

4. Show Which Entries
Select which entries are to appear on the edit list:
      A   -All entries
      E   -Only expired entries

Expired entries are those recurring entries which either:
         -Have been selected more than the maximum number of uses, or
         -Have a "final date" before the current date.

Selecting Recurring Entries for Use

Here you select which recurring entries are to become general Journal entries.

To create a general Journal entry from a recurring Journal entry, you must select it for use here first, then, run the *Use selected* function below to transfer it to the General Ledger File, where it becomes just like any other general Journal entry.

You may choose either automatic or manual selection.

Choose *Recurring Journal Trx > Select for use*. On the screen displayed enter the following selection criteria:

1. Select By
Specify whether to select entries by **A** (account number) or **G** (group).

[?] Starting Account Number or Group
[?] Ending Account Number or Group
Enter the range of accounts or groups to be selected. Follow the screen instructions.

2. Next Date Cut-off
If you want to select only recurring entries with a "next due date" on or before a specific date, enter that date here or press [**F1**] for no specific date.

3. Selection Method
Choose
>   **A**   - Automatic
>   **M**   - Manual selection of recurring entries.

Automatic Selection
If you choose automatic selection, recurring entries will be selected based on the criteria entered above.

Manual Selection
If you choose manual selection, then after you have completed entries on this screen, the recurring entries meeting the criteria above will be displayed, one by one, for you to select manually which ones to turn into general Journal entries.

Automatic Selection

When you press [**Enter**] at "Field number to change?" a period of processing occurs while the recurring entries that you have specified are selected automatically by the computer. The Recurring Selection List will be printed to show you which recurring entries have been selected. The recurring entries that are selected will become general Journal entries in the General Journal Transaction File when you run *Use selected* (described later in this Chapter).

Manual Selection

When you press [**Enter**] at "Field number to change?" a screen then appears for you to select recurring entries manually. Entries which are selected here will be used to create general Journal entries when you run *Use selected*.

[?] *1. Account #

To find the recurring entry you want, enter the account number or press [**F1**] to scan through the recurring entries matching the criteria from the previous screen.

*2. Sequence #

Enter the sequence number of the desired recurring entry or press [**F1**] for the next entry.

(If this recurring entry has already been selected, you are informed that it has been and asked if you now want to unselect it. Answer **Y** or **N** as appropriate.)

If you answer **N** to "Select this entry?" the screen clears for you to enter another recurring entry to select.

If you answer **Y** to "Select this entry?", recurring entry is selected. Processing occurs as follows:

Fixed Recurring Entry:

(1) The 'next date' stored in the recurring entry is displayed for the date.

(2) You are allowed to change fields as usual.

Variable Recurring Entry:

The 'Next date" stored in the recurring entry is displayed for the date.

3. Date:

4. Amount

Enter the amount or press [**Enter**] to use the amount originally entered for this recurring entry

Once the entry amount is entered, the function automatically calculates and displays the distribution amounts, based on the percent entered in the *Enter* function.

Make any desired changes from "Field number to change?" or press [**F6**] to view or change the notes for this recurring entry.

The distribution screen appears for you to make any changes necessary.

Make any desired changes from "Field number to change?"   OR:

> [**F1**]   -To display account descriptions
>
> [**F6**]   -To view or change notes for this recurring entry

Reselection

If you select a variable recurring Journal entry that is already selected, and you change the amount of the entry, you will be given the option to recalculate the distributions. If you wish to use the distributions that you entered when the entry was originally selected, answer **N**. If you want the software to recalculate the distributions based on the percentages associated with the distributions, then answer **Y**.

Printing a Selection List

This list shows every recurring entry that has been selected. It shows exactly what entries will be created when Use selected is run next. Use this list to verify and edit your selections.

Choose *Recurring Journal Trx > Selection List*

Using Selected Recurring Entries

When you have verified that your selection of recurring entries is correct and complete, you are ready to create general Journal entries for those recurring entries selected.

Select *Recurring Journal Trx > Use selected.* You are asked if it is OK to create the entries.

The document number for the general Journal entry, if left blank, is filled in by the software using the sequence number and date of the recurring entry.

Chapter 13 - Standard Journal

This function provides you with the ability to generate Journal entries which occur every accounting period but which may have values that vary from period to period; depreciation of fixed assets is an example of a use for *standard Journal entries*.

The Samco General Ledger system provides you with two methods for creating standard Journal entries -- *Standard Journals*, and *Automatic Journals*.

Recurring Journal

The G/L Package also has a recurring Journal which handles recurring entries, although similar to standard Journal entries its purpose is different. Refer to the Chapter titled *Recurring Journal* for a comparison of the recurring and standard Journals.

Standard Journals

Standard Journals are identical to regular general Journal entries in structure, except they can be either "fixed" or "variable". A fixed standard Journal entry rarely changes value from period to period, while a variable standard Journal entry can fluctuate in value each period.

Here are some examples of fixed and variable standard Journals:

Fixed	Variable
Rent	Coffee Services
Car Lease	Long Distance
Disposal Service	Advertising

Automatic Journals

Automatic Journals differ from Standard Journals in three ways:

1. Transactions can be generated for two or more accounts based on a ratio or percentage of the account balances for other G/L accounts

2. Since automatic Journal entries are based on the account balances of other accounts, the transactions do not have a fixed dollar value. Rather, they must be calculated at the end of each period.

3. Standard Journal entries are actual entries; automatic Journal entries must be calculated first before they are generated.

Automatic Journals are ideal for distributing common operating expenses amongst various departments. Allowing you to accumulate these expenses over the course of the accounting period, and then disbursing them out to departments based on either a fixed percentage (i.e. 10% to sales, 22% to service etc.), or on a ratio of G/L account balances (explained in detail later on in this Chapter).

One other area where the two types of entries differ are standard Journals are left on file in the Standard Journal Transaction File for use in the next accounting period after they have been posted. Automatic Journal entries, on the other hand, are removed from the Standard Journal Transaction File once posted. Automatic entries must be recreated each accounting period from the predefined criteria.

To Begin

Select *Standard Journal Trx > Standard Journals* from the G/L Menu.

The dates displayed in the upper right-hand corner show your current accounting period.

Note also that an "ENTRY COUNT" (number of entries made) and a "RUNNING BALANCE" are kept as you make standard Journal entries. When the running balance is equal to zero, all entries which have been made are in balance (debits equal credits).

*1. Type
The type determines whether the recurring amount is permanent (fixed) or variable.

A permanent Journal entry is any entry that is made to account for the <u>same</u> amount each period. These entries are kept on file and posted each period for the same amount.

A variable Journal entry is any entry that is made to the same account each period, but for <u>different</u> amounts. Before posting, you can quickly locate and change the variable amounts to be posted by using [**F2**] as described below.

Enter the type:

P	-For Permanent
V	-For Variable

OR:

[**F1**]	-To scan through all entries on file
[**F2**]	-To change to scanning through only variable entries on file

Because the entries are in order by type (and then by account number), you can quickly locate the variable entries by pressing [**F2**] and then using [**F1**] to scan through them.

[?] *2. Account
This is the G/L account for this entry. It must be in the Chart of Accounts File. Enter the account number, OR

[**F2**]	-To scan through the G/L accounts on file
[**F1**]	-To use the same G/L account as the previous entry (if any)
[**Enter**]	-To leave the number blank to find the G/L account by description

3. Amount
This is the amount of the entry, which is always positive (no minus sign allowed) and is entered as either a debit or a credit, depending on the parenthesis control which you defined in *Chart of accounts*.

If you enter zeros for both debit and credit amounts, you are asked if this is OK. If you answer **Y**, you may proceed with the entry.

Enter the amount, or press [**Enter**] to move to the opposite column and enter the amount there, OR:

> [**F1**]   -To scan through the entries matching the type and account number
>
> [**F2**]   -To enter an amount that will off-set (counter-balance) the running balance (if non-zero)

For example, if the "RUNNING BALANCE" is a debit of $700.00 and [**F2**] is pressed, a credit of $700.00 is entered as the counter-balancing amount.

4. Source

The source is a code used to sort entries when the Source Cross Reference Report is prepared (see the *Source Cross Reference* Chapter). Enter a source, OR:

> [**Enter**]   -To accept the previous source entered (if you chose in *Control Information* to re-display sources)
>
> [**F1**]   -To use the previous source entered (if you chose in *Control Information* not to re-display sources)

If the source entered is ACCRUE, accrual reversal is allowed. (See the explanation in the *General Journal* Chapter.)

(If ACCRUE is entered as the source, you must also enter the counter-balancing entry with ACCRUE as the source, so that the accounts remain in balance.)

5. Reference

Enter a reference or description of the entry, OR:

> [**Enter**]   -To accept the previous reference entered (if you chose in *Control Information* to re-display references)
>
> [**F1**]   -To use the previous reference entered (if you chose in *Control Information* not to re-display references)

Doc #
Entering a document number is optional. This is an additional reference.

[**Enter**]	-To accept the previous document number entered (if you chose in *Control Information* to re-display document numbers)
[**F1**]	-To use the previous document number entered (if you chose in *Control Information* not to re-display document numbers)

6. Reverse Next Period?

If ACCRUE was entered in field 4 ("SOURCE") you can allow automatic reversal of an accrual upon posting. If ACCRUE was not entered, the message "(NOT ALLOWED)" is displayed and this field is skipped.

The running BALANCE is automatically updated to include the amount of the entry just made, the entry COUNT is incremented by one, and the screen is cleared for the next entry.

Automatic Journal Entries

Select *Automatic Journals > Enter criteria* from the *Standard Journal trx* Menu.

Use this function to set up the criteria by which automatic Journal entries will be calculated. A "criteria" is basically a set of instructions which tells the computer how to generate the Journal entries. When the *Calculate automatic trx* function is run, the criteria set up in this function will be used to create the standard Journal entries.

There are two screens of data to be entered. The first screen, shown above, is the criteria header. The second screen, shown later on, is used to enter the actual G/L account distributions – referred to in this section as distributions or account allocations.

NOTE: The current accounting period is displayed in the upper right-hand corner of the screen. When the Calculate automatic trx function is run, the account balance(s) will be calculated using this period.

Percentage vs Ratio
Automatic Journal entries can be created using either the percentage or ration method.

Percentage
A percentage Journal entry will allocate the sum balance of a range of accounts (the base) to one or more accounts based on User defined percentages.

For example, over the course of a month a Company accumulates a number of general operating expenses. These expenses are accumulated in G/L accounts 6000-000 through 6999-000. In order to show a true reflection of each department's profitability, the Company can use an automatic Journal to disburse percentages of the total accounts 6000-000 through 6999-000 to departmental expense accounts.

Ratio
There are three parts to a ratio type automatic Journal:

Base Range: -The total balance of an account range. This is the dollar figure divided up and allocated to the "post to accounts".

Ratio Accounts: -The ratio percent for each account range is expressed as a percentage of the balance of the base range.

Post to Accounts: -The actual accounts to be debited and credited. The amount posted to each account is the ratio percent of its respective ratio account.

Using the table below as an example, the base range amount is $200. The sum of the ratio account ranges (A, B, and C) is $100. At this point it should be made clear that the entire base range amount must be distributed.

Base Range	Ratio Ranges	Range Value	Ratio	Distribution
$200.00	Account Range "A"	$ 50.00	50:100	$100.00
	Account Range "B"	$ 40.00	40:100	$ 80.00
	Account Range "C"	$ 10.00	10:100	$ 20.00
	Total	$100.00	100:100	$200.00

Since the total balance of account range "A" is $50, "A" will receive 50% if the base range (50:100) or $100.00. "B", which accounts for $40, will receive 40% of the base range (40:100) or $80. And finally, "C" will receive 10% of the base range (10:100) or $20.

1. Trx Type

C   -For percentage type criteria
R   -For a ratio.

2. Source
Enter a unique source code to distinguish transactions generated by these criteria. All automatic entries will have a source code prefixed with **AUT**. This code is used for sorting in preparing the *G/L source cross reference* Report.

3. Base Range
Enter an account range to be used as the "base" value allocated or distributed. To use one account as the "base", enter the same account number in *from account no.* and *to account no.* fields.

Inclusive?
Answer **Y** to calculate the values for this transaction using the current period's transactions for the base plus any standard Journal or automatic Journal transactions which will affect the accounts in the base. Enter **N** if you wish to calculate the values for this transaction using only the current account balance.

4. Description
Enter a reference or description for the transaction.

5. Total Percent = 100.00%
This field only displays for percentage (type **C**) transactions.

Press [**Enter**] if the total percentage of your entries on the second screen must equal 100% before you will be allowed to complete entry. Otherwise, answer **N**.

The next screen displayed is dependent on whether this is a percentage or ratio type transaction

(**1. Trx Type**).
For instructions on *Ratio Type Transactions* see the section following *Percentage Type Transactions*.

Percentage Type Transactions

For percentage (type C) transactions, the following screen appears next:

Enter up to 50 allocations to create transactions for:

Percent
Enter the percentage of the "base" that is to be allocated.

Post to (same sign) Account No.
Enter the account number to which the calculated value (percent of base) is to be posted. The account entered will have to it a value which is of the same sign (DR/CR) as the base. For example, if the net value the account entered here will have a debit amount posted to it.

Post to (opposite sign) Account No.
Enter the offsetting account number to which the calculated value (percent of base) is to be posted. The account entered will have posted to it a value which is of the opposite sign (DR/CR) as the base. For example, if the net value of the base is a credit value the account entered here will have a debit amount posted to it.

NOTE: "Total percent" field in bottom left corner of the screen maintains a running total of the percentage fields. A maximum of 50 percentage allocations are allowed**.**

Enter all required percentage allocations and corresponding account numbers. When this is completed press **END** at *Percent* to complete entry and go to "Field number to change?"

To add another detail line, press the number of the next available field and enter in the necessary information.

To delete another detail line, press the number of the field line followed by [**Enter**] and then press [**F2**] when the cursor is in the "Percent" field.

If you select the total percent must equal 100.000, and [**Enter**] is pressed at "Field number to change?" before the total percent has reached 100.000, the message "Percentage detail must total 100.00 press [Enter] to continue". Press [**Enter**] and continue editing the allocations until the total percent equals 100.000 (bottom left hand corner of screen).

Pressing [**Tab**] at "Percent" before any allocations have been entered will result in the message "Exit not allowed – cancel criteria or add detail. Select 1) Cancel criteria, or 2) Add detail". Press **1** to cancel the automatic Journal criteria, or **2** to return to adding allocations.

Ratio Type Transactions

For ratio (type **R**) transactions, the following screen appears next:

[?] From Acct No.
[?] To Acct No.
Enter the ratio range of accounts.

When the *Calculate automatic trx* function is run these ranges are added up. A ratio is then calculated for each range based on its proportion to the sum of all ranges. This ratio is represented as a percentage, which is then multiplied against the "base" to generate a calculated value. This calculated value is used by the next two fields.

Post to (same sign) Account No.
Enter the account number to which the calculated value is to be posted. The account entered will have to it a value which is of the same sign (DR/CR) as the base. For example, if the net value of the base is a credit value the account entered here will have a credit amount posted to it.

Post to (opposite sign) Account No.
Enter the offsetting account number to which the calculated value is to be posted. The accounts entered will have a posted to it a value which is of the opposite sign (DR/CR) as the base. For example, if the net value of the base is a credit value the account entered here will have a debit amount posted to it.

When all required ratio ranges and corresponding account numbers have been entered, press [Tab] at: "From acct no."

To add another detail line:
Press the number of the next available field and enter in the necessary information.

To delete another detail line:
Press the number of the field line followed by > [Enter] > then press [F2] when the cursor is in the "From acct no." field.

NOTE: Pressing [Tab] at "From acct no." before any allocations have been entered will result in the message "Exit not allowed – cancel criteria or add detail. Select 1) Cancel criteria, or 2) Add detail". Press 1 to cancel the automatic Journal criteria, or 2 to return to adding allocation criteria.

Change Criteria

Use this selection to make any changes to existing automatic Journal criteria. Select *Change criteria* from the *Automatic Journal* Menu.

Enter the unique Journal number of the criteria to be changed, make any desired changes and press [**Enter**] at "Field number to change?"
Depending on the transaction type of the criteria (**C** or **R**), you are prompted:
<div align="center">

Do you wish to change percentage detail?

OR

Do you wish to change ratio detail?

</div>

Press [**Enter**] to default to > **N**, the screen will be cleared and the cursor positioned for entry of the source code of the next criteria.

If you type > **Y**, the second screen containing the percentage or ratio detail will be displayed. Locate the detail line you wish to change by paging through using the [**F1**] and [**F2**] keys.

Once you have located the page containing the detail line press [**Enter**] and make the necessary changes. When there are no more changes on this page, press [**Enter**] at "Field number to change?". Press [**F1**] or [**F2**] to page through the detail lines to find another entry to edit.

Once all changes have been made for this criterion, press [**Tab**] at "Press F1 for next page, F2 for previous page".

Delete Criteria

Select *Delete criteria* from the *Automatic Journal Trx processing* Menu.

From the screen that appears, enter the source code of the criteria you wish to delete. Answer **Y** at "OK to delete criteria?" to remove the automatic Journal criteria permanently. Otherwise, press [**Enter**].

Press [**Tab**] at the source code field to exit this function.

Print Criteria List

Select *Print criteria list* from the *Automatic Journal trx processing* Menu and enter the following Report criteria:

1. Trx Type
Enter **C** for percentage type criteria, **R** for ratio, or press [**F1**] for both.

2. Starting Source
3. Ending Source
Enter a range of source codes to print, or press [F1] at each field for the first and last source codes on file respectively.

4. Include Detail
Answer **Y** if you want the allocations included in the Report, or **N** to print the first screen information only.

The printer select window appears for you to choose which printer to send the Report to.

Calculate Automatic Trx

Select *Calculate automatic Trx* from the *Automatic Journal Trx processing* Menu.

On the next screen displayed, answer **Y** to continue processing, or **N** to return to the previous Menu.

NOTE: If choosing to continue, there will be a period of processing while transactions are calculated. During the processing the source code of each criteria will appear in the top left corner of the screen.

If automatic transactions have already been calculated for the current period but not posted to the G/L transaction file, the message "Automatic Trx have already been calculated for this period. Do you wish to recalculate?" Answer Y to continue processing, or N to cancel this function.

Once this function is complete, Journal entries will have been created. You can then run an edit list and post the transactions from the *Standard Journal Menu* (discussed in the next two sections).

Press [**Tab**] to return to the *Standard Journal* Menu.

Standard Journal Edit List

Select *Standard Journal Trx > Edit List* from the G/L Menu.

The Standard Journal Entry Edit List is used to verify the accuracy of the entries made before you post them to the General Ledger Transaction File. This list includes both standard and automatic Journal transactions.

When printing, you can sort the General Journal Edit List by:
- **A** -Acct-#
- **E** -Entry
- **D** -Doc-#
- **S** -Source
- **R** -Reference

Posting Standard Journal Entries

Select *Standard Journal Trx > Post* from the G/L Menu.

This selection will post both the standard and automatic Journal entries to the General Ledger Transaction File, and also perform verification checks while printing the Standard Journal Entry Register. All entries to be posted will appear on this register. When printing, you can sort the General Journal Posting Register by

- **A** -Acct-#
- **E** -Entry
- **D** -Doc-#
- **S** -Source
- **R** -Reference.

The Report number and Journal name are used to form a unique "Journal number". Later, when you wish to refer to a Standard Journal Entry Register, you can do so by using "SJ" (Standard Journal) plus this Report number. For example, Standard Journal Register number 0007 could be referred to as SJ0007.

The Standard Journal Entry Register will verify that the entries being posted are in balance by period (debits equal credits).

All entries will fall in one of two periods, current period or next period (for accrual reversals). If either of the two possible periods does not balance, a message is given showing the balances for the non-zero periods and posting will not be allowed. To correct, you must either add additional entries or change the entries on file to balance the period. The Standard Journal Entry Register will also verify that all accounts used by the entries are in the Chart of Accounts File.

If an entry uses an account that is not in the Chart of Accounts File, a message is given and posting will not be allowed. To correct, you can either delete the entry and re-enter one for the correct account or enter the account in you Chart of Accounts.

If you attempt to post standard Journal entries which someone has already posted for the current period, a warning is given, but you can still continue and post the entries.

Once these entries are posted, they will not be deleted from the Standard Journal Transaction File. They will remain on file for posting next period.

The current period ending date for each posted entry is stored in the Standard Journal Transaction file to detect any attempt to re-post the same entry for the same period.

———————————————

Chapter 14 - View Trial Balance and GL Accounts

View Trial Balance

The View Menu option provides you the ability to drill down through transaction details, whether compressed or not. At the General Ledger Menu select View and the following screen will open:

The View trial balance provides a simple screen to see your trial balance for the current period. From this screen you can "drill down" to see account detail or change the criteria for the data you are viewing.

Use the Menu across the bottom of the screen to move up and down through the accounts.

[**F2**]   - To change the criteria

[**F4**]   - To view an account

[**Tab**]   -To exit

[**F4**]   -**Detail > View account you can further "drill down"**

Follow the screen prompts:

[**F1**]   -To view source and document #

[**F2**]   -To select the next account

[**F4**]   -For further detail by account #

[**F5**]   -Cross-reference by Journal #

[**F6**]   -To access notes

[**Tab**]   -To exit

Using Notes

If you press [**F6**], you may enter an unlimited number of notes about the account being displayed. Each note is given a date/time stamp so that you can scan through the notes in time sequence later.

This selection uses Samco's text editing function. You enter text in much the same way as most word processing programs. When you are finished entering text, press [**Esc**] and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled *Text Editing*.

File Options

File   -Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing [**Enter**] at "Field number to change?" in other selections.)

Save & Continue   -Save what I have just entered/changed but leave the information on the screen because I want to continue to work with it.

Abandon Changes   -Throw away what I have just entered/changed and get ready for a new note.

Delete   -Delete this entire note from the data file and clear the screen to get ready for another note. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete?" message.

[**Esc**].   -To Exit when done

View General Ledger Accounts

Use this selection to view all activity for a specific G/L account within a specified range of dates.

To Begin
Select *View> View General Ledger Accounts* from the G/L Menu. On the screen that appears, enter the following information:

1. Account
Enter the G/L account that you want to view, or press **[F1]** to scan through accounts with posted entries.

2. Starting Date
The starting date does not have to be the starting date of an accounting period. Enter a date, OR:

> **[F1]**   -For the "Earliest" date on file
>
> **[Enter]**   -To use the starting date of the current period

If you enter the earliest date on file, the first entry shown would be the balance brought forward (BBF) entry, which you previously entered in either *Set-up procedures* or *Close a year*.

3. Ending Date
The ending date does not have to be the ending date of an accounting period. Enter a date, OR:

> **[F1]**   -For the "Latest" date on file
>
> **[Enter]**   -To use the ending date of the current period

Up to 14 entries can be shown on the screen at once. If there are more than 14 entries, you can use the **PgUp** and **PgDn** keys to move around.

> [**F1**]   -To see the source and document number instead of the reference and Journal number
>
> [**F2**]   -To return to selecting an account
>
> [**F6**]   -To view or enter any notes for this G/L account

There is no limit to the number of pages that may be viewed when paging forward. However, you are restricted to viewing just the previous 9 pages. (You cannot "backup" more than 9 pages.)

On the screen containing the last entry on file, the total debits, total credits, beginning balance, net change, and ending balance are shown.

Using Notes

If you press [**F6**], you may enter an unlimited number of notes about the account being displayed. Each note is given a date/time stamp so that you can scan through the notes in time sequence later.

This selection uses Samco's text editing function. You enter text in much the same way as most word processing programs. When you are finished entering text, press [**Esc**] and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled *Text Editing*.

File Options:

File
-Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing [**Enter**] at "Field number to change?" in other selections.)

Save & Continue
-Save what I have just entered/changed but leave the information on the screen because I want to continue to work with it.

Abandon Changes
-Throw away what I have just entered/changed and get ready for a new note.

Delete
-Delete this entire note from the data file and clear the screen to get ready for another note. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete?" message.

[**Esc**].
-To Exit when done

View Cross-reference

Allows you to quickly view (instead of having to print) all of the transactions for certain criteria (document #, Journal #, and source). Within all of the View functions you can drill down to account detail, transaction detail (even for compressed transactions), and source cross-reference.
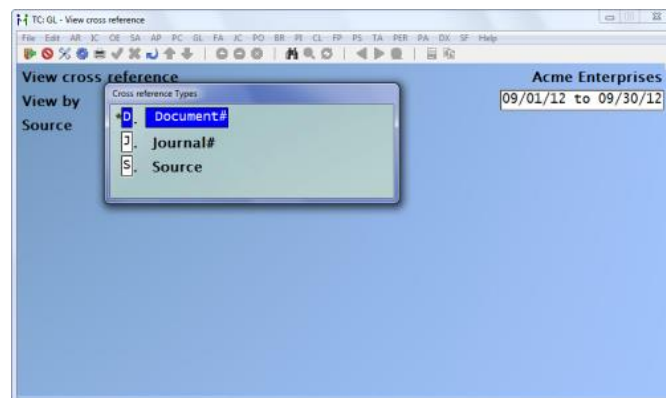
Begin your search by:

D   -Document
J   -Journal
S   -Source

Your search by Journal # will look like:

The screen prompts will continue to assist your search.

Chapter 15 - Reports

Print Trial Balance

Use this selection to print the G/L Trial Balance for a range of selected accounts. You can print the trial balance in either summary or detail. The trial balance is usually run after all entries have been entered and posted for the specified period. However, it can be run at any time during General Ledger processing. The period used is the reporting period defined in *Accounting periods*.

Select *Reports > Print Trial balance* from the *General Ledger* Menu.

[?] 1. Starting Account
[?] 2. Ending Account
Enter the range of accounts to be included on the trial balance – you can also press [**F1**] for the first and last account on file.

3. Starting Date
4. Ending Date
Enter the date ranges to be included on the trial balance.

5. Cash Flow Type?
(For an explanation of cash flow types, see the Chart of Accounts Chapter.)

If one or more cash flow types are entered, this occurs:

- All accounts related to each cash flow type are printed in their own section totals.
- When accumulating total debits and total credits, credit entries marked as correcting entries are added to total debits, and debit entries marked as correcting entries are added to total credits.

To use only specific cash flow types in the trial balance, enter one or more of these choices:

O	-Include Operations Types
I	-Include Investment Types
F	-Include Financing Types
[**Enter**]	-Ignore cash flow types in printing the trial balance

If a type is chosen, the trial balance will be grouped by cash flow type. If types are ignored, the trial balance will be grouped by account number.

6. Show Detail?
A detailed trial balance shows individual entries. A summary trial balance shows only account totals. Press [**Enter**] to show individual entries, or answer **N** to show only totals.

Print prd summary?
If the Reporting Period (see **Accounting Periods**) is set to span multiple accounting periods, and the **Show detail** is set to **Y**, this field appears. When set to **Y**, each accounting period that is spanned by the reporting period will be summarized.

7. Print Each Acct on Separate Page?
(This field appears only if you are printing a detailed trial balance.)

Answer **Y** to start printing each account on a new page. This makes it easier to distribute information about different accounts to different areas of an organization.
Section/group Selection

The number of times you are prompted in the next set of prompts depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

> **[F1]** -To select "All" values for this account section, OR
>
> [**F2**] -To select a specific section value. This is most useful when selecting a section which may have multiple accounts with the same section. OR
>
> [**F3**] -To select a section group. For more information on sub-account groups, see the Chapter titled Sub-Account Groups.

The trial balance shows the beginning and ending balance, total debits, total credits, and net change.

If trial balance (T/B) subtotal levels were entered in *Chart of accounts*, they will be used in printing the trial balance.

The detailed form of the Report also shows all entries for each account, unless *Compress G/L Transactions* has been run and the detail is no longer available.

General Ledger Worksheet

Use this selection to print the G/L Worksheet, which is used in closing procedures for an accounting period.

The worksheet contains the following columns: Opening balance, Debits, Credits, Difference, Ending balance, blank columns for adjustments, and blank columns for the adjusted trial balance.

The period used is the reporting period in *Accounting periods*.

To Begin
Select *Reports > Print general ledger worksheet* from the G/L Menu.
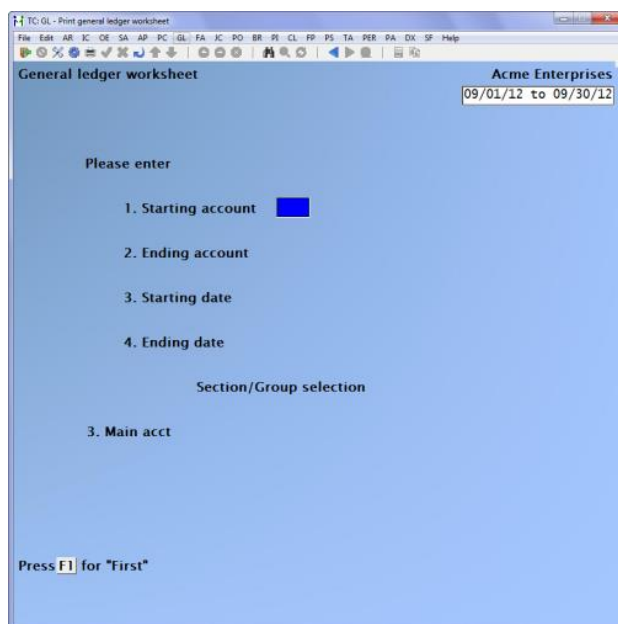
[?] 1. Starting Account
[?] 2. Ending Account
Enter the range of accounts to be included in the worksheet.

3. Start Date
4. End Date
Enter the range of dates to be included in the worksheet. Follow the screen instructions.

Section/Group Selection
The number of times you are prompted in the next set of prompts depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times.

[F1]	-To select "All" values for this account section, OR:
[F2]	-To select a specific section value. This is most useful when selecting a section which may have multiple accounts with the same section.
[F3]	-To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups*.

Make any necessary changes, press **[Enter]**, and select the printer you wish to send the Report

Source Cross Reference

This selection prints the Source Cross Reference Report, which is a list of entries within the range of dates you specify, grouped by either their source code or Journal number.

A source code is assigned automatically when you run *Get Distributions* to transfer entries from other Samco Packages into the General Journal Transaction File. For example, the source code for Accounts Payable entries is always "AP" (unless you manually change the general Journal before posting the entries).

Source Codes
The following source codes are automatically assigned to designate the source of an entry:

Code	Journal
GJ	General Journal
SJ	Standard Journal
AR	A/R sales
CJ	A/R cash receipts
FC	Finance charges
AP	A/P vouchers
AJ	A/P adjustments
AK	A/P cheques
AV	A/P voided cheques
PO	Purchase price adjusts
PR	Payroll Cheques
PM	Manual Payroll
IC	Inventory entries
JC	Job Cost entries
JB	Job Billing entries

Journal number refers to the Report printed when you post general or standard Journal entries within the G/L Package, or when you post other types of entries in other Samco Packages. Each Journal number has a two-letter source code (GJ for general Journal, SJ for standard Journal, etc.), followed by a unique Report number. For example, SJ0005 is a Report number. Thus, you can always associate a Journal number with a specific printed Report, and (provided you have not run *Summarize general ledger*) you can reconstruct a lost Report by using this program.

To reconstruct a Report:

- Specify to print in Journal number order.
- Specify all sources.
- Specify the particular Journal number as both the starting and ending Journal number.
- Specify all dates.

To Begin

Select *Reports* **>** *Print source cross reference* from the G/L Menu.

1. Print Order

Enter either **J** to print in order by Journal number, [**S**] to print in order by source, [D] to print by document number or [T] to print by date.

2. Starting Source
3. Ending Source

Enter the range of sources to print. Follow the screen instructions.

NOTE: Even if you have selected to print in <u>Journal</u> number order, your <u>source</u> selection still affects which entries will be printed (i.e. only entries from selected <u>sources</u> will be printed).

4. Starting Journal
5. Ending Journal

Select the range of Journal numbers to print. Follow the screen instructions.

If you do enter a Journal number, it doesn't have to be an actual Journal number. For example,

entering "GJ0000" for "Starting Journal #" and "GJ9999" for "Ending Journal #" will print all entries from general Journal posting.

6. Starting Date
7. Ending Date

Enter the range of dates you wish to print (<u>any</u> date, not necessarily what is in your accounting period table).

You can press [**Enter**] to default to the current period's starting date (field 6), or the ending date of the current accounting period (field 7). Follow the screen instructions.

In summary, when you have selected starting and ending <u>sources</u>, starting and ending <u>Journal numbers</u>, and starting and ending <u>dates</u>, any entries which are within <u>all</u> of these three limits will be included.

8. Show Balanced Sources

This allows a selection of a Report that only shows items if the total is non-zero. It works in conjunction with the print order field. If cross referencing by [**J**] Journal number only the non-zero (unbalanced) Journal listings would print if the show balanced field was set to (**N**). The same would apply if the print order was [**D**] document.

9. Title of Report

Enter any title you want, or press [F1] to use the title "SOURCE CROSS REFERENCE REPORT".

For readability, spaces are inserted in the title automatically. For example, "MY UNIQUE REPORT" would appear as "M Y   U N I Q U E   R E P O R T" (1 space between characters, 3 spaces between words).

If there are no entries within all three sets of limits (sources, Journal numbers, and dates), you will see "No entries in range selected".

If this Report is in <u>source</u> order, the Report lists all entries within the Journal number and date limits in order by source. The Report shows subtotals for each source and grand totals for all sources.

If the Report is in <u>Journal number</u> order, the Report lists all entries within the source and date limits in order by Journal number. The Report shows grand totals for all Journal numbers.

Notes on Printing Source Cross References

If there is limited disk storage, it is possible that there may not be enough room to process a Report for all entries. If this is the case, you will see a message and cannot continue the function.

To handle this, you can either:

(a) Narrow your source, Journal number, or date <u>limits</u>, so that fewer entries are printed (and then print the rest separately afterward); or

(b) Compress the General Ledger Transaction file (see the Summarize General Ledger Chapter), and then run the Report for all entries which you initially specified.

_____

```
Report display                                                                    _|□|×|

   Date:06/13/11  Time:17:06:05              Acme Enterprises Inc.          User: SSI  Report #2698   Page 0001

                                       SOURCE CROSS REFERENCE REPORT

   Period:   04/01/11 to 04/30/11

   In order by source            Starting source: "First"      Starting journal #: "First"    Starting date: 04/01/11
                                 Ending source: "Last"         Ending journal #: "Last"       Ending date: 04/30/11


   Acct-#          Description           Trans date      Amount   Reference              Document-#    Jrnl-#


   Source: AR
   --------------------

   0000-000        Temporary             04/27/11      2,850.00CR Interface from A/R                   AR2632
   0000-000        Temporary             04/27/11        844.80CR Interface from A/R                   AR2638
   1100-000        Accounts receivable   04/27/11         28.00   SAM100:Samco Software Inc 100017     AR2632
   1100-000        Accounts receivable   04/27/11      1,710.67   SAM100:Samco Software Inc 100018     AR2632
   1100-000        Accounts receivable   04/27/11      3,192.00   SAM100:Samco Software Inc 100019     AR2632
   1100-000        Accounts receivable   04/27/11        805.10   SAM100:Samco Software Inc 100020     AR2632
   1100-000        Accounts receivable   04/27/11      3,579.89   SAM100:Samco Software Inc 100021     AR2638
   2230-000        GST collected payable 04/27/11        611.33CR Interface from A/R                   AR2632
   2230-000        GST collected payable 04/27/11        293.05CR Interface from A/R                   AR2638
   4010-000        Sales: Rigs built     04/27/11        435.60CR Interface from A/R                   AR2632
   4010-100        Sales - tools         04/27/11      1,260.00CR Interface from A/R                   AR2632
   4020-000        Discount on sales     04/27/11        308.24CR Interface from A/R                   AR2632
   4020-000        Discount on sales     04/27/11      2,442.04CR Interface from A/R                   AR2638
   4020-100        Sales - parts         04/27/11        240.60CR Interface from A/R                   AR2632

           14 entries this source        Source totals:       9,315.66
                                                             9,285.66CR  Balance:         30.00

   Source: IC
   --------------------

   0000-000        Temporary             04/06/11      1,107.57   Cost of goods sold      19           IC2614
   0000-000        Temporary             04/27/11        100.00   Cost of goods sold      100019       IC2630
   1210-000        Inventory - Other     04/06/11         29.15   Inventory raw materials 19           IC2614
   1210-000        Inventory - Other     04/06/11      1,100.53   Inventory raw materials 20           IC2619
   1210-000        Inventory - Other     04/06/11      1,136.72   Inventory raw materials 10049        IC2621
   1210-000        Inventory - Other     04/06/11      1,136.72   Inventory raw materials 10050        IC2624
   1210-000        Inventory - Other     04/06/11        900.00   Inventory raw materials 10051        IC2626
   1210-000        Inventory - Other     04/27/11        730.77CR Inventory raw materials 100018       IC2630
   1210-000        Inventory - Other     04/27/11        100.00CR Inventory raw materials 100019       IC2630
   1210-000        Inventory - Other     04/27/11        257.67CR Inventory raw materials 100020       IC2630
   2000-000        Accounts payable      04/06/11      1,136.72CR Inventory liabilities   19           IC2614

              Exit                          Print                          Save
```

```
Report display                                                                    _|□|×|

─────────────────────────────────────────────────────────────────────────────────

    Date:06/13/11  Time:17:06:05          Acme Enterprises Inc.        User: SSI  Report #2698   Page 0001

                                     SOURCE CROSS REFERENCE REPORT

    Period:   04/01/11 to 04/30/11

    In order by source           Starting source: "First"    Starting journal #: "First"    Starting date: 04/01/11
                                 Ending source: "Last"       Ending journal #: "Last"       Ending date: 04/30/11


    Acct-#            Description           Trans date      Amount   Reference              Document-#   Jrnl-#


    Source: AR
    ==================

    0000-000          Temporary             04/27/11     2,850.00CR Interface from A/R                  AR2632
    0000-000          Temporary             04/27/11       844.80CR Interface from A/R                  AR2638
    1100-000          Accounts receivable   04/27/11        28.00   SAM100:Samco Software Inc 100017    AR2632
    1100-000          Accounts receivable   04/27/11     1,710.67   SAM100:Samco Software Inc 100018    AR2632
    1100-000          Accounts receivable   04/27/11     3,192.00   SAM100:Samco Software Inc 100019    AR2632
    1100-000          Accounts receivable   04/27/11       805.10   SAM100:Samco Software Inc 100020    AR2632
    1100-000          Accounts receivable   04/27/11     3,579.89   SAM100:Samco Software Inc 100021    AR2638
    2230-000          GST collected payable 04/27/11       611.33CR Interface from A/R                  AR2632
    2230-000          GST collected payable 04/27/11       293.05CR Interface from A/R                  AR2638
    4010-000          Sales: Rigs built     04/27/11       435.60CR Interface from A/R                  AR2632
    4010-100          Sales - tools         04/27/11     1,260.00CR Interface from A/R                  AR2632
    4020-000          Discount on sales     04/27/11       308.24CR Interface from A/R                  AR2632
    4020-000          Discount on sales     04/27/11     2,442.04CR Interface from A/R                  AR2638
    4020-100          Sales - parts         04/27/11       240.60CR Interface from A/R                  AR2632

            14 entries this source        Source totals:    9,315.66
                                                            9,285.66CR  Balance:         30.00

    Source: IC
    ==================

    0000-000          Temporary             04/06/11     1,107.57   Cost of goods sold      19          IC2614
    0000-000          Temporary             04/27/11       100.00   Cost of goods sold      100019      IC2630
    1210-000          Inventory - Other     04/06/11        29.15   Inventory raw materials 19          IC2614
    1210-000          Inventory - Other     04/06/11     1,100.53   Inventory raw materials 20          IC2619
    1210-000          Inventory - Other     04/06/11     1,136.72   Inventory raw materials 10049       IC2621
    1210-000          Inventory - Other     04/06/11     1,136.72   Inventory raw materials 10050       IC2624
    1210-000          Inventory - Other     04/06/11       900.00   Inventory raw materials 10051       IC2626
    1210-000          Inventory - Other     04/27/11       730.77CR Inventory raw materials 100018      IC2630
    1210-000          Inventory - Other     04/27/11       100.00CR Inventory raw materials 100019      IC2630
    1210-000          Inventory - Other     04/27/11       257.67CR Inventory raw materials 100020      IC2630
    2000-000          Accounts payable      04/06/11     1,136.72CR Inventory liabilities   19          IC2614


          Exit                      Print                      Save
```

Print Financial Statements

This selection is used to specify customizing options and to print Financial Statements.

In *Statement layouts*, you entered the codes and account numbers to define the layouts for particular statements.

Using *Enter specifications*, you will be able to enter additional requirements for customizing statements so that many <u>different</u> statements can be generated from any <u>one</u> layout. This will reduce the number of layouts that you must have on file to print a variety of Financial Statements.

Print Financial Statements will calculate the net income figures and account balances for the reporting period, then print the Financial Statements.

To Begin
Select Reports>Print Financial Statements> Set up specifications > Enter specifications from the G/L Menu.

Entering Specifications

New and Existing Specifications. (From this screen you can work with both new and existing specifications.)

[?] *1. Specification
Enter the number that identifies the specification (the number cannot be zero) or use [**F1**] to scan through the specifications on file.

We recommend that you group specifications numerically so that it will be easy to select all specifications within a particular numeric range for printing. For example, assign specification numbers 1 to 100 for Financial Statements for monthly reporting, 101 to 200 for quarterly reporting, and 201 to 300 for year-end reporting.

Additionally, you could assign specification numbers 1 to 50 to profit and loss statements and supporting schedules, and 51 to 100 to balance sheets and supporting schedules.

[?] 2. Layout
Enter the existing layout number to which these specifications will be applied, or use [F1] to scan through the layouts on file.

3. Rounding Factor
This is used when any of the amounts are greater than 999,999,999.99 because of the space available on the statement. Rounding to the nearest dollar will allow up to 999,999,999,999 to print on the statement. Use one of the options:

> **D** -Dollar (rounded to the nearest dollar)
> **N** -No rounding (exact amounts including 2 decimals are shown)

4. Budgets/Comps?
Budgets or comparatives can be printed on any profit and loss statement, balance sheet, or supporting schedule. Comparatives can be printed on any Source and Application of Funds (SAF) statement, but not budgets. Neither budgets nor comparatives can be printed on an expanded cash flow statement.

If you wish to show variances (below), you must select either budgets or comparatives here.

Enter:

B	-Budgets
C	-Comparatives
T	-To print last year's total in the YTD column
N	-Neither (show neither budgets nor comparatives on the statement)

1   -Special (show net change, balance, budget, and comparative on the statement)

2   -Special (show balance, budget, and comparative on the statement)

3   -Special P&L Only (show actual, budget, variance, and comparative for current period with ratios and percentages, and show actual, variance, and comparative for year to date, also with ratios and percentages)

4   -Special P&L Only (show actual, budget, and comparative for both current period and year to date – no ratios or percentages)

NOTE: Budgets or comparatives are printed on the right-hand side of the Financial Statement.

5. Ratios/Variances?

You may show ratios, selected ratios, or variances on the statement. Enter either:

N	-Show neither ratios, selected ratios, nor variances
V	-Show variances
R	-Show ratios (appears only for P&L formats)
S	-Show selected ratios (appears only for P&L formats)

If you choose "selected ratios", enter up to 9 selected ratios or use the [**F1**] option: to show "All" selected ratios.

Ratios and selected ratios are shown only on profit and loss statements or profit and loss supporting schedules.

NOTE: The G/L layouts have a ratio feature. The layout has to have Start Ratio/End Ratio pair to add up a ratio basis. Then the specification might have to specify yes to showing ratios, but the statement should then show the ratio percentage of the current balance vs the basis. Normally, done on income statements, set the basis (with Start Ratio thru End Ratio) as being total of the sales accounts. Then the costs are a percent of sales, and the sales are a percent of sales.

Variances are shown only if either budgets or comparatives are selected in field 4 above.

If field 4 is set to either 1,2,3 or 4, this field defaults to "n/a" and cannot be changed.

NOTE: For SAF Statements and the expanded cash flow statement, neither ratios, selected ratios, nor variances are allowed.

6. Print Next Run?

This determines if the Financial Statement for this specification will be printed the next time statements are run. Answer **Y** or **N**.

Section/Group Selection

The number of times you are prompted in the next set of prompts depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

From the section prompt, press [**F1**] to select "All" values for this account section, OR:

> [**F2**]   -To select a specific section value. This is most useful when selecting a selection which may have multiple accounts with the same section.

> [**F3**]   -To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups*.

Clearing Selections

Select *Reports>Print Financial Statements> Set up specifications > Clear selections.*

Use this selection to set the "PRINT NEXT RUN?" field to N for all specifications on file. All specifications will then be set so that none will be printed on the next print run.

Generalized Selection

Select *Reports>Print Financial Statements> Set up specifications >Generalized selection.*

This function allows all specifications (or any group of specifications) to be selected for printing without having to change each "PRINT NEXT RUN?" answer **Y**, one by one, in field 6 of *Enter specifications.*

[?] 1. Starting Specification #
[?] 2. Ending Specification #
Enter the range of specifications to select for printing. Follow the screen instructions.

Section/Group selection

The number of times you are prompted in the next set of prompts depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

From the section prompt, press [**F1**] to select "All" values for this account section, OR:

> [**F2**]   -To select a specific section value. This is most useful when selecting a selection which may have multiple accounts with the same section.

> [**F3**]   -To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups*.

Printing a Specifications List

Select *Reports>Print Financial Statements> Set up specifications > Print specifications List.*

Use this list to verify the specifications you have entered for the statements. A screen appears for you to enter the starting and ending numbers of the specifications to be printed.

[?] 1. Starting Specification #
[?] 2. Ending Specification #
Enter the range of specifications to be printed. Follow the screen instructions.

Printing Financial Statements

This function prints the Financial Statements you selected.

If you want to print statements for a different accounting period, you must change the "REPORTING PERIOD" through *Accounting periods*.

Select *Reports>Print Financial Statements.* You can print the Financial Statements to paper or to PDF, select where to print from the printer screen selection pop up window.

Next, a screen appears for you to choose whether to print the date, time, and /or page number, on the Financial Statements. If you are printing the statements (rather than displaying them), you may also choose whether to print the Report number on them and how many lines.

1. Starting Date?
F1 for Earliest, or Enter Date of your Choice

2. Ending Date?
Enter the ending dates of the Reports or press [F1] to enter default dates and set the rest of the fields to N. [F2] will enter the default dates and set the rest of the fields to Y.

3. Print Date?
Answer Y to print today's date on the statements, OR:

> [**F1**]   -To set all fields to N
> [**F2**]   -To set all fields to Y

4. Print Time?
Answer **Y** to print the time of printing on the statements.

5. Print Page #?

Answer **Y** to print the page number on each statement page.

6. Print Report #?

This field only appears if you selected to print to disk or on a printer, rather than display.

Answer **Y** if you want to assign a Report number to each statement printed.

7. Lines Per Page

Enter the number of lines per page, press [**F3**] to default to 60, or press [**F1**] to set to "Unlimited".

Recalculating Balances

If the reporting period is the same now as it was the last time statements were printed, you will be asked if you wish to recalculate account balances. Answer Y or N, as appropriate.

You <u>will</u> want to recalculate the balances if you are printing Financial Statements again for one of these reasons:

- One or more account balances were incorrect when statements were printed, or
- New entries have been posted,
- Budgets or comparatives have changed

If no amounts have changed, there is no need to recalculate the balances.
There might be considerable amount of processing time required to recalculate account balances, so you should avoid doing it more often than necessary.

IMPORTANT NOTE

There are some basic rules in Samco G/L regarding the printing of BSNI (Balance Sheet Net Income). BSNI is the code which you include on your Balance Sheet layout in order to print the net profit (or loss) for the period. The rules regarding BSNI are as follows:

NOTE: Financial Statements for a New Year will not be able to be generated until the prior year-end is closed. You will get a programming error**.**

- Whenever Financial Statement printing begins (by selecting Print Financial Statements), BSNI is set by the software to be the total NET PROFIT (or LOSS) for all profit and loss entries on the file. The
- BSNI is set to be the total NET PROFIT (or LOSS) whether or not you specified account balances are to be recalculated.
- The BSNI which is set at the beginning of Financial Statement printing should be used to show NET PROFIT (or LOSS) on the Balance Sheet for the entire Company.
- Whenever a P&L or a supporting schedule for a P&L statement is printed, BSNI is set to the last amount printed on the statement.

Printing the Balance Sheet for the Entire Company

To print the Balance Sheet for the entire Company, you would first set up a Financial Statement specification for a balance sheet layout.

On this specification, you would enter "All" for the sub-accounts to be included when printing the layout.

If this specification is printed first when Financial Statement printing begins, then the BSNI code on the balance sheet layout will be replaced by the NET PROFIT (or LOSS) for the entire Company.

If you do not print the Balance Sheet for the entire Company as the first statement printed, then you must ensure that the Profit and Loss Statement for the entire Company is printed just prior to printing the Balance Sheet. This is because of the rule above.

If you do not do this, then the NET PROFIT (or LOSS) shown on the Balance Sheet will be incorrect, and the Balance Sheet will not be in balance.

Printing the Balance Sheet for a Sub-Account (or Sub-Account Group)

To print the Balance Sheet for a specific sub-account (or sub-account group), first set up a Financial Statement specification for a profit and loss statement layout.

On this specification, you would enter the specific sub-account (or sub-account group) to be included when printing the layout.

Then set up a financial specification for the Balance Sheet to be printed for the same sub-account (or sub-account group). This specification should be numbered so that it is the next specification after the Profit and Loss Statement described above.

Select both of these specifications to be printed at the same time.

By printing the Profit and Loss Statement first, followed immediately by the Balance Sheet, BSNI will be set to the proper value (at the time the Profit and Loss Statement is printed) for use on the Balance Sheet.

For example, a correct sequence for printing would be:

1. Profit and loss statement (for "All" sub-accounts)
2. Balance sheet statement (for "All" sub-accounts)
3. Profit and loss statement (for sub-account 100)
4. Balance sheet (for sub-account 100

Chapter 16 - Correcting Entries

This software includes provisions for creating the Expanded Cash Flow Statement (FASB 95 Cash Flow Statement). FASB 95 means the 95th official statement of the Financial Accounting Standards Board.

In order to handle the requirements for this statement, correcting ledger entries must be labelled as such. A correcting entry is a ledger entry which has been made to correct an earlier ledger entry which is in error.

For example, let us assume that the following debit and credit have been entered and posted:

        DR Accounts Receivable $100
                CR Sales $100

After posting, you discover that the amount should have been $50.
In this case, you would enter and post the following:

        DR Sales $50
                CR Accounts Receivable $50

However, the above two ledger entries must be marked as <u>correcting entries</u> to indicate that they are not the result of a business transaction.

If they are not marked as correcting entries, then your books can give the <u>appearance</u> that the volume of business being done (as reflected in the gross debits to your A/R account) is larger than that which has actually occurred.

There are two methods by which entries can be labelled as correcting entries:

1) When entering either a General Journal Transaction, a transaction in another Package (A/R, A/P, PR, I/C), an order in O/E, or an Invoice in P/I, you may specify that the transaction, Order, or Invoice is a correcting entry. If you wish to do this, then answer Y to "Allow Correcting Transactions ?" In this case, when correcting entry transactions are posted, the debits and credits generated by the transactions will be marked as "correcting entries" and will appear as such in the General Ledger Transaction File (which is the file within G/L that contains all of the debits and credits for your Company.)

If you answer Y, you may also use the *Correcting Entries* selection within G/L to mark entries as correcting entries, as described below.

2) After debits and credits have been posted to the General Ledger Transaction File within G/L, you may mark individual debits and credits as correcting entries, using the selection *Correcting Entries*. This selection is discussed in the Chapter titled Correcting Entries.

If you wish to allow correcting entries to be made <u>only through</u> the *Correcting entries* selection, then answer N to "Allow Correcting Transactions ?" When selected you will not be able to specify that individual transactions within G/L or other Samco Packages are able to generate correcting entries.

NOTE: Debits and credits generated by other Samco Packages must be transferred to G/L using the selection *Get Distributions* before they can be marked as correcting entries using the *Correcting Entries* selection.
- See the Chapter titled *Get Distributions* in this Manual.)
-
- Consult with your accountant to determine which of the above methods is most appropriate for your business.

Use this selection to view all activity for a specific G/L account within a specified range of dates and label selected entries as "correcting entries".

The software contains provisions for creating the Expanded Cash Flow Statement. In order to handle the requirements for this statement, correcting entries must be labelled as such.

This selection is similar to *View Accounts* but has been separated out so that it can be password-protected. You may wish to assign a password to this selection so that correcting entries may only be made by authorized personnel.

NOTE: Amounts of entries marked as "correcting entries" are subtracted from the appropriate debit or credit amount before the summary debit or credit amount is calculated.

For example, if an asset account has a debit entry for $100 and also has a credit entry (marked as a "correcting entry") for $10, the summary entry is a debit for $90.

To Begin > -Select *Set correcting entries* from the G/L Menu. On the screen displayed enter the following: (flag has to be set to allow correcting entries)

[?] 1. Account
Enter the G/L account that you want to correct, or use press **[F1]** to scan through accounts with posted entries

If **[F1]** does not bring up an account you expected to see, you can confirm that there are no entries by entering the account number directly. If there are no entries, you are informed of this.

2. Starting Date
The starting date does not have to be the starting date of an accounting period. Enter a date, OR:

> **[F1]**   -For the "Earliest" date on file
>
> **[Enter]**   -To use the starting date of the current period

If you enter the earliest date on file, the first entry shown would be the balance brought forward (BBF) entry, which you previously entered in either *Set-up procedures* or *Close a year*.

3. Ending Date
The ending date does not have to be the ending date of an accounting period. Enter a date, OR:

> **[F1]**   -For the "Latest" date on file
>
> **[Enter]**   -To use the ending date of the current period

Up to 14 entries can be shown on the screen at once. If there are more than 14 entries, you can use the **PgUp**, **PgDn** and **Arrow** keys to move around, OR:

> [**F1**]   -To see the source and document number instead of
>   the reference and Journal number
>
> [**F2**]   -To return to selecting an account
>
> **Y** or **N**   -To change the "correcting entry" status for the
>   highlighted line. (See Control Information Chapter.)
>
> [**F6**]   -To view or enter any notes for this G/L account

There is no limit to the number of pages that may be viewed when paging forward. However, you are restricted to viewing just the previous 9 pages. (You cannot "backup" more than 9 pages.) On the screen containing the last entry on file, the beginning balance, total debits, total credits, net change and ending balance are shown.

Using Notes

If you press [**F6**], you may enter an unlimited number of notes about the account being displayed. Each note is given a date/time stamp so that you can scan through the notes in time sequence later.

This selection uses Samco's text editing function. You enter text in much the same way as most word processing programs. When you are finished entering text, press [**Esc**] and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled *Text Editing*.

File Options:

File	-Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing [**Enter**] at "Field number to change?" in other selections.)
Save & Continue	-Save what I have just entered/changed but leave the information on the screen because I want to continue to work with it.
Abandon Changes	-Throw away what I have just entered/changed and get ready for a new note.
Delete	**-**Delete this entire note from the data file and clear the screen to get ready for another note. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete?" message.
[**Esc**]	-To Exit when done

Chapter 17 - Texts

Use this selection to enter texts. Texts are instructions or explanatory information which you want to appear on your Financial Statements. Texts are used for footnotes, accountants' opinions, cover sheets, headers, and the like.

The texts entered here are later selected by "text number" to appear on <u>specific</u> Financial Statements, supporting schedules, and source and application of funds (SAF) statements. This selection process is described in Financial Statement layouts.

To Begin
Select *Texts > Enter* from the second page of the G/L Menu.

A screen appears for you to enter a text number and a description of the text.

You can work with both new and existing texts. If a text has already been entered for the text number you specify, it will appear and be available for changes or deletion.

[?] * Text #
Enter the number which identifies this text, OR:

> **[F1]**   **-**To scan through the texts on file.

Description
Enter the description of the text (this is not the actual text, just something to identify it for you).

Make any changes as usual.

A screen appears for you to enter the text:

This selection uses Samco's text editing function. You enter text in much the same way as most word processing programs. When you are finished entering text, press **[Tab]** and follow the screen instructions.

To centre a line, move to that line then press **[F6]**. Note that the text is centred with respect to the Financial Statement on which it will be printed, not with respect to the screen on which it now appears.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled Text Editing.

When you are finished editing text, press **[Tab]** to display the File Options Menu:

File -Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing **[Enter]** at "Field number to change?" in other selections.)

Save & continue -It will save what has just been entered/changed but will leave the information on the screen because I want to continue to work with it.

Abandon changes -Throw away what I have just entered/ changed and get ready for a new note. (Like pressing [Esc] at "Field number to change?" in other selections.)

Delete -Delete this entire note from the data file and clear the screen to get ready for another note. The software will ask you to confirm the deletion with an "OK to delete?" message.

[Tab] -To Exit.

Printing Texts

Select *Print text list* from the *Texts* Menu of the G/L Menu.

[?] 1. Starting text #
[?] 2. Ending text #
          Enter the range of text numbers you wish to print. Follow the screen instructions

Chapter 18 Financial Statement Layout

This Chapter, and the next three, describe how to produce Financial Statements.

This Chapter describes the first step in producing Financial Statements: entering a layout, or format, to control the content and appearance of each Financial Statement. GL > Reports > #2 - Print Financial Statements (or if setting up specifications) #1 – Set-up Specifications.

Topics covered include:
- How to lay out a Financial Statement line by line;
- How to print an edit list showing your layout;
- How to print a sample Financial Statement to see the result;
- How to verify a layout; and
- How to re-sequence a layout

The next Chapter, *Building Financial Statement Layouts*, is a step-by-step procedure to use in building a layout.

The Chapter, *Copy Layouts/Make SAF Layouts,* describes:

- How to create an additional layout by copying an existing one;
- How to add a sub-account to an existing layout;
- How to create an additional layout with a new sub - account; and
- How to automatically create Source and Application of Funds (SAF) layouts

The final Chapter on this subject, *Financial Statements*, describes:

- How to enter specifications for customizing statements so that many different Financial Statements can be generated from any one layout;
- How to print a list of specifications;
- How to select statements to print and
- How to print Financial Statements.

Financial Statement Layouts

Financial Statement "layouts" are sets of parameters which you enter to specify the exact format in which statements are printed. For each type of Financial Statement, you enter two kinds of parameters:

- Account numbers, to specify which accounts should print where.

- Functions which "put a blank line here" or "print a total here", to control all aspects of the statement's appearance.

The *Financial Statement layouts* selection is for Users who understand P&L statements and balance sheets well. As needed, we suggest you consult someone who is very familiar with such Financial Statements.

Of the various "special" G/L statement formats you can specify in the budget/comparative flag of the specification record, only the P&L special formats use the wide format - but all of them do, 1 thru 4.

Extra information – Specification reports 1 through 4:
1 = 180 columns (out of 220)
2 = 180 columns (out of 220)
3 = 220 columns (out of 220)
4 = 138 columns (out of 220)

Some other Reports that do 220 columns:

Real profitability report":
Inventory and Sale Synopsis
Production report".
Processed Tire Report".
Employee Production Worksheet"
Job status summary report ".: "
Production Report
"Project progress":
Stock supply analysis report":
Open orders report". –
User defined report".:
Monthly activity analysis".
Payroll report".: "Herring report".

How This Chapter is Organized

1. The statements you can produce are listed.

2. The types of layouts to produce these statements are shown.

3. The screen and fields you use to enter the layouts are described.

4. Printing accounts, using account numbers, sub-account numbers, and features such as "wild-cards" and account ranges are described.

5. The functions which are common to all kinds of layouts are described.

6. The features of "profit and loss format" layouts are described, along with functions used only with them.

7. The features of "balance sheet format" layouts are described, along with the function used only with them.

8. How to print an edit list of the layout is described.

9. How to print a sample Financial Statement based on the layout is described.

10. An index to the functions used in layouts is at the end of the Chapter.

Financial Statements

You can produce the following types of Financial Statements:

- Profit and Loss Statement
- Balance Sheet
- Profit and Loss Supporting Schedule
- Balance Sheet Supporting Schedule
- Cash Flow Statement
- Expanded Cash Flow Statement
- Analysis of Changes in Working Capital
- Statement of Changes in Financial Position

Types of Layouts

You use a different layout to produce each statement. The layouts are set up in two formats, corresponding to the two major types of Financial Statements:

When setting up a layout, once completed, it is best to verify it. This will make sure that there are no errors on it.
Errors, will prevent the statement from being generated. See 'Verifying Layouts" for more information.

   Profit and Loss (P&L) Format
   Balance Sheet Format

Each layout is assigned a code to identify the type of layout as follows:

Code   Layout Type

              Profit and Loss Format Layouts

P   -Profit and Loss (P&L) Statement
S   -Supporting Schedule (P&L format)
C*   -Cash Flow Statement
E   -Expanded Cash Flow Statement
W*   -Analysis of Changes in Working Capital

              Balance Sheet Format Layouts

B   -Balance Sheet
X   -Supporting Schedule (balance sheet format)
F*   -Statement of Changes in Financial Position

* Codes:
 C,
 F,
-W   -Represent the three standard SAF (Source and Application of Funds) layouts. You can also automatically create them from the other layouts. Refer to *Make SAF layouts* in the Chapter titled Copy Layouts/Make SAF Layouts.

<div align="center">***IMPORTANT NOTE***</div>

There are some basic rules in Samco G/L regarding the printing of BSNI (Balance Sheet Net Income). BSNI is the code which you include on your Balance Sheet layout in order to print the net profit (or loss) for the period. The rules regarding BSNI are as follows:

NOTE: Financial Statements for a New Year will not be able to be generated until the prior year-end is closed. You will get a programming error.

- Whenever Financial Statement printing begins (by selecting Print Financial Statements), BSNI is set <u>by the software</u> to be the total NET PROFIT (or LOSS) for all profit and loss entries on the file. BSNI is set to be the total NET PROFIT (or LOSS) whether or not you specified that account balances are to be recalculated.

- The BSNI which is set at the beginning of Financial Statement printing should be used to show NET PROFIT (or LOSS) on the Balance Sheet for the entire Company.

- Whenever a P&L or a supporting schedule for a P&L statement is printed, BSNI is set to the last amount printed on the statement.

Legend of Codes for Financial Layout

LF	-Line feed (skip a line)
FF	-Form feed (start a new page)
UL	-Print an underline
DL	-Print a double underline
LEG	-Print a predefined legend (heading)
TXT	-Print text from the Text File
LIT	-Print a "literal" (a "literal" is a line of text)

Functions used to calculate, print, and clear subtotals

SUB1-SUB9 Print the subtotal for the level specified by the number (1 is the lowest level, 9 the highest), then clear the subtotals at the level specified and all preceding lower levels

CLS1-CLS9 Clear the subtotal at the level specified and all preceding lower levels, without printing a subtotal

Common references:

N -Net change for the reporting period (this is the sum of types D and C below). This is the usual balance type for P&L format. This type is automatically set for <u>Cash Flow Statement</u> and <u>Analysis of Changes in Working Capital</u>.

B -Balance as of the beginning of the reporting period.

E -Balance as of the end of the reporting period (this is the sum of types B above and C and D below).

Changing the Layout

You can change the order in which they appear or modify the content of each line by using these keys shown on the screen:

↑ or ↓ Keys	-Will move to the next line
[**PgUp**] [**PgDn**]	-Will move you between screens
[**Home**]	-Moves to the first line of the layout
[**End**]	-Moves to the last line of the layout
[**F1**]	-Will insert a line between two existing lines
[**F2**]	-Moves or copies a line. Go to the line you want to move or copy and press [**F2**]. Then go to the line <u>below</u> the location where you want the line and press [**Enter**] to move the line, [**F1**] to insert the copy, or to cancel the move/copy.
[**F3**]	-Will delete the current line.
[**F5**]	-Displays the next valid account number for the layout. From the current position, the previous account line in the layout is found, and then the next account after that one in the Chart of Accounts is displayed. This allows for rapid creation of new layouts.
[**F4**]	-Is used to "jump" directly to an account number. Then enter the account number.
[**Enter**]	-Is used to change the current line (except when used in the [F2] + [Enter] -Move sequence above).
[**F7**]	-Gets a Menu of the functions. You can then use the ↑ or ↓ keys to highlight the desired function, and then press [Enter] to use it.
[**Esc**]	-To exit the function when you are done entering the layout, or to cancel a change or a move/copy function.

General Ledger Headers in Specifications for Financial Statement Layouts

All Financial Statement Layouts have a Header. Which consist of Acct # or Function ; Bal Type ; PRT/Accum ; Prt/Col / and Parenthathis control
-You can follow the prompts at the bottom of the screen when adding accounts etc.

Layout Screen

This screen is used to enter accounts and function codes which control the content and appearance of the Financial Statement.

You enter one line for each account or function in the order in which you want to have them appear to be performed.

Layout Screen Fields
Each line contains five fields across the screen:

Acct-# or
Function

The first field is used to enter either a G/L account number or a code standing for a function. Account numbers may be entered with a sub-account number, if you use sub-account numbers. As described later in the section titled "Printing Accounts", you may use "wild carding" in the sub-account field.

The function codes are described later in this Chapter.

The next four fields on the right are used <u>only</u> when entering an account number or when a balance is to be printed.

Bal
Typ   **(Balance type)**

Acct-# or		Bal	Prt/	Prt	Paren
function		Typ	Accum	Col	Cntrl

This is the type of balance you want to print on this line. The types are:
For P&L format:

N -Net change for the reporting period (this is the sum of types D and C below). This is the usual balance type for P&L format. This type is automatically set for <u>Cash Flow Statement</u> and <u>Analysis of Changes in Working Capital</u>.

B -Balance as of the beginning of the reporting period.

E -Balance as of the end of the reporting period (this is the sum of types B above and C and D below).

For P&L format (Expanded Cash Flow Statement only): N, B, and E above, and:

D -Gross debits for the reporting period.

C -Gross credits for the reporting period.

You may also enter a minus sign to reverse the sign of the printed balance.

For Balance Sheet Format:

> **E**   **-Balance as of the end of the reporting period.** This type is automatically set for <u>balance sheets</u> and <u>supporting schedules</u> (<u>balance sheet format</u>).

> **N**   **-Net change for the reporting period.** This type is automatically set for <u>Statement of Changes in Financial Position</u>.

**Prt/
Accum**   **(Print/Accumulate)**

Acct-# or function	Bal Typ	Prt/ Accum	Prt col	Paren Cntrl

This field asks whether you want an account balance to print on the statement at this point, or whether to accumulate (store) this balance and include it in a total to be printed on a subsequent line.

The choices are either **P** (print the balance) or **A** (accumulate the balance).
The use of this field is illustrated in the section titled *Printing Accounts* later in this Chapter.

**Prt
Col**   **(Print Column)**

Acct-# or function	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl

This field is used only when a balance is to be printed on a <u>balance sheet format</u> and when Prt/Accum is "**P**".

The balance sheet format has three pre-set column positions in which a balance is printed. Enter the number of the column in which you want the balance printed: **1**, **2**, or **3**.

For example, you can use print columns to show totals as follows:

Cash – First National Bank	$ 2,000.00	
Cash – First Provincial Bank	1,000.00	
Cash – City Bank & Trust	4,000.00	
Total cash in Bank		$ 7,000.00
Petty Cash – Dept. 100	$ 500.00	
Petty Cash – Dept. 200	300.00	
Total Petty Cash	$ 800.00	
Total Cash		$ 7,800.00

NOTE: The P&L format does not use this field.

Paren Cntrl   (Parentheses Control)

When printing Financial Statements, it is customary to parenthesize account balances when they contain atypical amounts. For example, if an accounts receivable account contained a credit balance, it would usually be parenthesized on a Financial Statement.

A parenthesis control code is entered for each account in the Chart of Accounts. The code "D" is used to specify that the account is to be parenthesized if it has a debit balance. The code "C" is used to specify that the account is to be parenthesized if it has a credit balance. Thus, an accounts receivable account would have a parentheses code of "C"; an accounts payable account would have a parentheses code of "D".

When a single account is entered on a layout, the parenthesis control field on the layout line is skipped and the parenthesis control contained in the Chart of Accounts record for the account is used when printing the Financial Statement. However, when wild-cards are used (to print a set of accounts), when a subtotal is to be printed, or when a set of accounts have been accumulated together to print one summary balance on the Financial Statement, then you must specify the parenthesis control to be used.

The choices for parenthesis control are:

       C   -Parenthesize when credit (use if the balance is typically debit)

       D   -Parenthesize when debit (use if the balance is typically credit)

NOTE: This field is only entered for these types of Financial Statements:

       P&L statement
       Balance Sheet
       Supporting Schedule (P&L format)
       Supporting Schedule (Balance sheet format)
       Expanded Cash Flow Statement

NOTE: On the Expanded Cash Flow Statement, you may enter parenthesis control for a single account. The default provided on the screen is from the Chart of Accounts record for the account. You may override this as needed.

Changing the Layout

You can change the order in which they appear or modify the content of each line by using these keys shown on the screen:

         ↑ **or** ↓ **Keys**   -Will move to the next line

         [**PgUp**] [**PgDn**]   -Will move you between screens

         [**Home**]   -Moves to the first line of the layout

[**End**]	-Moves to the last line of the layout
[**F1**]	-Will insert a line between two existing lines
[**F2**]	-Moves or copies a line. Go to the line you want to move or copy and press [**F2**]. Then go to the line <u>below</u> the location where you want the line and press [**Enter**] to move the line, [**F1**] to insert the copy, or to cancel the move/copy.
[**F3**]	-Will delete the current line.
[**F5**]	-Displays the next valid account number for the layout. From the current position, the previous account line in the layout is found, and then the next account after that one in the Chart of Accounts is displayed. This allows for rapid creation of new layouts.
[**F4**]	-Is used to "jump" directly to an account number. Then enter the account number.
[**Enter**]	-Is used to change the current line (except when used in the [F2] + [Enter] -Move sequence above).
[**F7**]	-Gets a Menu of the functions. You can then use the ↑ or ↓ keys to highlight the desired function, and then press [Enter] to use it.
[**Esc**]	-To exit the function when you are done entering the layout, or to cancel a change or a move/copy function.

Notes on the Examples in This Chapter
Throughout the remainder of this Chapter, examples are used to illustrate the features of Financial Statement layouts. In each example, a layout is shown first, followed by the Financial Statement that would result from using that layout. Use these examples to compare the various layout function codes with the results they produce.

On the example layouts shown, only fields pertinent to the feature being described are filled in.

On the sample statements shown, horizontal spacing is narrower and amount fields are smaller than they would actually appear on a statement.

Some of the main account numbers and sub-accounts used in the examples only illustrate features and are not in the Chart of Accounts which we recommend you set up.

We suggest that you review the examples to become familiar with entering accounts and functions. When you are familiar with these, for practice you may want to enter the layouts printed on the Financial Statement Layout Edit List at the end of this Chapter.

Printing Accounts

This section describes how to either:
- o Print accounts, or
- o Accumulate a set of accounts which are to be summarized into one line printed on the statement.

Single Accounts

An account balance may be either printed on the statement, or the balance may be accumulated (stored) and included in a total to be printed on a subsequent line. As noted earlier, in the "Prt/Accum" field, you enter either **P** (print the balance) or **A** (accumulate the balance).

Printing a Single Account Balance (Prt/Accum = "P")

If you want an account's own balance to print, code it with "P" at "Prt/Accum?"

For example, each of the two cash accounts shown below would be printed with its own balance on the Financial Statement, if you coded the layout like this:

Layout Entered (Balance Sheet Format):

Acct-# or Function	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
1040-100 Petty Cash – Dept. 100		P	1	
1040-200 Petty Cash – Dept. 200		P	1	

Resulting Statement:

Petty Cash – Dept. 100	$ 500.00
Petty Cash – Dept. 200	300.00

Accumulating Account Balances (Prt/Accum = "A")

Often you may want to accumulate the balances from several accounts and print only the total balance as a summary amount. To do so, code the accounts to be accumulated with an "A". The balance of each account coded with an "A" is added to an "accumulator". This accumulator is a storage location which contains the total of all accounts which have been coded with an "A". To print (and clear) the accumulated total, use the PAT code:

PAT (Print Accumulated Total)

This code will print the total of a set of account balances which you accumulated ("Prt/Accum = "A" above). Financial Statement layouts support up to 9 PATs within a single layout.

In other words, "PAT" summarizes the accounts which were coded "A" (accumulate).

Option to use F4 to "Auto-Accum or Auto-PAT"

1. If you enter an Account, (whether you wild-card the profit center or not), the field for print/accum has an F4 option to "auto-accum".

   This will set the print/accum flag to A, then add a PAT on the next line, using the text from the account's description and the "enclose when credit" option will be set from the account as well.

2. At the main entry field, were you put in Account numbers or operators, Use the F4 Key Function to =Auto-PAT function.

If you pick that, the system will ask for starting and ending account numbers. Once you enter them, the system will look for all accounts in that range, and grab the "main" section value, and wild-card the rest (ie the profit center). The account will be set to A for accumulate, and a PAT line will be added immediately afterward.

Accumulated balances (Prt/Accum = "A") that are not followed by a PAT will not be printed or have their balances included in subtotals on the statement.

NOTE: You may accumulate accounts and then print them by entering the accumulated accounts followed by a single account with a "P" code instead of a PAT. The total of the accumulated amounts, plus the account marked with the "P", will be printed as the account balance for the account marked with the "P". This method of accumulating accounts is allowed, but not recommended. An example of the drawbacks of this method is given later in this Chapter.

(After you enter the PAT code, a field appears for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. See the section titled "Accounting Ratios" later in this Chapter.)

For a PAT code, [Printed Accumulated Total] "Parentheses control" is requested for these layout types:

- P&L Statement
- Balance Sheet
- Supporting Schedule (P&L format)
- Supporting Schedule (balance sheet format)
- Expanded Cash Flow Statement

Enter **D** or **C**, as appropriate. If the statement is a balance sheet format (Balance Sheet, Supporting Schedule, or Statement of Changes in Financial Position), a "Print column" is requested. Enter **1**, **2** or **3**.

NOTE: A similar function (PATR-Print accumulated total for dollar rounding) is described in the section titled "Balance Sheet Format".

Layouts with Multiple Sub-Accounts

When printing Financial Statements, it is often desirable to first print the Financial Statement for all sub-accounts and then print the same Financial Statement again. On the second printing, the accounts printed are restricted to be accounts which have all the same sub-account number.

For example, if sub accounts are used to distinguish profit centres, one can print the P&L for all profit centres considered together, followed by a P&L for just the first profit centre. One can continue to print the same Financial Statement for each of the individual profit centres (or even for a set of profit centres considered together as a group).

If you plan to print Financial Statements as described above, then when accumulating accounts together, you must code them using PAT, (printed accumulated total) as illustrated in the following example:

Layout Entered (P&L Format Layout) Screen Shot Example:

Incorrect Handling of Sub-Accounts

- **You should avoid summarizing one sub-account into another sub-account. The following example is an <u>incorrect</u> handling of sub-accounts:**

Layout Entered (P&L Format Layout):

Acct-# or Function	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG				
8300-100 Utilities	N	A		
8300-200 Utilities	N	P		
6050-100 Travel Expenses	N	A		
6050-200 Travel Expenses	**N**	**P**		

If you select this layout for sub-account 100, totals will not be printed for the Utilities or Travel Expenses accounts, since the "P" (print) accounts use sub-account <u>200</u>, not 100.

Resulting Statement:

<div style="text-align:center">

Reporting-Period
Amount

Year to date
Amount

</div>

(The Statement is blank)

Zero-Balance Accounts and PAT Codes (printed accumulated totals)

When coding a statement for multiple sub-accounts, you can take advantage of the fact that an account or PAT with a zero balance or net will not be printed on the Financial Statement.

For instance, if you have an expense which does not occur for a particular sub-account, you can still accumulate all the sub-accounts into a PAT. Then for the sub-account that does not have that type of expense, the net of the PAT will be zero (when printing the layout for just that sub-account) and the PAT code will not print at all on the statement.

Layout Entered (P&L format Layout):

Acct-# or Function	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG				
8300-000 Utilities	N	A		
8300-100 Utilities	N	A		
8300-200 Utilities	N	A		
8300-300 Utilities	N	A		
8300-400 Utilities	N	A		
PAT Utilities				C
6050-000 Travel Expenses	N	A		
6050-100 Travel Expenses	N	A		
6050-200 Travel Expenses	N	A		
6050-300 Travel Expenses	N	A		
6050-400 Travel Expenses	N	A		
PAT Travel Expenses				C

Assume that the accounts have the following nets for the reporting period and year to date:

	RPT	YTD		RPT	YTD
8300-000	$200	$500	6050-000	$550	$800
8300-100	$400	$600	6050-100	$700	$900
8300-200	$300	$900	6050-200	$100	$200
8300-300	$0	$0	6050-300	$450	$700
8300-400	$150	$200	6050-400	$500	$800

If you select this layout for sub-account 300, you get:

Resulting Statement:

	Reporting-Period Amount	Year to Date Amount
Travel Expenses	450.00	700.00

Wild-Carded Accounts

The purpose of a wild card is to reduce the number of entries required to create a layout.

"Wild Cards" are symbols which can be entered where sub-accounts appear to stand for several individual sub-accounts.

For example, assume you use the following accounts in the Chart of Accounts: 8300-000, 8300-100, 8300-200, 8300-300, and 8300-400.
The symbol "*", is used to replace a specific value. You would put the symbol "*" at any digit in the account number which you wanted to include all values for.

Examples of Wild-Carded Accounts:

8300-*** would include all accounts beginning with 8300, regardless of the value for the second account number section (usually department or profit centre.)

8300-1** would include all accounts beginning with 8300, and all accounts whose second account section begins with a "1".

8*00-*** would include all accounts which matched the "mask". Almost all 8000 series accounts would be included in such a line.
For example, assume that these accounts have these net for the reporting period and YTD:

	RPT	YTD		RPT	YTD
8300-000	$200	$500	6050-000	$550	$800
8300-100	$400	$600	6050-100	$700	$900
8300-200	$300	$900	6050-200	$100	$200
8300-300	$0	$0	6050-300	$450	$700
8300-400	$150	$200	6050-400	$500	$800

Layout Entered (P&L Format Layout):

Acct-# or Function	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG				
8300-000 Utilities	N	A		
8300-100 Utilities	N	A		
8300-200 Utilities	N	A		
8300-300 Utilities	N	A		
8300-400 Utilities	N	A		
PAT Utilities				C
6050-000 Travel Expenses	N	A		
6050-100 Travel Expenses	N	A		
6050-200 Travel Expenses	N	A		
6050-300 Travel Expenses	N	A		

```
6050-400 Travel Expenses                        N    A

PAT    Travel Expenses                                        C
```

The above layout can be replaced by this layout

```
LEG
8300-*** "Multiple accounts"              A
PAT Utilities                                              C

6050-*** "Multiple accounts"              A
PAT Travel Expenses                                       C
```

Either layout, printed for "All" sub-accounts, results in:

Resulting Statement:

	Reporting-Period Amount	Year to Date Amount
Utilities	$1050.00	$ 2200.00
Travel Expenses	2300.00	$ 3400.00

 * stands for all values for the specified digit(s) of the account numbers in the chart of accounts.

Other Wild-Card Symbols
The other wild-card symbols and their effects are:

+ stands for all sub-accounts <u>except</u> -000.

Assuming the same sub-accounts and balances as the previous example, this layout:

Layout Entered (P&L Format Layout):

Acct-# or Function	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG				
8300-+ Utilities		A		
PAT Utilities				C
6050-+ Travel Expenses		A		
PAT Travel Expenses				C

Results in this, printed for "All" sub-accounts:

Resulting Statement:

	Reporting-period Amount	Year to Date Amount
Utilities	$ 950.00	$1700.00
Travel Expenses	1750.00	2600.00

In other words, the balances from accounts 8300-000 and 6050-000 are not included.

NOTE: Number(s) or character(s) followed by "?" s mean all sub-accounts beginning with the number(s)/character(s) entered.

For example, if your two section G/L account number used 3-digit sub-account numbers, accounts 4000-500, -510, -520, -530, and -540, could be entered as 4000-5?? to stand for all those accounts.
Another example would be if the third section of your 4 section G/L accounts were 4 <u>characters</u>, you could enter 6000-RET-PQ01-ADM, - PQ02-ADM, -PQ03-ADM, and PQ04-ADM as 6000-RET-PQ?? to represent all accounts.

Other Uses of Wild-Cards
Wild-cards are used in other ways besides with PAT's. For instance, if you enter PRT/Accum = "P" on the line that has the wild card, then the accounts matching the wild card will be printed.

For example, 8300-* would print 8300-000, -100, -300, and -400. 8300-+ would print 8300-100, -200, -300, and -400.

Or, 6000-RET-PQ01-* would print 6000-RET-PQ01-ADM, 6000-RET-PQ01-ADV, 6000-RET-PQ01-LBR, and 6000-RET-PQ01-OPR.
Use of +

This wild-card character has been included to allow you to exclude accounts with sections (sub-accounts) which are either all zeros or spaces or contain trailing zeros or spaces.

Example #1:
Your G/L account number consists of two sections (####-###) both numeric. You have set up the second section as your profit centre with section value 000 defining the master profit centre, and 100, 200, 300, and 400 as the remaining profit centres. By entering the account 4000-+00, all of the profit centres will print except for 000.

Example #2:
Your G/L account number consists of two sections (XXXX-XXXX) both alpha-numeric. You have set up the second section as your profit centre with a blank section value defining head office. By entering the account 4000-++++, all of the profit centres will print except for the blank one.

The "+" character is useful if you need to construct a P&L layout which excludes a zero or blank sub-account section. This can occur if you have a few P&L accounts which use a zero or blank sub-account while the remainder of the P&L accounts use sub-accounts which are non-zero /blank.

Account Ranges (RNG)

An "account range" refers to a set of accounts which you specify by entering the starting and ending account section values.

The purpose of entering a section or account range is to reduce the number of entries required to create a layout.

Account ranges may be used with or without wild-cards in any of the sections. During entry of the account range, you may either enter a single sub-account number or use a wild-card.

For example, suppose you want the layout to include only the –HQ accounts from this set:

1100-HQ	Accounts Receivable – Dept. 1
1100-AB	Accounts Receivable – Dept. 2
1100 –SK	Accounts Receivable – Dept. 3
1100-MB	Accounts Receivable – Dept. 4
1200-HQ	Merchandise Inventory
2000-HQ	Accounts Payable – Dept. 1
2000-AB	Accounts Payable – Dept. 2
2000-SK	Accounts Payable – Dept. 3
2000-MB	Accounts Payable – Dept. 4

You could enter a range of accounts:

        RNG   Beg   1100   Sub Acct HQ
               End   2000   Sub Acct HQ
This would stand for accounts 1100-HQ, 1200-HQ, and 2000-HQ.

Account Ranges with Wild-Cards
Wild cards can be used to allow sub-accounts under a main account.

You can also use ranges and wild-cards together to reduce the number of entries required. The accounts shown above could all be included in the layout if you entered:

        RNG   Beg   1100   Sub Acct *
               End   2000

Functions Common to All Statements

Many functions can be used on all types of statements. They are described here, and the resulting appearance of the Financial Statement is shown. They are described in this order:

Functions used to lay out text

LF	-Line feed (skip a line)
FF	-Form feed (start a new page)
UL	-Print an underline
DL	-Print a double underline
LEG	-Print a predefined legend (heading)
TXT	-Print text from the Text File
LIT	-Print a "literal" (a "literal" is a line of text)

Functions used to calculate, print, and clear subtotals

SUB1-SUB9 Print the subtotal for the level specified by the number (1 is the lowest level, 9 the highest), then clear the subtotals at the level specified and all preceding lower levels

CLS1-CLS9 Clear the subtotal at the level specified and all preceding lower levels, without printing a subtotal

Entering Common Functions
In this section, each of the common functions is described.

Text Functions

LF   **(Line Feed)**
"LF" causes on or more lines to be skipped on the statement, depending on how many lines you specify.

FF   **(Form Feed)**
"FF" causes a new page to be started.

UL   **(Underline)**
"UL" causes an underline to be printed. For a balance sheet format, you specify in which column it is to appear: 1, 2, or 3.

DL   **(Double Underline)**
"DL" causes a double underline to be printed. For a balance sheet format, you specify in which column it is to appear: 1, 2, or 3.

LEG   (Legend)

The LEG code causes a predetermined legend to be printed on the Financial Statement. One line is skipped after the legend, so that a LF (line feed) following is not necessary.

For Balance sheet format statements, LEG prints the current period ending date.

For P&L format statements, LEG prints a description of the current period, column headings, and (if used) a description of the sub-account or sub-account group for which this statement is being printed.

Using LF, UL, DL and LEG

The layout entries shown next (for a P&L format statement) and the resulting statement illustrate the use of LF, UL, and LEG.

NOTE: This example uses subtotals in a simple fashion. Subtotals are described in detail later in this Chapter. If needed, you can refer to the section on subtotals in order to fully understand this example.

Layout Entered (P&L Format Layout):

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG					
4010-100	Sales – Tools	N	P		
4010-200	Sales – Tools	N	P		
UL					
SUB1	Total sales tools				D When debit ( )
LF	01				
4020-100	Sales – Parts	N	P		
4020-200	Sales – Parts	N	P		
UL					
SUB1	Total Sales Parts				D
LF	01				
4030-100	Sales – Services	N	P		
4030-200	Sales – Services	N	P		
UL					
SUB1	Total Sales Services				D
DL					
SUB2	Total Sales				D

The resulting statement would appear similar to this:

Resulting Statement:

For the period 04/01/20 to 04/30/20

	Reporting – Period Amount	Year-to-Date Amount
Sales – Tools	$ 4,000.00	$ 15,000.00
Sales – Tools	3,000.00	10,000.00
Total Sales Tools	$ 7,000.00	$ 25,000.00
Sales-Parts	$ 9,000.00	$ 17,000.00
Sales-Parts	5,000.00	14,000.00
Total Sales Parts	$ 14,000.00	$ 31,000.00
Sales – Services	$ 6,000.00	$ 12,000.00
Sales – Services	2,000.00	4,000.00
Total Sales – Services	$ 8,000.00	$ 16,000.00
Total Sales	$29,000.00	$ 72,000.00

Txt   (TEXT)

This prints the text you specify from the Text File (see the Chapter titled Texts). On the layout entry screen, the text description is displayed next to the text number you enter, but what will print on the statement is the actual text from the Text File.

Example: Suppose that text #1, named "Disclaimer" in the Text File read:

**** This Financial Statement is unaudited and without opinion expressed by
---your accounting firm prints here---****

Layout Entered (P&L Format Layout):

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
TXT	Text #01 Disclaimer				
LEG					
4010-100	Sales – Tools	N	P		

Resulting Statement:

This Financial Statement is unaudited and without opinion expressed by
---your accounting firm prints here---

For the period of 03/01/20 to 03/31/20

	Reporting – Period Amount	Year-to-Date Amount
Sales – Tools	$ 4,000.00	$ 15,000.00

LIT   (Literal)

This code prints exactly ("literally") whatever you type next. You can enter up to 50 characters to print. The literal will begin at the first column of the statement, so if you wish it to appear indented, space over to the desired starting position for the first character. (If you wish it to appear centred on the statement, answer Y when "Centre?" appears.)

Layout Entered (P&L Format Layout):

Acct-# or Function			Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LIT	Centre ? Y	Schedule of Sales				
LF	01					
LEG						
4010-100	Sales – Tools		N	P		

Resulting Statement:

<div align="center">

Schedule of Sales

For the period of 03/01/20 to 03/31/20

</div>

	Reporting – Period Amount	Year-to-Date Amount
Sales – Tools	$ 4,000.00	$ 15,000.00

Subtotal Functions

Two functions will create subtotalling, with the subtotal printed (SUB) or not printed (CLS). The examples below illustrate how each is used.

SUB-1 SUB-9

This code causes a subtotal to be printed on the statement. (SUB1 is the lowest level SUB9 is the highest level).

SUB totals the balances of all accounts which have been either:
- Printed using Prt/Accum = "P" or
- Printed using a PAT or PATR code. (PATR is described in the "Balance Sheet Format" section of this Chapter.)

Accumulated account totals will not add into subtotals until they are shown by using a printing account or PAT code. So, if a subtotal appears between an accumulated account and a printed account or PAT code, the amount of the accumulated account will not appear in <u>that</u> subtotal.

Subtotals can be printed in any sequence on a Financial Statement.

Using the SUB1-SUB9 Code

Enter the code. After you enter a SUB, a field appears which is used for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. See the section titled "Accounting Ratios" later in this Chapter for a discussion of how this field is used.

Then enter the description of the subtotal as you want it to appear on the statement.

Parentheses control will be requested for these types of layouts:

- P&L Statement
- Balance Sheet
- Supporting Schedule (P&L format)
- Supporting Schedule (balance sheet format)

After the subtotal is printed on the Financial Statement, any preceding subtotals are cleared, starting at level 1, up through the level number of the subtotal code.

For example, SUB1 clears any preceding level 1 subtotals only. SUB3 clears any preceding subtotals for levels 1, 2, and 3. SUB9 clears any preceding subtotals.

If the statement is a balance sheet format (balance sheet, supporting schedule, or Statement of Changes in Financial Position), a "Prt col" code will be requested. Choose the column number where the subtotal is to be printed: **1**, **2**, or **3**.

As an example, here is a layout which includes two subtotal levels (1 and 5):

Layout Entered (Balance Sheet Format Layout):

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
1010-000	Cash – First National Bank	E	P	1	
1020-000	Cash – First State Bank	E	P	1	
1030-000	Cash – City Bank & Trust	E	P	1	
SUB1	Total Cash in Bank			2	C
1040-200	Petty Cash – Dept. 100	E	p	1	
1040-200	Petty Cash – Dept. 200	E	P	1	
SUB1	Total Petty Cash			2	C
SUB5	Total Cash			3	C

Resulting Statement:

Cash – First National Bank	$ 2,000.00	
Cash – First State Bank	$ 1,000.00	
Cash – City Bank & Trust	$ 4,000.00	
Total Cash in Bank		$ 7,000.00
Petty Cash – Dept. 100	$ 500.00	
Petty Cash – Dept. 200	$ 300.00	
Total Petty Cash	$ 800.00	
Total Cash		$ 7,800.00

The first subtotal (on the fourth line) includes accounts 1010-000, 1020-000 and 1030-000. The second subtotal (on the seventh line) includes accounts 1040-100 and 1040-200. The last subtotal (on the last line) includes all five cash accounts.

Actually, the last subtotal (SUB5) is computed as the sum of the two SUB1's, not the sum of the individual lines.

A subtotal level 6 could be added further down in the layout to total several level 5 subtotals.

Intervening Subtotal Levels

Intervening subtotal levels can be skipped. In the example above, the SUB1's could have been SUB3's and the results would be exactly the same. The fact that, in the example, SUB2's, SUB3's, and SUB4's (intervening levels between SUB1 and SUB5) were skipped makes no difference.

Determining Where the SUB Codes Go

To determine where the SUB codes go,

1. List the accounts to be subtotalled,
2. Draw brackets to show the subtotal structure you want,
3. Number the brackets from left to right,
4. Enter the SUB codes on the layout screen

The next diagram shows how the first three steps could be done.

The layout screen entries are shown on the right, along with an example of account balances and the resulting subtotals.

Acct 1		Acct 1	$ 800.00
Acct 2	SUB1	Acct 2	$ 500.00
Acct 3		Acct 3	$ 200.00
	SUB2	SUB1	$ 1,500.00
Acct 4		Acct 4	$ 400.00
Acct 5	SUB1	Acct 5	$ 300.00
		SUB1	$ 700.00
		SUB2	$ 2,200.00
Acct 6		Acct 6	$ 600.00
Acct 7	SUB1	Acct 7	$ 650.00
Acct 8		Acct 8	$ 200.00
		SUB1	$ 1,450.00
Acct 9		Acct 9	$ 350.00
Acct 10		Acct10	$ 450.00
		SUB1	$ 800.00
	SUB3	SUB3	$ 4,450.00
Acct 11	SUB1	Acct11	$ 225.00
Acct 12		Acct12	$ 750.00
		SUB1	$ 975.00
Acct 13		Acct13	$ 400.00
		SUB4	$ 5,825.00

Step #4, entering the SUB1-SUB9 codes on the layout screen, would look like this:
Layout Entered (Balance Sheet Format Layout):

Acct-# or Function		Bal Typ	Prt/ Accu	Prt Col	Paren Cntrl
1000-000	Acct 1		P	1	
1010-000	Acct 2		P	1	
1020-000	Acct 3		P	1	
SUB1	Sum of Accts 1-3			2	C
1030-000	Acct 4		P	1	
1040-000	Acct 5		P	1	
SUB1	Sum of Accts 4-5			2	C
SUB2	Sum of Accts 1-5			3	C
1050-000	Acct 6		P	1	
1060-000	Acct 7		P	1	
1070-000	Acct 8		P	1	
SUB1	Sum of Accts 6-8			2	C
1080-000	Acct 9		P	1	
1090-000	Acct 10		P	1	
SUB1	Sum of Accts 9-10			2	C
SUB3	Sum of Accts 1-10			3	C
1100-000	Acct 11		P	1	
1110-000	Acct 12		p	1	
SUB1	Sum of Accts 11-12			2	C

1120-000	Acct 13		P	1	
SUB4	Sum of Accts 1-13			3	C

Resulting Statement:

Acct 1	$ 800.00	
Acct 2	500.00	
Acct 3	200.00	
Sum of Accts 1-3	$ 1,500.00	
Acct 4	$ 400.00	
Acct 5	300.00	
Sum of Accts 4-5	$ 700.00	
Sum of Accts 1-5	$ 2,200.00	
Acct 6	$ 600.00	
Acct 7	650.00	
Acct 8	200.00	
Sum of Accts 6-8	$ 1,450.00	
Acct 9	$ 350.00	
Acct 10	450.00	
Sum of Accts 9-10		$ 800.00
Sum of Accts 1-10		$ 4,450.00
Acct 11	$ 225.00	
Acct 12	750.00	
Sum of Accts 11-12		$ 975.00
Acct 13	$ 400.00	
Sum of Accts 1-13		$ 5,825.00

CLS1-CLS9   (Clear subtotal without printing)

This causes the subtotals from level 1 through the level you specify to be cleared without printing.

For example, CLS1 clears preceding level 1 subtotals only. CLS3 clears preceding subtotals for levels 1, 2 and 3. CLS9 clears all preceding subtotals.

You may find this code useful in the final formatting of the Financial Statements you will present to your shareholders.

(After you enter the CLS1-CLS9 code, the field which appears is for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. See the section titled "Accounting Ratios" later in this Chapter.)

A typical use of CLS is when you are comparing one account with the total of several accounts. For example, suppose you want the statement to show:

	Reporting – Period Amount	Year-to-Date Amount
Sales – Acct	$ 4,000.00	$ 23,700.00
Expense Acct #1	$ 1,500.00	$ 6,000.00
Expense Acct #2	$ 500.00	$ 3,000.00
Expense Acct #3	$ 1,600.00	$ 11,000.00
Total Expenses	$ 3,600.00	$ 20,000.00
Gross Profit	$ 400.00	$ 3,700.00

But if you entered your layout like this, using SUB1 on the third line, you would not get what you want.

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG					
6000-000	Sales – Acct	N	P		
LF					
SUB1	(blank)				D
5010-000	Expense Acct #1	N	P		
5020-100	Expense Acct #2	N	P		
5030-200	Expense Acct #3	N	P		
UL					
SUB1	Total Expenses				C
LF					
SUB2	Gross Profit				D

Instead you would get:

	Reporting – Period Amount	Year-to-Date Amount
Sales – Acct	$ 4,000.00	$ 23,700.00
	$ 4,000.00	$ 4,000.00
Expense Acct #1	$ 1,500.00	$ 6,000.00
Expense Acct #2	$ 500.00	$ 3,000.00
Expense Acct #3	$ 1,600.00	$ 11,000.00
Total Expenses	$ 3,600.00	$ 20,000.00
Gross Profit	$ 400.00	$ 3,700.00

Note that the first SUB1 clears the "Sales Account" balance, but also causes this balance to print. Using CLS1 in place of the first SUB1 would produce the desired result.

Layout Entered (P&L Format Layout):

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG					
6000-000	Sales – Acct	N	P		
LF					
CLS1	(blank)				
5010-000	Expense Acct #1	N	P		
5020-100	Expense Acct #2	N	P		
5030-200	Expense Acct #3	N	P		
UL					
SUB1	Total Expenses				C
LF					
SUB2	Gross Profit				D

Resulting Statement:

	Reporting – Period Amount	Year-to-Date Amount
Sales – Acct	$ 4,000.00	$ 23,700.00
Expense Acct #1	$ 1,500.00	$ 6,000.00
Expense Acct #2	$ 500.00	$ 3,000.00
Expense Acct #3	$ <u>1,600.00</u>	$ <u>11,000.00</u>
Total Expenses	$ 3,600.00	$ 20,000.00
Gross Profit	$ 400.00	$ 3,700.00

Functions used to lay out text

LF -Line feed (skip a line)
FF -Form feed (start a new page)
UL -Print an underline
DL -Print a double underline
LEG -Print a predefined legend (heading)
TXT -Print text from the Text File
LIT -Print a "literal" (a "literal" is a line of text)

Text Functions Meanings

LF   (Line Feed)
"LF" causes on or more lines to be skipped on the statement, depending on how many lines you specify.

FF   (Form Feed)
"FF" causes a new page to be started.

UL   (Underline)
"UL" causes an underline to be printed. For a balance sheet format, you specify in which column it is to appear: 1, 2, or 3.

DL   (Double Underline)
"DL" causes a double underline to be printed. For a balance sheet format, you specify in which column it is to appear: 1, 2, or 3.

LEG   (Legend)
The LEG code causes a predetermined legend to be printed on the Financial Statement. One line is skipped after the legend, so that a LF (line feed) following is not necessary.

For Balance sheet format statements, LEG prints the current period ending date.

For P&L format statements, LEG prints a description of the current period, column headings, and (if used) a description of the sub-account or sub-account group for which this statement is being printed.

Using LF, UL, DL and LEG
The layout entries shown next (for a P&L format statement) and the resulting statement illustrate the use of LF, UL, and LEG.

Accounting Ratios

You may define layouts which calculate various accounting ratios.

Statement Formats to Use

Accounting ratios (such as the Current Ratio) which are based on balance sheet accounts should be calculated using type X (Supporting Schedule – Balance Sheet Format) layouts.

Accounting ratios (such as Gross Profit Margin) which are based on P&L accounts should be calculated using type S (Supporting Schedule – P&L Format) layouts. On type S layouts, you may choose the beginning balance, ending balance, or net change for the reporting period. Use "net change" to compute the ratio for just the current reporting period. Use "ending balance" to compute the ratio for the entire fiscal year (up to the end of the current reporting period).

Accounting ratios which are based on both balance sheet and P&L accounts should be calculated using type E (Expanded Cash Flow Statement) layouts. For each account entered on this layout, you may choose the beginning balance, ending balance or net change for the reporting period. Choose the correct balance for each account, depending on the ratio being calculated.

NOTE: When entering a G/L account on a type E layout, you are given a warning message if you have not defined a "cash flow type" for the account through Chart of Accounts. Thus, for ease of data entry, you should enter cash flow types for each account to be used on the type E layout.

Storing Totals and Calculating Ratios

Calculating ratios on Financial Statements is done in a fashion similar to using a hand-held calculator.

When using a calculator, you can store calculated numbers into "memory registers".

When printing Financial Statements, you can store an account total that has been printed on the Financial Statement into one of 9 different memory registers. Then, calculations can be performed on these memory registers in order to compute the accounting ratio. The value in a memory register can then be printed on the Financial Statement in or to print the accounting ratio.

When entering any of the following codes, you may specify a memory register into which the printed total is to be placed:

SUB
PAT
PATR
CLS

- **Note that for CLS, the total is not actually printed on the Financial Statement—it is simply cleared. It is the value that is <u>cleared</u> which is placed in the memory register.**

The following codes perform operations on memory registers:

CLM   (Clear Register)
Clear the memory register specified. Sets the amount in the register equal to zero.

PUT   (Put Amount into Register)
Put an amount entered on the layout into the memory register specified. Use this to enter a fixed amount for use in a calculation.

POS   (Make Amount in Register Positive)
Make the current amount in the register be positive. For instance, 23.89 remains 23.89, but -23.89 becomes 23.89.

CALC   **(Calculate)**
Perform the arithmetic calculation of the type specified on the registers specified. Calculations allowed are:
   CALC MEMA = MEMB plus MEMC
   CALC MEMA = MEMB minus MEMC
   CALCMEMA = MEMB times MEMC
   CALCMEMA = MEMB divided by MEMC
The arithmetic operation is carried out on MEMB AND MEMC, and the result stored in MEMA.

("MEMA" stands for one register, "MEMB" for a second one, and "MEMC" for a third.)

MOVE   **(Move Contents of Register)**
Move the contents of MEMB into MEMA, then clear MEMB.
The entry format is MOVE MEMA = MEMB.

COPY   **(Copy Contents of Register)**
Copy the contents of MEMB into MEMA. Leave MEMB as it is.
The entry format is COPY MEMA = MEMB

PMR1-PMR9   **(Print Amount in Register)**
Print the amount stored in the memory register specified.
This is used to print the accounting ratio on the Financial Statement.

After you enter the PMR code, you may enter a description of the ratio.

For balance sheet format, you then enter a print column and a parentheses control code. In addition to the normal "D" or "C", you may choose to show a minus sign instead of entering "-".

For a P&L format, you enter just a parentheses control code as described above.

Rules for Using Accounting Ratios

Accounting ratios can be either:

1. Calculated and printed along with actual statements (such as the Balance Sheet or P&L Statement), or
2. Calculated and printed separately, using these Financial Statement types:

         P&L supporting schedule (type B)
         Balance Sheet supporting schedule (type X)
         Expanded Cash Flow Statement (type E)

For instance, suppose you want to calculate, on a separate statement, the "current ratio" (the number of times current liabilities can be covered with current assets, calculated as current assets/current liabilities).

Let us assume that accounts 1000 through 1500 represent current assets, and that accounts 2000 through 2500 represent current liabilities.

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
RNG	Beg 1000				
	End 1500 Sub-acct *		A		
SUB6	MEM1 Current Assets		P	3	
RNG	Beg 2000				
	End 2500 Sub-acct *				
SUB6	MEM2 Current Liabilities		P	3	
LF					
CALC	MEM3 = MEM1 divided by MEM2				
POS	MEM3				
PMR3	Current Ratio				

Resulting Statement:

Current Assets	$ 16,800.00
Current Liabilities	$ 16,000.00
Current Ratio	1.05

Calculating Various Accounting Ratios

Quick Ratio (Acid-Test Ratio):
(Current Assets – Inventory)/Current Liabilities

With Current Assets in MEM1, Inventory in MEM2, and Current Liabilities in MEM3:

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
CALC	MEM4 = MEM1 minus MEM2				
CALC	MEM5 = MEM4 divided by MEM3				
POS	MEM3				
PMR5	Quick Ratio				

Gross Profit Margin:
Gross Profit/Net Sales

With Gross Profit in MEM1 and Net Sales in MEM2:

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
CALC	MEM3 = MEM1 divided by MEM2				
POS	MEM3				
PMR3	Gross Profit Margin				

Operating Profit Margin:

Operating Profit/Net Sales

With Operating Profit in MEM1 and Net Sales in MEM2

Acct-# or Function		Bal Typ	Prt/ Accum	Prt col	Paren Cntrl
CALC	MEM3 – MEM1 divided by MEM2				
POS	MEM3				
PMR3	Operating Profit Margin				

Net Profit Margin:

Net Earnings/Net Sales

With Net Earnings in MEM1 and Net Sales in MEM2:

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
CALC	MEM3 = MEM1 divided by MEM2				
POS	MEM3				
PMR3	Net Profit Margin				

P&L Format Statements

This section describes how P&L format statements are printed and other features available only on P&L format statements.

Print Format

Two amounts are shown for each account or subtotal printed on a statement in P&L format:
- The amount for the reporting period
- The year to date amount

The two amounts will appear in fixed columns on the statement:

	Reporting – Period Amount	Year-to-Date Amount
Sales – tools	$ 999.99	$ 999.99
Sales – tools	$ 999.99	$ 999.99

If budgets or comparatives are selected, they will print in two columns to the right of the above amounts. Budgets or comparatives are selected in *Financial Statements (Enter specifications)***. One column shows the reporting period amount, and the other column shows the year-to-date amount.**

Ratios (described next) are allowed for the P&L Statement and the P&L Supporting Schedule. Ratios are not allowed on other types of statements. The percentage figures will appear just to the right of both the reporting period and year-to-date amounts on the statement. (Ratios are shown for budgets and comparatives as well, if they are printed.)

For the Expanded Cash Flow Statement, ratios, budgets nor comparatives can be used. For the SAF statements, only comparatives can be used.

A "variance" is either a difference from a budget or a difference from a comparative for last year. Variances are printed both as a number and as a percentage.

Variances can be selected for any statement on which budgets or comparatives can be printed, except the Expanded Cash Flow Statement. (See the Chapter titled Financial Statements.)

See the sample statements in the appendix titled Additional G/L Exercise Data for the exact appearance of budgets, comparatives, and variances. Accounting ratios / variances on the Balance sheet and P & L Financial Statements are printed in multiple columns for budget and comparative amounts as applicable to the Financial Statement specification. Note that memory registers are only included on the statements by printing a subtotal or a PAT.

Ratios

"Ratios" are percentage figures based on some larger amount such as total sales or total revenue.

In order to provide ratios (percentages) on P&L type statements and schedules, you must define the amount against which other amounts are to be compared.

You may calculate and print either "general ratios" or "selected ratios". Each is described below.

General Ratios

SR-ER (Selected Ratio and End Ratio)
This is used to compute ratios for an <u>entire</u> statement, based on <u>one</u> total amount ("basis") which you specify by inserting codes for "start computing and printing ratio" (SR) and "end computing and printing ratio" (ER).

The SR code comes before the first account on the layout this is to be included in the ratio basis amount. The ER code follows the last amount that is to be included.

For example, if the total for all accounts between the SR and the ER is $1,000.00, and a particular account is printed with an amount of $15.00, its ratio would be printed as 1.50%.

These percentage figures will appear just to the right of each amount printed on the statement.

Only one pair of SR and ER codes can be defined for a layout.

Layout Entered (P&L Format Layout):

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG					
SR					
5010-000	Exp Acct #1		P		
5020-000	Exp Acct #2		p		
5030-000	Exp Acct #3		P		
ER					
UL					
SUB1	Total Exp				C

Resulting Statement:

	Reporting – Period Amount	Ratio	Year-to-date Amount	Ratio
Exp Acct #1	$ 1,500.00	41.67	$ 2,400.00	26.67
Exp Acct #2	$ 300.00	08.33	$ 1,500.00	16.67
Exp Acct #3	$ 1,800.00	50.00	$ 5,100.00	56.67
Total Exp	$ 3,600.00	100.00	$ 9,000.00	100.00

NOTE: That the ratio also prints for "Total Expenses", even though "SUB1 Total Expenses" was after the ER. In fact, the SR/ER codes will cause a ratio to print on every line containing an amount.

If you do not wish the ratio to print on every line containing an amount on the statement, or you wish to show more than one ratio, use "Selected Ratios", which are described next.

Selected Ratios

These codes are used when you want to print a ratio for selected (rather than all) lines on a statement or print more than one ratio.

The set of account lines on which the ratios to be included in the calculation of the basis for the ratio are bounded by the SR and ER codes.

The set of account lines on which the ratios are printed are bounded by the SPR and EPR codes.

These sets of accounts may be different, depending on where these codes are placed on layout. When printing a particular statement, only those selected ratios included on the Financial Statement *specification* (entered through *Specifications* in *Financial Statements*) will be printed.

SR1-SR9 and ER1-ER9   (Compute Selected Ratio)

Enter a pair of SR/ER codes to define the set of accounts which are to be included in the calculation of the basis for the ratio.

The SR code comes before the first account on the layout that is to be included. The ER code follows the last account that is to be included.

Up to 9 pairs of SR/ER codes (SR1/ER1 through SR9/ER9) can be entered for a statement.

Note that these are not <u>levels</u> of selected ratios, like SUB1-Sub9 codes indicate levels of subtotals. The number just designates a pair of SR/ER codes. This also applies to SPR and EPR (next).

SPR1-SPR9 and EPR1-EPR9   (Print Selected Ratio)

Enter a pair of SPR/EPR codes to define the set of account lines on which the corresponding calculated ratios are to print.

For instance, the ratios calculated from the accounts bounded by SR3/ER3 would print on the lines bounded by SPR3/EPR3.

The SPR code comes before the first account line on which the ratio is to be printed. The EPR code follows the last account line on which the ratio is to be printed.

Many pairs of SPR/EPR codes may be entered for each pair of SR/ER codes entered.

Here is an example:

Layout Entered (P&L Format Layout):

Acct-# or Function		Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG					
SR1					
SPR1					
6010-000 Sls Acct #1		N	P		
6020-000 Sls Acct #2		N	P		
6030-000 Sls Acct #3		N	P		
UL					
SUB1	Tot Sales				D
ER1					
EPR1					
LF	01				
SR2					
SPR2					
5010-000 Exp Acct #1		N	P		
5020-000 EXP Acct #2		N	P		
5030-000 Exp Acct #3		N	P		
UL					
SUB1	Tot Exp				C
ER2					
EPR2					

Resulting Statement:

	Reporting – Period Amount	Ratio	Year-to-date Amount	Ratio
Sls Acct #1	$ 15,000.00	30.00	$ 40,000.00	20.00
Sls Acct #2	10,000.00	20.00	50,000.00	25.00
Sls Acct #3	25,000.00	50.00	110,000.00	55.00
Tot Sales	$ 50,000.00	100.00	$200,000.00	100.00
Exp Acct #1	$ 2,000.00	25.00	$ 2,400.00	26.67
Exp Acct #2	2,400.00	30.00	1,500.00	16.67
Exp Acct #3	3,600.00	45.00	5,100.00	56.67
Total Exp	$ 3,600.00	100.00	$ 9,000.00	100.00

(This assumes that both SPR1 and SPR2 were selected for printing in Specifications in Financial Statements. If only SPR1 was selected, only the sales account ratios would be printed.)

Codes Associated with Selected Ratios

The texts and literals described below are printed only if the corresponding selected ratio is printed.
For example, if Selected Ratio 5 (SR5) is chosen for printing (through Specifications in Financial Statements), any TXT5's and LIT5's on the layout will also be printed.

TXT1-TXT9   (Text Associated with Selected Ratio)
This prints the text you specify from the Text File (see the Chapter titled Texts). The text description is displayed next to the text number you enter, but what will print on the statement is the actual text in the Text File.

LIT1-LIT9   (Literal Associated with Selected Ratio)
This prints exactly ("literally") whatever you type next. You can enter up to 50 characters to print. The literal will begin at the first column of the statement, so if you wish it to appear indented, space over to the desired starting position for the first character. (If you wish it to appear centred on the statement, answer Y when "Centre?" appears.)

Example of Using Selected Ratios and Associated Codes

This example illustrates how to show sales accounts as percentage of sales and expense accounts as percentage of expense.

Layout Entered (P&L Format Layout):

Acct-# or Function			Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
LEG						
SR1						
TXT1	05	Sales Pcts				
LF	01					
LIT1	Y	% of Sales				
LF	01					
SPR1						
6010-000	Sls Acct #1		N	P		
6020-000	Sls Acct #2		N	P		
6030-000	Sls Acct #3		N	P		
UL						
SUB1	Tot Sales					D
ER1						
EPR						
LF	01					
SR2						
TXT2	06	Expense Pcts				
LF	01					
LIT2	Y	% of Expenses				
SPR2						
5010-000	Exp Acct #1		N	P		
5020-000	Exp Acct #2		N	P		
5030-000	Exp Acct #3		N	P		
UL						
SUB1	Tot Exp					C
ER2						
EPR2						

Resulting Statement:

	Reporting – period		Year-to-date	
	Amount	Ratio	Amount	Ratio
Sls Acct #1	$ 15,000.00	30.00	$ 40,000.00	20.00
Sls Acct #2	10,000.00	20.00	50,000.00	25.00
Sls Acct #3	25,000.00	50.00	110,000.00	55.00
Tot Sales	$ 50,000.00	100.00	$ 200,000.00	100.00

This section compares the contribution of each expense account to overall expenses.

Exp Acct #1	$ 2,000.00	25.00	$ 2,400.00	26.67
Exp Acct #2	2,400.00	30.00	1,500.00	16.67
Exp Acct #3	3,600.00	45.00	5,100.00	56.67
Total Exp	$ 8,000.00	100.00	$ 9,000.00	100.00

Expanded Cash Flow Statement – Type "E" Layout

Type "E" layouts are used for creating the Financial Statements required by "Statement of Financial Accounting Standards No. 95" issued by the Financial Accounting Standards Board in the United States, and similar requirements in Canada by the Institute of Chartered Accountants.

This publication requires accounting entities to provide a detailed statement of cash flows, together with a statement that reconciles net income to the cash flows from operations.

We recommend that preparation of these layouts be done in consultation with your accountant, who will have the intimate knowledge of your business activities necessary for an accurate representation of these detailed statements.
This "E" type layout is not restricted to the above statements relating to cash flows but is in fact a very powerful and versatile tool for showing changes in any series of accounts.

You can include both balance sheet and profit and loss accounts on these layouts.

You can select one of the five different balance types for use:

> Beginning balance
> Gross debits
> Gross credits
> Net change
> Ending balance

You can reverse the balance for the current layout line by specifying that it be multiplied by minus one.
You can override the parentheses control code of an account for the current layout line.
These features provide the means to produce almost any kind of statement in the profit and loss format.

Balance Sheet Format Statements

Three types of Financial Statements use the balance sheet format:

> **B**   -Balance Sheet
> **X**   -Supporting Schedule (balance sheet format)
> **F**   -Statement of Changes in Financial Position

Appearance

The balance sheet format shows one balance for each account or subtotal.

The balance sheet has three columns in which a balance can be printed. You select a print column (Prt col) when you enter a layout line that prints a balance. You also select a print

column when you enter a layout line that prints an underline or a double line.

For example:

Cash – First National Bank	$ 2,000.00	
Cash – First Provincial Bank	1,000.00	
Cash – City Bank and Trust	4,000.00	
Total Cash in Bank		$ 7,000.00
Petty Cash – Dept. 100	$ 500.00	
Petty Cash – Dept. 200	300.00	
Total Petty Cash	$ 800.00	
Total Cash		$ 7,800.00

Ratios or selected ratios are not allowed with the balance sheet format.
Budgets or comparative amounts are printed on the right-hand side of the page when selected in *Print Financial Statements*.

See the sample Balance Sheet Supporting Schedule at the end of this section.
There are two function codes used only on balance sheet format statements:

PATR (Print Accumulated Total with Rounding Error)

This code is the same as PAT, except it is used on balance sheets to indicate that if the balance sheet is printed with dollar rounding (as specified in Specifications under Financial Statements), then any rounding error is to be 'buried' into this PATR.

Only one such PATR should appear on a balance sheet. If more than one appears, only the first one is used to bury the rounding error. The other PATR's will be ignored.

When printing a rounded Balance Sheet, the PATR code will always make the Balance Sheet appear to be in balance, even if the corresponding unrounded Balance Sheet is out of balance. The Balance Sheet will appear to be in balance because the amount by which the Balance Sheet is out of balance is 'buried' along with the rounding error.
Because of this situation, the software verifies that the unrounded amounts are in balance even when printing a rounded Balance Sheet. If there is an out of balance situation, an error message will appear at the end of the rounded Balance Sheet statement.

(After you enter the PATR code, the field which appears is for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave the field blank. See the section titled "Accounting Ratios" earlier in this Chapter.)

NOTE: The PATR code is also allowed on SAF formats.

BSNI **(Balance Sheet Net Income)**
This code is valid for these layout types:

> Balance Sheet
> Supporting Schedule (balance sheet format)
> Cash Flow Statement
> Statement of Changes in Financial Position

The calculated net income from the P&L statement will appear at this line of the Financial Statement.

NOTE: See the IMPORTANT NOTE in the Chapter titled Financial Statements about the proper sequence of printing a P&L statement and balance sheet so that BSNI is computed correctly. If they are done out of order the statements may not calculate out properly

All Balance Sheets must include this code in order to balance.
You are requested to enter 'Prt/Accum?' (Print/Accumulate?). Enter **P** or **A**, as appropriate. If **P** is entered, 'Prt col' will be requested. Enter **1**, **2**, or **3**.

Except for Expanded Cash Flow Statement (type E) layouts, the parentheses control is always assumed to be D, since net income is typically credit.

For type E layouts, you can reverse the balance of BSNI and override the parentheses control. This is useful when creating statements showing reconciliation of net income to cash flows from operations.

Printing an Edit List

Select *Statement layouts > Print layout edit list* from the General Ledger Main Menu.

[?] 1. Starting Layout
Enter the starting layout to include OR:

> [**F1**]   -For the 'First layout on file
> [**F2**]   -To scan through the layouts on file

[?] 2. Ending Layout
Enter the ending layout to include OR:

> [**F1**]   -For the 'Last' layout on file
> [**F2**]   -To scan through the layouts on file

3. Expand Wild-Cards?

Answer **Y** to expand the accounts containing a wild-card, so that each sub-account is shown.

Answer **N** to show the main accounts with wild-card symbols as they were entered on the layout.

Sample Statements

Select *Statement layouts > Print sample statements* from the General Ledger Main Menu.

This selection is used to print a sample Financial Statement from a layout so that you can see how the final statement will look.

A screen appears to enter the following information:

[F1]   Layout # to Print

Enter the number of the layout to print or press [**F1**] to scan through the layouts on file.

2. Show Computed Subtotals

Answer **Y** to have computed subtotals printed.

3. Print Text and Literals for Selected Ratios?

Answer **Y** to print the texts and literals associated with the selected ratios you enter next.
If you answer **Y**, you may enter up to 9 selected ratios for which to print texts and literals or use the [**F1**] option to print texts and literals for "All" selected ratios.

Re-sequencing Layouts

An internal numbering system is used in the computer to keep the layout lines in sequence. If many changes are made to a layout, you may get a message (while editing the layout) stating that the layout must be re-sequenced. It is highly unlikely that this will ever occur during your use of Samco Software, but should it occur, then this selection to re-sequence the layout (i.e. re-number the lines internally in the computer). Once you have re-sequenced the layout, you may continue editing the layout.

Select *Statement layouts > Re-sequence layouts* from the General Ledger Main Menu and enter the number of the layout to be re-sequenced.

When Statements won't print

When statements won't print, it may be due to errors in the layout. To troubleshoot this and confirm that the layout is correct you may want to verify the layout.

Verifying Layouts

Verify layouts checks to ensure that the following are all true about the layout.

NOTE: If there are errors such as 'Account not on File", a message will pop up indicating there are errors and the layout will not generate until all errors are corrected.

(1) Each account on the layout appears only once on the layout.

(2) Each account has the correct type for the layout. If a P&L account appears on a balance sheet layout, you will be notified. If a balance sheet account appears on a P&L layout, you will be notified.

- **NOTE:** There are situations in which a balance sheet account should appear on a P&L statement, as discussed in the appendix titled Handling Periodic Inventory.

(3) Every balance sheet account (in the Chart of Accounts) appears on the balance sheet layout.

(4) Every P&L account (in the Chart of Accounts) appears on the P&L statement.

(5) BSNI (Balance Sheet Net Income) is on the balance sheet layout.

NOTE: If any are missing any accounts, or there are errors, the statement may not print.

You may choose to verify a layout with respect to a single sub-account or with respect to a sub-account group. In this case, only accounts on the layout and accounts in the Chart of Accounts which match the single sub-account (or are contained in the sub-account group) are considered during the verification. You would verify a layout with respect to a sub-account or group if you plan to print the layout for just that sub-account or sub-account group. Printing layouts for a single sub-account or group is described in the Chapter titled Financial Statements.

A Layout Verification Report is printed which includes any errors found.
Select *Statement layouts > Verify layouts* from the General Ledger Main Menu.
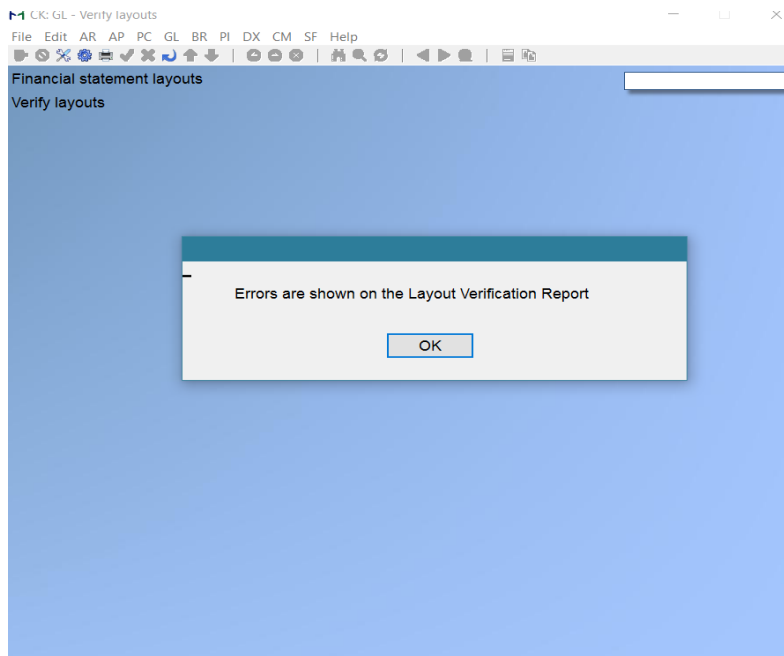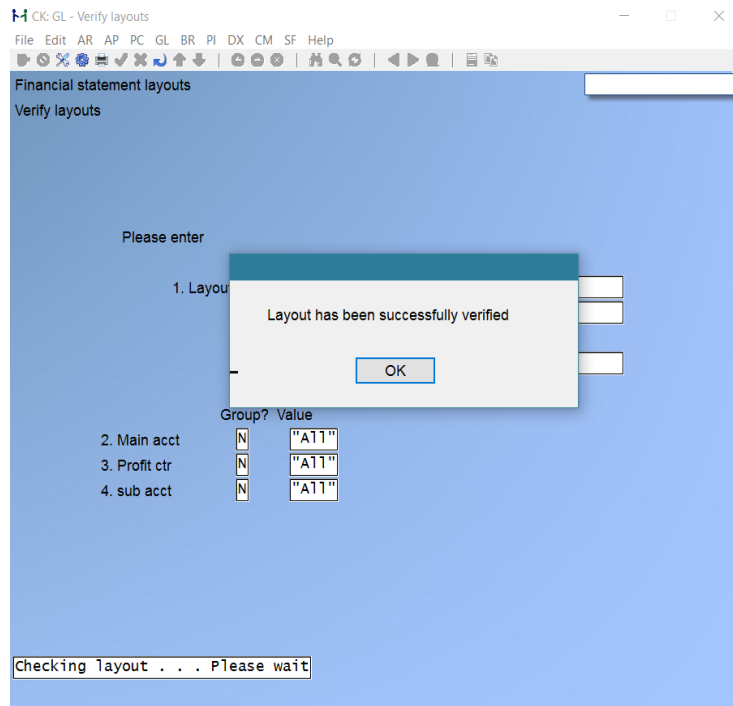
[F1] 1. Layout Number
Enter the number of the layout to be verified or use the [**F1**] option to scan through the layouts on file.

2. Verify Using a Sub-Acct Group?
Answer **Y** to verify the layout only with respect to the sub-acct group you will enter next.

If you answer Y, this field appears:

[?] Sub-Acct Group
Enter the sub-acct group for each account section which the layout is to be verified or press [**F1**] to scan through the sub-account groups on file.

If you answer **N** at field 2, this field appears:

[?] Sub-Account
Enter the sub-account for which the layout is to be verified, OR:

> [**F1**]   -To scan through the sub-accounts on file
>
> [**F2**]   -To verify the layout for "All" sub-accounts

The Verify Layouts Report can be printed to screen by selecting [**S**] display on screen or paper. Choose option from print menu in pop-up window.

See the Chapter titled *Copy Layouts/Make SAF Layouts* for information on SSRC (Start of Sources of Funds) and SUSE (Start of Uses of Funds) codes, which are used only in Source and Application Funds Statement layouts. The use of BSNI code on SAF layouts is also discussed in this Chapter.

Chapter 19 - Build Financial Statement Layouts

We recommend that you use the following step-by-step procedure to build a Financial Statement layout. You might find it helpful to study the following before building your own layouts:

- Sample Reports and other information provided in the appendix titled Additional G/L Exercise Data.
- The procedure described in the appendix titled Handling Periodic Inventory.

Follow this procedure:

1. -Lay out the Financial Statement as you want it to appear on multi-column (for example, 12-column worksheet) accounting paper. Leave plenty of space to add accounts, literals, and text, as you may think of them later.

2. -List the numbers of the accounts that you want to appear on the Financial Statement. Mark those you want to <u>print</u> on the Financial Statement with a "P" and mark those you want to accumulate with an "A".

3. **NOTE:** There is a feature where you can group a range of accounts using the F4 – Auto PAT Function. The system asks for the starting and ending account numbers. Once entered the system will look for all accounts in that range and grab the "Main" section Value and wild-card the rest. (i.e. – profit -centre) The Account will be set to A for Accumulate and a PAT line will be added immediately afterward.

4. Insert PAT (print accumulated totals) codes at the appropriate places.

5. Insert SUB (subtotal) codes at the proper places. Use **CLS** (clear subtotal) if needed.

6. Insert LIT (literals), TEXT (texts), and LEG (legends) codes. These codes control which <u>descriptions</u> will be a part of the Financial Statement and where they will print.

7. Insert LF (line feed), FF (form feed), UL (underline), and DL (double underline) codes at the proper places to make the Financial Statement easy to read.

8. On profit and loss statements (and P&L supporting schedules, as appropriate), insert the SR (start ratio) and ER (end ratio) codes that define the accounts which will be the basis for ratios.

9. Also, on P&L statements and supporting schedules, insert the SR and ER (start and end selected ratio) codes, and the SPR and EPR) start and end selected ratio to print) codes.

10. Insert any TXT1-TXT9 (selected text) and LIT1-LIT9 (selected literals) codes which are to print when the corresponding SPR1-SPR9 codes are selected for printing.

11. On balance sheets (and balance sheet supporting schedules, as appropriate), insert the BSNI (balance sheet net income) code, that will transfer the net income (loss) from the P&L Statement to the balance sheet.

12. Next to the codes listed, write the following columns across the page for use in *Financial Statement layouts*:

Acct-# or Function	Bal Typ	Prt/ Accum ?	Prt Col	Paren Cntrl	Text #	Literal Description

12. For each account number and function code, write the appropriate information for each column:

- Bal Typ   -(**N**, **D**, **C**, **B**, or **E**)

- Prt/Accum?   - code (**P** or **A**)

- Prt col code   - (**1**, **2**, or **3**)

- Paren Cntrl code (**D** or **C**)

- The text number for TEXT codes

- The literal entry for LIT codes

- The descriptions of summarized (PAT) or sub-totalled (SUB) accounts

13. Review the codes to verify that they will give you the Financial Statement that you have drawn out on paper.

14. Enter the layout into the system through *Financial Statement Layouts*.

15. Print an edit list of the layout and review it. Make changes as necessary.

16. Use *Sample statements* to print a statement from the entered layout. Compare the printed sample statement with the Financial Statement you have drawn out on paper.

17. Make any necessary additions or corrections to the layout.

18. Verify the layout, using *Verify layouts*.

19. Correct any errors found during the verification.

20. When the sample statement looks correct, print a Financial Statement through *Print Financial Statements*.

21. Make any final changes necessary to the layout to produce a Financial Statement with the account information properly accumulated, printed, sub-totalled, placed in the columns properly, described, underlined in the right places, and in agreement with the Financial Statement layout from which you started.

22. When you have carried out the procedure of steps 1 through 21 for each required Financial Statement, you are ready to print real Financial Statements with your real General Ledger information.

Financial Layout Legend

LF -Line feed (skip a line)
FF -Form feed (start a new page)
UL -Print an underline
DL -Print a double underline
LEG -Print a predefined legend (heading)
TXT -Print text from the Text File
LIT -Print a "literal" (a "literal" is a line of text)
PAT -Print Accumulated Total
PATR -Print Accumulated Total Rounded

SR1-SR9 and ER1-ER9   -Compute Selected Ratio
SPR1-SPR9 and EPR1-EP -Print Selected Ratio
TXT1-TXT9   -Text Associated with Selected Ratio
LIT1-LIT9   -Literal Associated with Selected Ratio

B -Balance Sheet
X -Supporting Schedule (balance sheet format)
F -Statement of Changes in Financial Position

Functions used to calculate, print, and clear subtotals

SUB1-SUB9 Print the subtotal for the level specified by the number (1 is the lowest level, 9 the highest), then clear the subtotals at the level specified and all preceding lower levels

CLS1-CLS9 Clear the subtotal at the level specified and all preceding lower levels, without printing a subtotal

Common references:

N -Net change for the reporting period (this is the sum of types D and C below). This is the usual balance type for P&L format. This type is automatically set for Cash Flow Statement and Analysis of Changes in Working Capital.
B -Balance as of the beginning of the reporting period.
E -Balance as of the end of the reporting period (this is the sum of types B above and C and D below).

Chapter 20 - Copy Layout / Make SAF

Use this selection to:

Copy layouts (create new layouts from existing layouts)

Make SAF Layouts (<u>automatically</u> create from one to three Source and Application of Funds Statement layouts from an existing balance sheet layout)

Copying a Layout

This selection allows you to do three things with an existing layout: add a new sub-account to it; copy it fully (including all sub-accounts); or copy it, but with only one sub-account appearing in the new layout.

These functions are described in detail below.

Select GL > *Statement layouts* > *Copy layouts* from the G/L Menu.

A screen appears for you to enter the layout number to copy from and the action to take.

Copy from Layout

Enter the number of the layout to be copied from, or press **[F1]** to scan through the layouts on file. The type of statement and description will be displayed.

Action to Take

Select the action to take on the "copy from" layout.

C	**-Copy full layout to another layout**
A	**-Add a sub-account to this layout**
N	**-New layout with a new sub-account**

C- Copy full layout to another layout

Select **C** to create a totally new layout which is a duplicate of the existing one. The new layout will have a different layout number but will have the same statement type as the original layout. Once the existing layout is copied, you can then change the <u>new</u> copy as required. For example, a detailed Profit and Loss Statement can be copied and changed to create a summary Profit and Loss Statement.

Copy to Layout

Enter the new layout number.

Copy to Description

Enter the description of the new layout.

A- Add a Sub-Account to this Layout

Select **A** to add a new sub-account to the <u>existing</u> layout, by copying from a sub-account already within the layout.

Sub-acct Section

Enter the section of the account you wish to copy from and to.

Copy from Sub-Acct

Enter the number of the sub-account you wish to copy from.

Copy to Sub-Acct

Enter the number of the new sub-account you wish to create within this layout.

N- New Layout with a New Sub-Account
Select **N** to copy only one sub-account from the existing layout to a totally new layout.

Copy to Layout
Enter the new layout number.

Copy to Description
Enter the description of the new layout.

Sub-Acct section
Enter the section of the account you wish to copy from and to.

Copy from Sub-Acct
Enter the number of the sub-account you wish to copy from.

Copy to Sub-Acct
Enter the number of the sub-account you wish to appear in the new layout.

Making SAF Layouts

This selection allows you to automatically make SAF (Source and Application of Funds) layouts from an existing balance sheet layout. In order to make accurate SAF layouts, the balance sheet layout you select must contain <u>all</u> balance sheet accounts.

The SAF layouts that can be made are:

Statement of Changes in Financial Position
Analysis of Changes in Working Capital
Cash Flow Statements

These statements will contain <u>standard</u> predefined headings and subtotals.

Source and Application of Funds
The layout statement types **C** (for Cash Flow Statement), **F** (for Statement of Changes in Financial Position), and **W** (for Analysis of Changes in Working Capital) are for the three Source and Application of Funds Reports. They use special processing and require a fixed structure to produce the correct results.

You may also create them manually or change the automatically produced SAF layouts.

Do not violate the basic structural requirements for these statements, or the statements will produce incorrect results.

SSRC (Start of Sources [of Funds]) Code
This code is used only in the layout for statement type **F** (Statement of Changes in Financial Position). It identifies the start of the accounts that are <u>sources</u> of funds.

SUSE (Start of Uses [of Funds])
This code is used only in the layout for statement type **F**. It identifies the start of the accounts that are <u>uses</u> of funds.

BSNI (Balance Sheet Net Income) Code
This code is valid for SAF statement types **C** and **F**. The calculated net income will appear at this line of the Financial Statement.

You are requested to enter "Prt/Accum?" (Print/Accumulate?). Enter **P** or **A**, as appropriate. If P is entered, "PRT COL" will be requested. Enter **1**, **2**, or **3**.

Except for type **E** statements, the parentheses control is always assumed to be D, since net income is typically credit.

For type **E** statements, you can reverse the balance of BSNI and override the parentheses control. This is useful when creating statements showing reconciliation of net income to cash flows from operations.

SAF Types
To understand these SAF statements, you must first be familiar with the SAF types.

Cash Flow Statement

The Cash Flow Statement shows the effect of all the balance sheet accounts and net income upon cash during the current period and year-to-date. It shows the beginning balance of cash at the start of the period and year, all the sources and uses of funds, and a final cash ending balance.

All five types of SAF accounts (entered in the Chart of Accounts) and the BSNI (balance sheet net income) should be included in the balance sheet layout, from which the SAF layouts will be created.

All cash accounts must be coded with an SAF type of **C** (in the Chart of Accounts File) or cash will not be handled correctly. The cash accounts are summarized to produce a cash beginning balance, so individual cash accounts will not print on the Report.

Cash accounts will accumulate, regardless of the "PRT/ACCUM" or PAT options you enter for them on the layout. Therefore, if you manually create this layout, you must code a subtotal (SUB#) following the last cash account.

Parentheses controls for accounts, subtotals, and PAT's are ignored on this statement, as on all SAF statements.

There is a recommended format in which the detail of the Report appears, but the order of accounts in the Report is flexible. The Cash Flow Statement Layout is created automatically in this format:

1. First, all the cash accounts are coded. These accounts are followed by a SUB2 for the total beginning balance of cash.
2. Then the BSNI (balance sheet net income) code, followed by non-cash charges against income (type **N**) accounts, and a SUB1 for the total from operations. ("Operations" being BSNI minus non-cash charges against income.)
3. After the total from operations come the current asset accounts, then the current liability accounts, and then the funds flow accounts.
4. Next will follow a SUB1 for the total sources or uses of funds, then a SUB2 for net increase or decrease in cash, and finally a SUB3 for the cash ending balance.

Statement of Changes in Financial Position

The Statement of Changes in Financial Position calculates the changes in working capital, using the <u>non-current</u> assets and liabilities, net income, and non-cash charges against income. This provides a picture of the effects of these accounts on the working capital.

The non-current assets and liabilities (also called funds flow accounts) are put into separate sections, depending on whether they are sources or uses of funds. (An increase in an asset is a <u>use</u> of funds and an increase in a liability is a <u>source</u> of funds. The opposite is true for decreases.)

The BSNI (balance sheet net income) code, non-cash charges against income (SAF type **N**), and funds flow accounts (SAF type **F**) are included in this statement. The funds flow accounts all appear twice in the layout: once following the SSRC function code (start sources of funds), then again following the SUSE function code (start uses of funds).

The sources and uses must appear at the end of the Report, after the BSNI and non-cash charges against income. When the statement is printed, an account is printed as a <u>source</u> only if its amount is a credit and as a <u>use</u> only if its amount is a debit. Consequently, each account will appear only <u>once</u> on the statement, even though it appears <u>twice</u> in the layout.

The format which we recommend, and the format of the layout produced by *Make SAF layouts*, is as follows:

1. First, the BSNI code, then the non-cash charges against income, and then a SUB1 for the total from operations.
2. Next, an SSRC code, followed by all the funds flow accounts, and a SUB1 for the total sources.
3. Then, an SUSE code, followed by all the funds flow accounts <u>again</u> (the exact same accounts as in the sources section), followed by a SUB1 for the total uses.
4. Finally, a SUB2 for the net increase or decrease in working capital.

Analysis of Changes in Working Capital

The Analysis of Changes in Working Capital shows changes in <u>current</u> assets, minus changes in <u>current</u> liabilities, giving changes in working capital. Its total should match the changes in working capital, which is the last line of the Statement of Changes in Financial Position.

Cash, current asset, and current liability accounts should be included in the layout. Parentheses control for accounts will be ignored.

The format which we recommend, and the format of the layout produced by *Make SAF layouts*, is as follows:

First all the cash accounts, then all the current assets, followed by a SUB1 for assets, whether an increase or decrease.

Then all the current liabilities, followed by a SUB1 for liabilities, whether an increase or decrease.
Finally, a SUB2 grand total for the net increase or decrease in working capital.

Select Generate SAF layouts from the Financial Statement Layouts Menu. (GL > Statement Layouts > Generate SAF Layouts)

This is the screen you see:
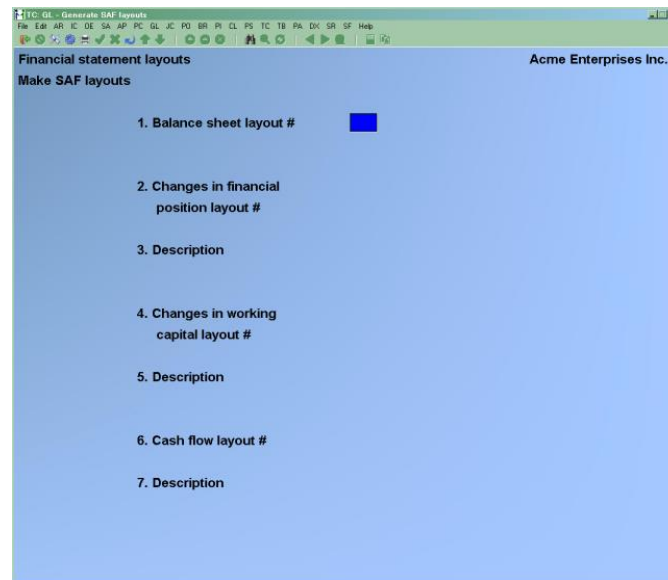
Entering the following information:

[?] 1. Balance Sheet Layout
Enter the layout number of a Balance Sheet layout form the Financial Statement Layout File. The description will be displayed to the right of the layout number. The Balance Sheet layout must contain all balance sheet accounts, in proper order, for the created SAF layouts to be accurate.

2. Changes in financial position layout
Enter the number of the new layout to be created for the Statement of Changes in Financial Position.

3. Description
Enter the description of the layout for this statement.

4. Changes in working capital layout
Enter the number of the new layout to be created for the Analysis of Changes in Working Capital.

5. Description

Enter the description of the layout for this statement.

6. Cash flow layout

Enter the number of the new layout to be created for the Cash Flow Statement.

7. Description

Enter the description of the layout for this statement.

Some Notes on Making SAF Layouts

There are a number of ways in which the SAF Report layouts might be made <u>incorrectly</u>.

For example, vital accounts such as cash or current assets might be omitted from the Balance Sheet. This would make an incomplete and incorrect SAF statement.

Accounts might be in the balance sheet layout which, are not actually balance sheet accounts (which do not have a **B** for a Financial Statement type in the Chart of Accounts File). In this case, an error Report will be printed and the SAF layout will not be created.

One or more accounts might not have an SAF type designated in the Chart of Accounts File. An Error Report will be printed, showing all accounts, which do not contain an SAF type, and the SAF layout will not be made.

If an error Report is printed during the generation of SAF layouts, you must determine which errors occurred and make the necessary corrections, either to the Balance Sheet Layout or to the Chart of Accounts, then make SAF layouts again.

If you want more levels of subtotaling or different headings and literals from the ones automatically made, you may change these, using the *Enter* option of *Maintain Financial Statement layouts.*

An SAF Report layout made from a Balance Sheet with more than 999 actual accounts and account totals (PAT's) will not include accounts after the 999th

Chapter 21 - Get Distributions

Use this selection to transfer information from the Accounts Receivable, Accounts Payable, Canadian Payroll, Inventory Plus, and Job Cost distribution files to the General Journal Transaction File.

This is also referred to as "interfacing" G/L to other Packages.

Before running *Get distributions*, any outstanding entries in the General Journal Transaction File must first be posted to the General Ledger Transaction File.

NOTE: We strongly recommend that, before running this selection, you make a backup copy of the data files you are about to transfer.

To Begin
Select Get distributions from the G/L Menu.

If there are un-posted entries in the General Journal Transaction File, a message displays telling you so. To continue, you must post the entries first, and reselect this function. If the General Journal Transaction File is empty, you see:

Please enter

1. Interface with which system ?

2. Cutoff date

3. Type of interface

AP = Accts Payable   AR = Accts Receivable   IC = Inv Control   FA = Fixed Asset
JC = Job Cost   PC = Payroll   MP = MenuPoint   BR = Bank Rec.

1. Interface with Which System?

Enter the system (Package) from which that information will be transferred. Enter either:

AP	-Accounts Payable
AR	-Accounts Receivable
IC	-Inventory Control
FA	-Fixed Assets
JC	-Job Cost
PC	-Payroll
MP	-Menu Point
BR	-Bank Reconciliation

2. Cut-off Date

Enter the last date for which entries will be transferred from the other system's distribution file to the General Ledger Transaction File, or press **[Enter]** to use the ending date of the current accounting period.

3. Type of Interface

This determines the method of compression that will be used during transfer. (See the explanation in the Summarize General Ledger Chapter.) Enter :

P -Period compress a maximum of two summarized entries will be created for each account for each accounting period.

D -Date compress, a maximum of two summarized entries will be created for each account for each separate date. (The Journal number will also be retained.)

N -No compress

G -Compress, using the account compress code

NOTE: See the Chapter titled Summarize General Ledger for a discussion of why a maximum of two entries are created.

If you select **N**, all entries will be transferred in <u>full</u> detail with no summarization.

These three choices apply for <u>all</u> accounts. The fourth choice, G, applies on an account-by-account basis. If you select G, summarization is done according to the compression code in the Chart of Accounts record for each account.

4. Purge Distribution File?

This determines if distributions will be purged (completely removed) from the distribution file in the other Package as they are being transferred to the General Journal Entry File.

If you don't want to purge the distribution file during the interface, you can still purge the distributions at a later time from <u>within</u> the Package from which the information is being transferred.

Answer **Y** to purge the distributions in the other Package, or **N** to keep them on file in the other Package.

5. Use Vendor Name or Reference From A/P Distributions?

This field is available for entry only if A/P is being interfaced, and either N (no compress), or G (compress, using the account compress code), is selected in field 3.

For each payable, both the Vendor's name and a reference are stored in the A/P distribution file, so you may choose which one to transfer to the general Journal. You should consult your accountant as to which one should be used.

- Transferring the reference lets you see what was purchased (if that is what you entered in the reference field for the payable).

- Transferring the Vendor name lets you see from whom the purchase was made.

R   -To transfer the reference
V   -To transfer the Vendor's name.
      Format: 1 character

Note on Transferring Distributions

A Distribution to G/L File contains debits and credits (created by transactions posted in the particular Package) that must be transferred to General Ledger from that Package. Accounts Receivable, Accounts Payable, Inventory Control, Payroll, Job Cost, Bank Reconciliation, Fixed Assets, and Menu-Point each contain their own individual Distribution to G/L Files.

Prior to running *Get Distributions*, you should first print the Distribution to G/L Report. All accounts should be printed. The date range should be for the dates for the accounting period which you are interfacing to the G/L. Do not specify that the file is to be purged! If you purge distributions before transferring them, you will have to enter these distributions again manually using *General Journal*. This defeats the purpose of the *Get distributions* selection.

The purpose of printing the Distribution to G/L Report is to obtain an accurate list of the debits and credits that are to be transferred to G/L. You may wish to print the Report to disk and then obtain a printed copy using *Print Reports from disk*. In this way, you can retain a copy of the Report on the hard disk in case a spare copy of the Report should be needed.

After printing the Report, you should than back up your data files and run *Get Distributions*. When running this selection, you should specify that the distributions are to be purged as they are copied to the General Journal Transaction File. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

An alternative procedure is as follows:

1) Back up your data files.
2) Run *Get distributions*, specifying that the distributions as they are not to be purged.
3) Run *Distributions to G/L*, specifying that the file is to be purged and that only interfaced distributions are to be purged.
4) Print the General Journal Entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the Distribution to G/L Report, provided that you have followed this procedure each period. If you have not purged the Distribution File in a previous period, then the Reports will not be comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again for the same Package, you will still never transfer the same distribution from the Package to G/L more than once, because *Get distributions* prevents this. Thus, if after step (2) in the alternate procedure above you discover additional transactions for the accounting period which have not yet been entered into the Package, simply enter and post these transactions in the Package, and repeat the alternate procedure starting with step (1).

If distributions are transferred for accounts that are not defined in the Chart of Accounts file, you will have to either add these accounts to the Chart of Accounts File before these entries can be posted or delete the entries and re-enter them for a different (valid) account.
The program does not check the validity of the information being transferred. Please verify that all accounts in the Valid G/L Account File are in your Chart of Accounts File as well.

After Interfacing
Use *General Journal* to change, delete, or print an edit list of the entries transferred. Post the entries to the General Ledger Entry File when you are satisfied they were transferred correctly.

Entries transferred to General Ledger using *Get distributions* are easily recognized. The source field will contain the name of the Package from which the entry was transferred, and the reference field will contain a description of the original entry.

If the entry has been compressed by date, the reference field shows "NET CHANGE FOR DATE/JRNL". "Jrnl" means "Journal number".

If the entry has been compressed by date, the reference field shows "NET CHANGE FOR THE PERIOD".

If the entry has not been compressed, the reference field depends on the origin of the distribution file; that is,

Package	Reference
AP	-Vendor name or reference, depending on your choice in field 5
AR	-Customer name
IC	-Type 1 = Income
	-Type 2 = Cost of goods sold
	-Type 3 = Inventory adjustment
	-Type 4 = Inventory liabilities
	-Type 5 = Inventory value
JC	-From > Job Cost
PC	-Employee name

If the entry is compressed, the document number is blank. Otherwise, the document number depends on the origin of the distribution file, namely:

Package	Document number
AP	-Invoice number for expenses and new A/P added
	-Check number for payments and discounts
AR	-Document number used in A/R (typically, Invoice number)
IC	-Blank
JC	-Blank
PC	-Check number

If entries are compressed by period, the Journal number is lost. Otherwise, the original Journal number is retained. (When entries are compressed by date, this means they are in effect compressed by date by Journal.

Chapter 22 - Summarized (Compressed) G/L Transactions

This selection is used to summarize (compress) the entries in the General Ledger Transaction File, either by date or by period (depending on which method you specified for each account in *Chart of Accounts*).

Run this function <u>after</u> Financial Statements have been printed for the current period.

Before You Begin

*** CAUTION ***

While your GL entries in the transaction file are summarized, full detail is available in the Detail History File.

General Ledger > F2 > Compress GL transactions

1. Enter the cut-off date for the compression
2. Enter the starting and ending account numbers. Enter either a single GL account number of a range of account numbers.
3. Select the compression option. These options are the same as are used for the Get Distributions feature.

   D -For Date (one credit & one debit for each day) all accounts in range selected

   When summarizing by date, <u>all</u> entries on a single day for one account are summarized into a <u>maximum of two</u> entries for that account: one entry for the debit amount, and one entry for the credit amount.

   Also, amounts of entries marked as "correcting entries" are subtracted from the appropriate debit or credit amount before the summary debit or credit amount is calculated.

For example, if an asset account has a debit entry for $100 and also has a credit entry (marked as a "correcting entry") for $10, the summary entry is a debit for $90.

If debits and credits exactly cancel each other, no summarized entry is generated.

For example, Account #: 6000-100, "SALARY AND WAGES EXPENSE", contains the following entries:

Date	DR	CR	CORRECTING ENTRY?
3/6/20	10.00		N
3/6/20		10.00	Y
3/6/20	345.80		N
3/6/20	22.44		N
3/6/20	182.40		N
3/6/20	92.90		N
3/29/20	252.08		N
3/29/20	165.04		N
	1,048.22	32.44	

After the entries are summarized, the file contains the following for this account:

Date	DR	CR	CORRECTING ENTRY?
3/6/20	621.10		N
3/6/20		22.44	N
3/29/20	417.12		N

The "Source" field of a summarized entry is set to "Comp" (for summarized), and the "Reference" field is set to "Entry summary this date".

P   -For Period (one credit & one debit for each fiscal period) all
           accounts in range selected

When summarizing by period, all entries for one account are summarized into a maximum of two entries for each accounting period. Correcting entries are handled as described above for summarizing by date.

Summarizing the entries of the preceding example (by period) results in the following:

Account #: 6000-100 SALARY AND WAGES EXPENSE

Date	DR	CR	CORRECTING ENTRY?
3/31/20	1038.22		N
3/31/20		22.44	N

NOTE: Summarizing by period assigns the ending date of the <u>period</u> to the summarized entry.

"Comp" (which stands for "Compressed") will be assigned as the source for the entry, and "Entry summary this period" will be assigned as the reference.

G   -To use the compression code of the GL account. Your General Ledger entries are then summarized.

Notes on Compress G/L Transactions

The purpose of this selection is to remove detail from the General Ledger Transaction File.

2 Reasons:

(1) You no longer need to see the detail and you would like your General Ledger Reports to be shorter.

(2) You have so many detailed entries on file that processing is taking a long time.

After you summarize, the total number of entries in your General Ledger Transaction File will be reduced. This will speed up most other G/L functions.

You can also now recover some disk space by rebuilding the TRXFIL.DAT file. Refer to the appendix titled File Recovery Utilities in the Installation and System Guide for instructions on how to rebuild a file.

Chapter 23 - Year End

Closing of Year End

This selection is run at the end of your accounting year as part of the closing procedure.

1 Print pre-closing Report-: This function is used to print the Year End Pre-Closing Report, which shows the net profit (loss) entries that will be made by *Post closing entries* when it is run. This Report may be printed to verify the net profit for the year and should also be run Prior to closing G/L so that any final corrections can be made.

*2.Archive G/L data –*The GL module retains all prior year information via the *Detail history* function, you may still want to Archive the G/L data and this function takes the G/L data for the closing year and stores it under a new Company ID.
This allows you to refer back to the transaction detail for a prior year at any point in time.
Users need to be out of the system to run this successfully.

NOTE: Before creating an Archive, and closing the year, be sure all correcting entries/adjustments have been entered for the year you are closing.

*3.Post Closing Entries Register/Report -*This function is used to 'Close' the fiscal year. Once closed you will not be able to enter in any correcting or adjustment entries

Please note: When doing a year-end close, DO NOT run it more than once. Running it again can over-write all entries and cause errors.

IMPORTANT NOTE

There are some basic rules in Samco G/L regarding the printing of BSNI (Balance Sheet Net Income). BSNI is the code which you include on your Balance Sheet layout in order to print the net profit (or loss) for the period. The rules regarding BSNI are as follows:

Keep note of the fact that Statements need to be run in sequential order

- Whenever Financial Statement printing begins (by selecting Print Financial Statements), BSNI is set <u>by the software</u> to be the total NET PROFIT (or LOSS) for all profit and loss entries on the file. BSNI is set to be the total NET PROFIT (or LOSS) whether or not you specified that account balances are to be recalculated.

  - The BSNI which is set at the beginning of Financial Statement printing should be used to show NET PROFIT (or LOSS) on the Balance Sheet for the entire Company.

  - Whenever a P&L or a supporting schedule for a P&L statement is printed, BSNI is set to the last amount printed on the statement.

NOTE: Financial Statements for a New Year will not be able to be generated until the prior year-end is closed. You will get an error.

If You Are Not Ready to Close the Year

It often occurs that you must start your new fiscal year before the old fiscal year is closed. This occurs, for example, if your fiscal year ends on June 30th of the year, but the final adjusting entries for the fiscal year are not made available to you until August. In this case, you must start your new fiscal year before closing the previous year.

If you are not ready to close your General Ledger at fiscal Year End, you can take the following steps so that you can process information for the New Year: however, you will not be able to do a comparison with the New year, to the last year until the last year is closed.

(1) Change the accounting periods to reflect the New Year. (check that the Flag in Control Information is set to 'Y' to allow posting outside of the current year.)

NOTE: We recommend setting this to Y if you are leaving your prior year open for adjusting entries.

Option: If you want to leave your accounting periods to stay at the previous year and (2) Make entries as usual. The Trial Balance will include a beginning balance for your P&L accounts from last year until you close.

(3) When you are ready to close, change the accounting periods back to last year. Make sure that the last day defined here is the last day of the year you intend to close.

(4) Perform the End of Fiscal Year checklist in the Chapter 4> Titled '*Guide to Daily Operations*'.

> Do <u>not</u> make a Journal entry for "retained earnings". The software will do this automatically.

(5) Run *Print Pre-Closing Report* (if needed) followed by *Post Closing Entries*.(same report)

Actions Performed by Post Closing Entries

Review the following:

This is a list of the actions performed by *Post Closing Entries (which creates Post Closing Register)*:

a. **Automatically adds one year to all accounting period dates in the Accounting Period File:** Sets the current period and the reporting period to the first new accounting period. –

   -You can manually change the accounting periods, current period, and reporting period if you wish.

b. **Sets the "comparative amounts" in the Chart of Accounts File for each G/L account.**
   After *Post closing entries* is run, the comparatives for an account will contain the balances for that account for each period of the fiscal year <u>just closed</u>.
   When comparative Financial Statements are run in the New Year, you will then be able to compare New Year balances against comparatives from the fiscal year just closed. The "comparative amounts" stored by

   NOTE: Post Closing Entries are called the "new comparatives" throughout this Chapter. They are the <u>new</u> comparatives which are set up for <u>use</u> in the new fiscal year, although their <u>amounts</u> correspond to the account balances from the prior year.

c. Allows you to set budgets for G/L accounts in the Chart of Accounts File for the New Year. The budgets may either be left as they are currently, set to zero, or set in relation to the "new comparatives", as described above.

d. Clears all entries from the General Ledger Transaction File for the year being closed. Entries already made for the New Year are left unchanged.

e. Creates balance forward entries for all balance sheet accounts. The date for these entries is the last day of the fiscal year being closed.

f. Moves the amounts for each period to the prior-year comparative fields in the Chart of Accounts File.

g. Automatically posts the net profit (loss) to the retained earnings account entered in *Control information*.

h. Prints the Year End Closing Report/Register.

NOTE: As mentioned at the beginning of this Chapter, you may print the Year End Closing Report (prior to Closing the year) when *Post Closing Entries* is run, in order to view the information that will be printed on the Year End Closing Report/Register.

Before You Begin
We <u>recommend</u> that BEFORE you select this function, you do this:

a. Have entered in all adjustments/corrections
b. Printed closing Financial Statements, including a detailed year-end Trial Balance.
c. Created a backup copy of all G/L data files if you do not use the *Archive G/L data* function. Off-site backup is always a good idea regardless of any other precautions.

You will then have a permanent record of the activity for the fiscal year.

To Begin
Select *End of Year > Print Pre-Closing Report* from page 2 of the G/L Menu.

NOTE: You will not be able to continue IF:

- Any entries exist in the General Journal Transaction File (which means they have not yet been posted to the General Ledger Transaction File), or

- Another User is using *General Journal*.

- If today's date is <u>during</u> the fiscal year being closed, you will see a warning message

Print Closing Entries Report

This selection will print the Year End Closing Report/Register, which shows what net profit (loss) entries *Post closing entries* will make.
If this is run prior to 'year-end closing' the C*losing Register* does not perform any other function except showing what <u>will</u> occur when *Post closing entries* is run. (This way you can have a comparative. of the Pre-Closing Report, prior to posting) Save to disk for easy reference.)

The Report is printed in two sections.:

- **The first section is titled "Closing Entries"** and will show all P&L accounts with the amount totals to be posted.
  The second section is titled "Retained Earnings Entries", which may also be referred to as Surplus/Deficit. This shows the profit (loss) amount to be posted. When closing year-end, **do <u>not</u>** make a Journal entry for "retained earnings". The software will do this automatically.

Archive G/L Data

The General Ledger module retains all prior year information for viewing and reporting via the *Detail history* function. Although there is no need to Archive G/L data to another Company because it is all readily available, you may want to archive the G/L data to retain the compressed view of the transactions. This selection creates a new Company ID, and copies the G/L data files and any common Company data files (Company file etc.) to this new Company ID. The purpose of which is to allow Users to inquire into prior year financial data in detail without disturbing current financial data.

Select *End of Year > Archive G/L Data* from page 2 of the G/L main Menu. On the next screen, enter a new Company ID and a name for the new Company. After a period of processing you will be returned to the G/L main Menu.

To Report and view last year's data, simply go into new Company ID the next time you start up your Samco Power Accounting or select *Change Company number* from page 2 of the G/L main Menu.

Post-Closing Entries

Select *End of Year > Post Closing Entries* from page 2 of the G/L main Menu. After a screen which describes the *End of Year* functions, this is the screen you see:

From this screen you can confirm or change your new accounting periods.

- (**Note:** The periods are set to one-month increments) If you wish to change the accounting periods, use the same procedures described in the *Accounting Periods* Chapter.

The purpose of the next screen is to allow you to set new-year budgets for each of your G/L accounts in the Chart of Account File.

Budgets

You may select one of three different methods for handling the - New-Year Budgets:

1) **Leave Budgets as they are**.
   In this case, the budgets for the New Year will be the same as they were for the fiscal year being closed.

2) **Set Budgets to zero**.
   In this case, all budgets will be set to zero.

3) **Set Budgets to new comparatives**.
   After *Post Closing Entries/Register* is run, the comparatives for an account will contain the balances for that account for each period of the fiscal year <u>just closed</u>.

   When comparative Financial Statements are run in the New Year, you will then be able to compare New Year balances against comparatives from the fiscal year just closed.

   NOTE: The "comparative amounts" which are created and stored by *Post closing entries* are call the "new comparatives".
   They are the <u>new</u> comparatives which are set up for <u>use</u> in the new fiscal year, although their <u>amounts</u> correspond to the account balances from the PRIOR year.

If you select to set your budgets based upon the "new comparatives", (which are created when posting the entries), you are basing your New Year budgets on performance in the prior fiscal year.

NOTE: If you choose - "Set Budgets to New Comparatives"-; you see a screen requesting you to enter the following:

1. **Change By**
   This field determines <u>how</u> you want to change the new comparative amounts to produce the budget amounts.

   NOTE: Comparatives are automatically calculated, they can be used to set or create budgets.

   You may either:

   1) Use the new comparative amounts as they are, (no change) or

   2) Increase or decrease the comparative amounts by a specific dollar amount or,

   3) Increase or decrease the comparative amounts by a percentage.
      Enter either:

A -Change by Amount
P -Change by Percent
N -No change

2. **Amount of Change**
   If you selected "No change" in field 1, this field is skipped.

   Change by Amount
   If you selected "Change by amount", the Budget amounts will be the
   Comparative amounts plus the dollar amount you enter here.
   The dollar amount may be positive for an increase, or negative for a decrease.

   Change by Percent
   If you selected "Change by percent", the Budget amount will be the comparative amount,
   increased by the percentage you enter here. The percentage can be positive or negative.

Processing

> **Once you have described the handling for the new-year budgets, Year End processing begins. The first step is to print the Year End Closing Report/Register. During processing, a screen appears showing the account number being processed.**

Processing Results

> **The following are the results of running *Post Closing Entries (which creates a post-closing register):***

> The Accounting Period File has been updated for the New Year. (You may need to update the current period and reporting period at this point, by using *Accounting periods*, if there were delays in closing your fiscal year.)

> The comparative amounts for each account in the Chart of Accounts have been updated to be the ending balances for the periods of the fiscal year just closed. Budgets for each G/L account have been set for the New Year. Budgets are set according to your wishes, as entered during *Post closing entries*.

> All entries from the fiscal year just closed have been cleared form the General Ledger Transaction File. (Entries already made for the New Year are left unchanged.)

> Balance forward entries for all balance sheet accounts have been created. The date for these entries is the last day of the fiscal year just closed.

> If. A net profit (loss) entry has been made to the Retained Earnings Account entered in *Control information*. If" (Varies by sub-account)" was entered for the retained earnings account, then individual entries have been made for each of the sub-accounts of the retained earnings account.

After You Run This Function

After you run this function, the total number of entries in the General Ledger Transaction File will be reduced. This will speed up processing most other G/L functions but to recover the hard disk space which these entries occupied see appendix titled: *File Utilities, rebuild a file.*

Chapter 24 - Ledger Connection

Introduction

Ledger Connection is an easy to use utility program which enhances the functionality of the General Ledger System; providing advanced trial balance reporting, importing chart of account budgets from a file created by a spreadsheet, and a simple method of extracting data for use with today's most popular spreadsheet applications.

Extended Trial Balance

The *Extended Trial Balance* function within Ledger Connection takes the standard *Trial Balance* Report a step further, by incorporating:

•Sorting by account section
•Summarizing by account section

Spreadsheet Link

Today's popular spreadsheet applications provide Users with an ideal forum for manipulating, presenting, and reporting data. By using the extraction facilities built into Ledger Connection you will be able to take data from your General Ledger and import it into a spreadsheet, bringing ease of use to:

- Analysis of current and year-to-date data
- Restructuring of comparative data
- Development of and modification to budget data
- Additional reporting formats
- Importing Budgets
-

In addition, L/C allows you to prepare budgets in a spreadsheet, save them to an ASCII file, and import them into your G/L chart of accounts.

How is the G/L Data Extracted?

First of all, Ledger Connection utilizes the Financial Statement layouts set up in the General Ledger as a basis for data extraction. From there, you create selection criteria which stipulate what you want pulled out, how you want it reported, and the name of the file to send the output to.

Once the extraction process is run, a delimited ASCII file is created which can then be retrieved into your spreadsheet application.

To Start Samco Ledger Connection

Select Ledger connection from the General Ledger Menu

The Ledger Connection Menu then appears:
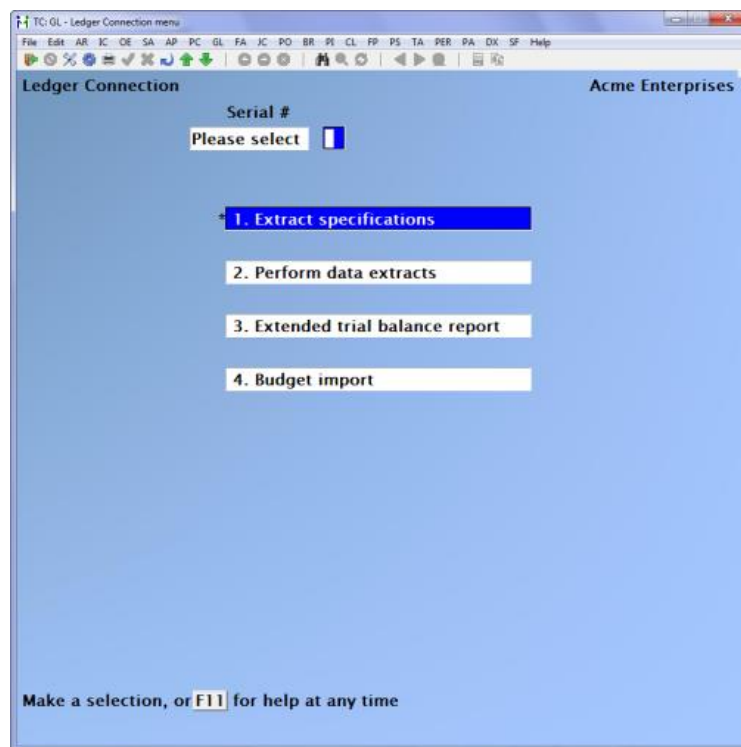
Ledger Connection

One of the functions of the *Ledger Connection* module (L/C), included with your General Ledger Package, is to generate output files of your financial data for use in a spreadsheet. L/C uses Financial Statement layouts to create these text files.

-

-

Extract Specifications

To Begin

Select *Extract specifications* from the L/C Menu.

From the *Extract Specifications* Menu, select *Enter Extract Specifications*.

New and Existing Specifications

From this screen you can work with both new and existing specifications.

*1. Specification #

Enter the number that identifies the specification (the number cannot be zero) OR:

      [F1]   -To scan through the specifications on file

Format: 999

We recommend that you group specifications numerically so that it will be easy to select all specifications within a particular numeric range for printing. For example, assign specification numbers 1 to 100 for Financial Statements for monthly reporting, 101 to 200 for quarterly reporting, and 201 to 300 for year-end and budgeting Reports.

2. Layout

Enter the existing layout number to which these specifications will be applied, OR:

>   **[F1]**   -To scan through the layouts on file

>   **[F2]**   -To print data for "All" G/L accounts in account number sequence.

NOTE: Only active G/L accounts (i.e. accounts with postings) are included in the extractions. Budgets and/or comparatives may be included. If an account has one

3. Selection Type

Ledger Connection can extract data for importing into a spreadsheet model in statement or planning format. The statement format provides actual and / or budget and / or comparative data. The number of periods of data extracted is determined from the G/L accounting period file.

The planning format presents up to 13 period balances of actual and / or budget and / or comparative data. As with the statement format, the number of periods of data extracted is determined by the G/L accounting period file.

>   **[S]**   -To generate a statement style format file
>   **[P]**   -To generate a planning style format file

NOTE: For further information on maintaining accounting periods, refer to the Chapter *Accounting Periods*.

4. Single Row Output?

5. Output File Name
Enter any alphanumeric file name with no intervening spaces. When *Perform data extracts* is run, a file is generated in your primary Samco application directory (C:\SSI under usr/ssi in Xenix/Unix for example) with a .PRN extension.

Format: 8 characters

NOTE: Do not use symbols such as !, ?, &, % etc. in your file names. Failure to adhere to proper names can result in problems when extracting the data.

It is recommended that each of your specification files be named differently in order to eliminate the possibility of overwriting an existing extracted file.

Extract Next Run ?
This determines if the extracting of data for this specification will be done the next time *Perform data extracts* is run. Answer **[Y]** or **[N]**.

Section/Group Selection

The number of times you are prompted in the next set of fields depends on how many sections your G/L account structure is. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

From the section prompt, press **[F1]** to select "All" values for this account section, OR:

[F2]   -To select a specific section value. This is most useful when selecting a section which may have multiple accounts within the same section.

[F3]   -To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups*.

The second input screen is displayed for further selection criteria. The format of the screen is dependent on the *3. Selection type* specified on the first input screen (S = Statement Format, P = Planning Format).

Planning Format

If the selection type is [**P**], the following screen appears:

1. All Amounts Described Below ?

[**Enter**]   -To include actual, budget, and comparative figures in the data extraction, OR:

[**N**]   -To answer each selection individually.

[**Y**]   -The cursor will skip fields 2 through 4. Make any necessary changes.

[**Enter**]   -"Field number to change ?".

2. Actual ?

[**Enter**]   -To exclude actual figures from the data extraction, OR:

[**Y**]   -To include actual figures in the data extraction.

3. Budget ?

[**Enter**]   - To exclude budget figures from the data extraction OR:

[**Y**]   - To include budget figures in the data extraction.

4. Comparative ?

[**Enter**]   -To exclude comparative figures from the data extraction OR:

[**Y**]   -To include comparative figures in the data extraction.

Make any necessary changes, and press [**Enter**] at "Field number to change ?".

Statement Format

If the selection type is [**S**], the following screen appears:

1. 14 All Amounts Described Below ?

[**Enter**]   -To include all figures below in the data extraction OR:

[**N**]   -To answer each selection individually.

[**Y**]   - The cursor will skip fields 2 through 12. Make any necessary changes, and press [**Enter**] at "Field number to change ?".
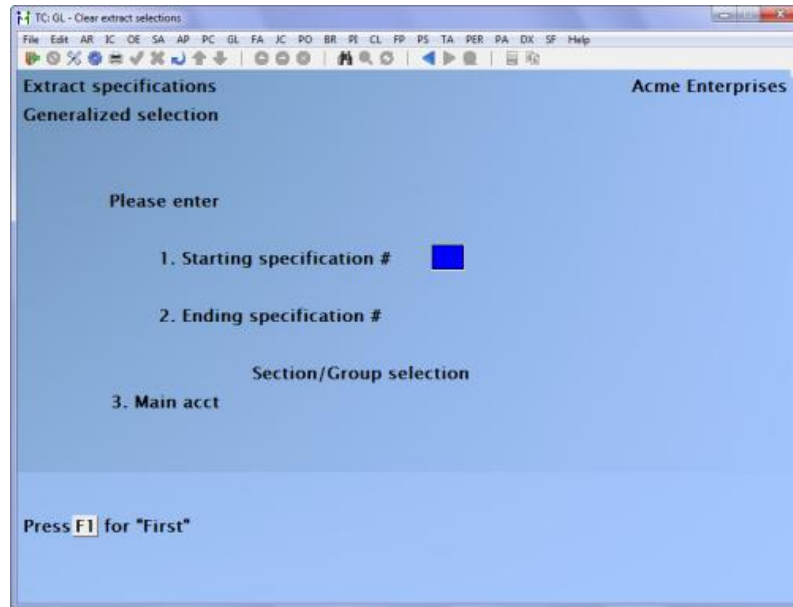
[**Enter**] -To exclude the corresponding figure from the data extraction OR:

[**Y**] -To include the corresponding figure in the data extraction.

Deleting Specifications

To delete an extract specification that is already on file, enter the specification number, or press:
[**F1**] to scan through the specifications on file. Once the specification you wish to delete is displayed, press:
[**F3**] to delete and confirm.

Clear Extract Selections

Select *Clear extract selections* from the *Maintain extract specifications* Menu.

Use this selection to set the "Extract next run ?" field to [**N**] for all extract specifications on file.
All specifications will then be set so that none will be extracted on the next *Perform data extracts* run.

Generalized Extract Selection

Select *Generalized Extract Selection* from the *Extract Specifications* Menu.

This function allows all specifications (or any group of specifications) to be selected for extraction without having to change each "Extract next run ?" answer to [**Y**], one by one, in field 5 of *Enter extract specifications*.

You can also select a specific section value, or an account section group to be selected automatically.

1. Starting Specification #
2. Ending Specification #
Enter the range of specifications to select for extraction. Follow the screen instructions.

Section/Group Selection
The number of times you are prompted in the next set of fields depends on how many sections your G/L account structure is. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

From the section prompt:

> [**F1**]   -To select "All" values for this account section, OR:
>
> [**F2**]   -To select a specific section value. This is most useful when selecting a section which may have multiple accounts within the same section.
>
> [**F3**]   -To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups* in your G/L Manual.

Make any changes, and press [**Enter**] at "Field number to change ?".

Printing a Specifications List

Select *Print Extract Spec. List* from the *Extract Specifications* Menu.

Use this list to verify the specifications you have entered for the extractions. A screen appears for you to enter the starting and ending numbers of the specifications to be printed.

1. Starting Specification #
2. Ending Specification #
Enter the range of specifications to be printed. Follow the screen instructions.

Data Extracts

Introduction
This selection is used to perform the actual extraction of data using the specifications set up *Extract specifications* above.

To Begin
Select *Perform Data Extracts* from the L/C Menu.

The screen will prompt you with "Do you wish to recalculate account balances ?" if you have run a previous extract within the current period. Answer [**Y**] or [**N**].

If you have changed accounting periods, the system will automatically recalculate all account balances.

Once completed, you will be prompted with the following screen for each extract specification which is selected to extract on the next run.

Answer [**Y**] to the corresponding question if you wish to include those accounts with zero balances for the current period. Otherwise, answer [**N**].

You can end the processing of extract files by pressing [**Tab**] when this screen appears.
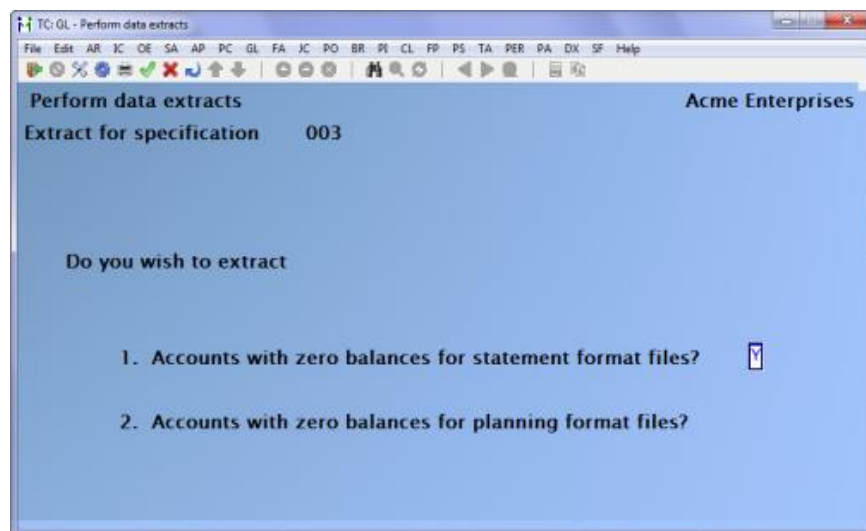
After all processing is complete, you are returned to the Ledger Connection Mail Menu.

Extended Trial Balance

Use this selection to print an extended G/L Trial Balance for a range of selected accounts.

You can print the trial balance in either summary or detail (showing individual entries).

The extended trial balance is usually run after all entries have been entered and posted for the specified period. However, it can be run at any time during General Ledger processing.

The period used is the reporting period defined in *Accounting periods*.

The *Extended trial balance* differs from that generated by the *Trial balance* function in the General Ledger, in two ways:

> 1. The Report can be sorted by section or group value. This is only useful for companies with more than one G/L account section.

> 3. Account sections can be summarized. Again, a useful tool if you have more than one G/L account section.

Printing an Extended Trial Balance

NOTE: This Report can be exported to Excel

Enter the following Report criteria:

1. Starting Account
2. Ending Account

Enter the range of accounts to be included on the extended trial balance. Follow the screen instructions.

3. Starting Date
4. Ending Date

Enter the date range to be included on the extended trial balance. These dates do not rely on the reporting period from the G/L accounting period file, this variation of the trial balance can be useful for those with more than two G/L account sections.

5. Sort Sections ?

Press [**Enter**] to follow the standard sorting method for reporting G/L accounts, OR:

> [Y]   When yes. you will be allowed to select which section to sort by in the *Section / Group selection* criteria below. 6. Cash Flow Type ?

(For an explanation of cash flow types, see the *Chart of Accounts* Chapter)
If one or more cash flow types are entered, this occurs:

- All accounts related to each cash flow type are printed in their own section totals.

- Accumulating total debits and total credits, credit entries marked as correcting entries are added to total debits, and debit entries marked as correcting entries are added to total credits.

To use only specific cash flow types in the extended trial balance, enter one or more of these choices:

[**O**]	-Include Operations Types
[**I**]	-Include Investment Types
[**F**]	-Include Financing Types
[**Enter**]	-Ignore Cash Flow Types in printing the extended trial balance

Format: 1 character

If a type is chosen, the extended trial balance will be grouped by cash flow type. If types are ignored, the extended trial balance will be grouped by account number.

7. Show Detail ?

A detailed extended trial balance shows individual entries. A summary extended trial balance shows only account totals.

Press [**Enter**] to show individual entries, or answer [**N**] to show only totals.

8. Summarize ?

Summarizing allows you to summarize or total each account by section or group value.

Press [**Enter**] to ignore summarizing by account section or group.

NOTE: This field is skipped if *sort sections* or *show detail* are [Y].

9. Print Each Acct on Separate Page ?

(This field appears only if you are printing a detailed extended trial balance.)

Answer [**Y**] to start printing each account on a new page. This makes it easier to distribute information about different accounts to different areas of an organization.

Section/Group Selection

The number of times you are prompted in the next set of fields depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

From the Section Prompt Press:

       [**F1**]   -To select "All" values for this account section OR:

       [**F2**]   -To select a specific section value. This is most useful when selecting a section which may have multiple accounts with the same section. OR:

       [**F3**]   -To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups* in your G/L Manual.

Sum

If you answered [**Y**] to summarize in field 6, you will be prompted for each account section to whether or not summarize that section value.

Press [**Enter**] to ignore summarizing by that section, or answer [**Y**] to Report a summary for that section value.

Sort

If you answer [**Y**] to sort in field 3 above, you are offered the option of sorting the accounts in order of any account section.

Enter the Order number (1 - 5) which the accounts should be sorted by.

For example, if you have a three-section account number, and the third section designates a region, second the department, and first the G/L account, you may want your extended trial balance sorted by region first, department second, and G/L account last.

Pag
If you answer [**Y**] a page break will occur when the section value changes.

The extended trial balance shows the beginning and ending balance, total debits, total credits, and net change. If extended trial balance (T/B) subtotal levels were entered in *Chart of accounts*, they will be used in printing the extended trial balance.

The detailed form of the Report also shows all entries for each account, unless Summarize General Ledger has been run and then the detail is no longer visible.

Budget Import

This feature allows you to import budget figures that have been prepared in a spreadsheet application such as Microsoft Excel.

These instructions provide guidelines as to what is required by SAMCO Power Accounting in terms of a data file.

These instructions are not intended to teach you how to use your spreadsheet.

We recommend that you have a working knowledge of your spreadsheet application before using the import feature.

Using this feature, you can import budget data for each account: either one budget amount for the whole year OR one budget amount per fiscal period for each account. A spreadsheet may have all of your accounts together or you can split each profit centre into separate spreadsheets and import the spreadsheets "one at a time".

When preparing spreadsheets by profit centre, you can put the "full" account number in the spreadsheet or leave out the profit centre and specify it at time of import.

- If you specify a "whole year" budget amount per account, the system will divide the budget figure by the number of fiscal periods that you specify when doing the import.

- If you specify budget amounts per fiscal period per account and there are not enough columns in the spreadsheet for all periods, then zero is assumed for the "missing" periods.

Creating Your Spreadsheet:

Account Number:

1. If your account numbers have only one section, then type the account number in the first column of your spreadsheet

2. If your valid accounts have two sections:

- Type the first section of the account number in the first column and the second section in the second column
    OR
    - Type the first and second sections of the account number in the first column separating them with a hyphen/dash (-)
    OR
    - Split your accounts into different worksheets by profit centre and type the first section of the account number into the first column of each spreadsheet
    OR
    - Import the chart of accounts from your Company into Excel: Data > Import External Data > New Database Query then choose file **CHARTF** and record **CHRT_ACCT_NUM**. Edit the contents of each cell as follows:
    -
    The first section of the account number is in the first column and the second section is in the second column, etc.

    All sections of the account number are in the first column but the sections and separated with a hyphen/dash (-)

    If splitting your accounts into different worksheets by profit centre, the first section of the account number is in the first column and the second section is specified as a constant at time of import

- **Amount**:
Each amount must be in "whole" dollars only, no decimal places. Do not use extraneous characters such as currency indicators (e.g. $, £, etc.), commas (,), periods (.), etc.

    1. Yearly budget amount – type only one amount per account; the system will "divide" the amount by the number of fiscal periods that you specify when doing the import.
    2. Period budget amount – type one amount per period per account

If you enter a budget amount for an account that has a parenthesis control code of D for debit (i.e. liability, equity and revenue account; these accounts normally have a credit balance) the program will reverse the sign of the budget amount accordingly.
If you enter a credit amount it must be entered as -12345, NOT 12345- or (12345).

The format for cells that contain an amount should be text. Do not format the numbers as accounting, currency, etc. as these formats may be misinterpreted by the import process.
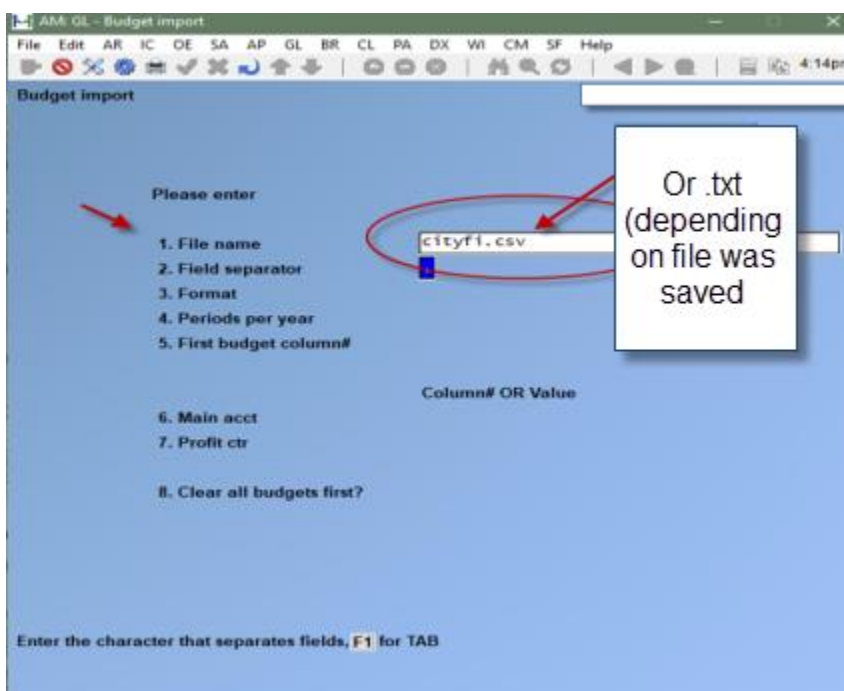
When saving your spreadsheet:

Use the "File > Save as" feature in Excel to save your spreadsheet. Create the delimited file (text to Column)   When prompted, specify the file type as:

    CSV   (Comma delimited)   (*.csv) – Samco import default
    Text   (Tab delimited)   (*.txt)

When you import your budget figures:

Go to **GENERAL LEDGER > LEDGER CONNECTION > BUDGET IMPORT**

File Name:

Type the name of the .csv or.txt file in which you saved your spreadsheet. File. The file is usually found in your SSI directory/folder, under Company ID > file name. The file path could also be under a shared folder > share/rwtab/

File Separator:

- "," -For file type .csv
- [F1] -For file type .txt

Format:

- P = -Period Budgets
- Y = -Yearly Budgets

Periods Per Year:

For period budgets, enter the number of period budget columns in the spreadsheet

For yearly budgets, enter the number of periods into which the yearly budget is to be divided

First Budget Column #:

Enter the number of the column in which the first budget figures are contained – e.g. column A = 1, column B = 2, etc.

Main Acct:

Enter the column number of the spreadsheet in which the main acct has been entered – e.g. column A = 1, column B = 2, etc. or leave blank to enter a constant value. At [ENTER], the system will prompt you to enter the fixed value of the main account. Type the main account number [ENTER].

Profit Ctr: (only used if you have defined profit centres for your GL accounts)

NOTE: The <u>OR Value</u> is a constant value where you have prepared a spreadsheet for each department/profit centre. This would result in your importing the budgets for department 1, then department 2, etc., each from a separate file. The system will build the full account number from the columns of the import in conjunction with the constant department specified.

- -If the profit centre is in the same column as the main part of the account number, press [**F1**]

OR

- Type the column number [**ENTER**]

OR

- Leave blank to enter a constant value [**ENTER**]. When the system prompts you to enter the fixed value of the profit centre, type the profit centre [**ENTER**].

Clear All Budgets First?

- **Y** (es) All existing budget amounts in the system prior to this import will be zeroed out

- **N** (o) All existing budget amounts in the system prior to this import will be left as they are with the exception of those that will be overwritten according to your input specifications

NOTE: When importing multiple budget spreadsheets, use Y(es) for the first import and N(o) for all subsequent imports so the budget amounts accumulate.

- **To check your imported budget figures:** Once posted, use the Chart of Accounts > Enter feature and view the budgets for each account
- You can also print the data using Chart of Accounts > Print out accounts for a range of accounts answering yes to Show budgets and comparatives?

Chapter 25 - Detail History and Reports

The Detail History and Reports offer historical reports for Statements, Trial Balance History and Historical Extended Trial Balance.

Extended Trial Balance

Use this selection to print an extended G/L Trial Balance for a range of selected accounts.

You can print the trial balance in either summary or detail (showing individual entries).

The extended trial balance is usually run after all entries have been entered and posted for the specified period. However, it can be run at any time during General Ledger processing.

The period used is the reporting period defined in *Accounting periods*.

The *Extended trial balance* differs from that generated by the *Trial balance* function in the General Ledger, in two ways:

    1.   The Report can be sorted by section or group value. This is only useful for companies with more than one G/L account section.

    2.   Account sections can be summarized. Again, a useful tool if you have more than one G/L account section.

Printing an Extended Trial Balance

NOTE: This Report can be exported to Excel

Enter the following Report criteria:

1. Starting Account
2. Ending Account
Enter the range of accounts to be included on the extended trial balance. Follow the screen instructions.

3. Starting Date
4. Ending Date
Enter the date range to be included on the extended trial balance. These dates do not rely on the reporting period from the G/L accounting period file, this variation of the trial balance can be useful for those with more than two G/L account sections.

5. Sort Sections ?
Press [**Enter**] to follow the standard sorting method for reporting G/L accounts, OR:

> [**Y**] -To answer yes. You will be allowed to select which section to sort by in the *Section / Group selection* criteria below.

6. Cash Flow Type ?
(For an explanation of cash flow types, see the *Chart of Accounts* Chapter)

If one or more cash flow types are entered, this occurs:

- All accounts related to each cash flow type are printed in their own section totals.

- Accumulating total debits and total credits, credit entries marked as correcting entries are added to total debits, and debit entries marked as correcting entries are added to total credits.

To use only specific cash flow types in the extended trial balance, enter one or more of these choices:

> [**O**] -Include Operations Types
> [**I**] -Include Investment Types
> [**F**] -Include Financing Types
> [**Enter**] -Ignore Cash Flow Types in printing the extended trial balance

Format: 1 character

If a type is chosen, the extended trial balance will be grouped by cash flow type. If types are ignored, the extended trial balance will be grouped by account number.

7. Show Detail ?

A detailed extended trial balance shows individual entries. A summary extended trial balance shows only account totals.

Press [**Enter**] to show individual entries, or answer [**N**] to show only totals.

8. Summarize ?

Summarizing allows you to summarize or total each account by section or group value.

Press [**Enter**] to ignore summarizing by account section or group.

NOTE: This field is skipped if *sort sections* or *show detail* are [Y].

9. Print Each Acct on Separate Page ?

(This field appears only if you are printing a detailed extended trial balance.)

Answer [**Y**] to start printing each account on a new page. This makes it easier to distribute information about different accounts to different areas of an organization.

Section/Group Selection

The number of times you are prompted in the next set of fields depends on how your G/L accounts are structured. For example, if you have a 3-section account number, you will be prompted 3 times, if you have a 1 or 2 section account number you will only be prompted once or twice respectively.

From the Section Prompt Press:

[**F1**]   -To select "All" values for this account section OR:

[**F2**]   -To select a specific section value. This is most useful when selecting a section which may have multiple accounts with the same section. OR:

[**F3**]   -To select a section group. For more information on sub-account groups, see the Chapter titled *Sub-Account Groups* in your G/L Manual.

Sum

If you answered [**Y**] to summarize in field 6, you will be prompted for each account section to whether or not summarize that section value.

Press [**Enter**] to ignore summarizing by that section, or answer [**Y**] to Report a summary for that section value.

Sort

If you answer [**Y**] to sort in field 3 above, you are offered the option of sorting the accounts in order of any account section.

Enter the Order number (1 - 5) which the accounts should be sorted by.
For example, if you have a three-section account number, and the third section designates a region, second the department, and first the G/L account, you may want your extended trial balance sorted by region first, department second, and G/L account last.

Pag

If you answer [**Y**] a page break will occur when the section value changes.

The extended trial balance shows the beginning and ending balance, total debits, total credits, and net change. If extended trial balance (T/B) subtotal levels were entered in *Chart of accounts*, they will be used in printing the extended trial balance.

The detailed form of the Report also shows all entries for each account, unless *Summarize general ledger* has been run and the detail is no longer available.

Chapter 26 - Company Consolidation

NOTE: *The Flag for multi companies and for Consolidation of a Company you would need to be set to Yes > Multi Companies*

Use this selection to sum the business activity from several individual companies into a whole, so that you can produce an overall set of Financial Statements.

The ability to produce consolidated Financial Statements is very useful to any organization consisting of more than one Company. Such consolidated statements are often necessary in managing the overall organization and in seeking capital.


First, some definitions:

Consolidate: "Consolidate" means to summarize the business activity from several companies into a whole, as though they were one Company. For example, the activity from companies A, B, and C could be summarized into Company X. Company X would not be a real Company, but just a dummy Company to hold the consolidation.

Consolidation: This word is used in two senses:

1. The action of summarizing the accounting activity of several companies into a whole.

2. The dummy Company that you set up to hold the accounting activity of a group of other companies.

Member: A "member" is an individual Company whose business activity is consolidated (along with other companies) into a Consolidation Company. For example, in the diagram, companies A, B, and C are members of a Consolidation Company X (called the "Consolidation Company" or, simply, the "Consolidation").

```
  ┌───┐
  │ X │     Consolidation Company
  └───┘
   ↗ ↑ ↖
┌───┐ ┌───┐   ┌───┐
│ A │ │ B │   │ C │   Member Companies
└───┘ └───┘   └───┘
```
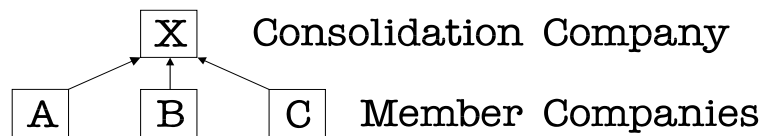
Link: To "link" means to tie a specific account in a member Company to a specific account in the Consolidation Company.

The account in the Consolidation Company is also referred to as a "consolidated account". For example, business activity from account 1000-000 in member B could be linked to consolidated account 1000-200 (or to any other, as you choose) in the Consolidation Company.
You must link each account in each member to one and only one account in the Consolidation Company before the actual consolidation and summarizing can be done. (The consolidated account and the member account can have the same or a different account number.)

Parent Company: A "parent Company" is a legally recognized entity that has its own accounting records. It has subsidiaries, each of which has its own separate accounting records. Each Company's accounting records <u>must not</u> be altered, whether the Company is a subsidiary or a parent.

NOTE: A parent Company is not the same as a Consolidation Company.

 Do not ever consolidate entries from a subsidiary into the accounting records of its parent Company. Always set up and use a separate <u>dummy</u> Company for the consolidation. In a consolidation, parent companies and subsidiaries are equally members.

The *Company Consolidation* selection provides the means of adding the entries of members together into the Consolidated Company.

This selection does NOT deal with inter-Company accounting problems such as a sale of an asset between two companies. Your accountant is the expert on such matters.

This selection helps you to create a chart of accounts and a set of Financial Statements for the Consolidation Company, based on the charts and Financial Statement layouts of its members.

You may have several Companies using Samco G/L, some of which you want to consolidate and some of which you want to remain completely separate. Accordingly, you can specify which of your companies are to be members of a consolidation.
You can have more than one Consolidation Company, and you can designate each actual Company to be a member of one or more Consolidation Companies.

The Consolidation Company and all its members must have the same <u>number</u> of accounting periods; however, members are not required to have the same <u>dates</u> for their accounting periods. This allows a member in a remote location to close out its fiscal year before the rest of the members, so that its information can be ready at the time of the consolidation.

To Begin
To <u>set up</u> this function for use, follow Checklist A: "Setting Up Company Consolidation", at the end of this Chapter. Use this checklist as a guide for the rest of this Chapter. All of the steps on the checklist are needed to set up the structure to allow consolidation.

Normal Operation

To do the Company consolidation for each <u>subsequent</u> fiscal year, follow the steps in Checklist B, "Consolidating Entries for Subsequent Years".

Before you produce Financial Statements for the Consolidation Company, you must consolidate (add to the Consolidation Company) entries from its members.

During the year, entries from member companies can be consolidated whenever you want.

Once they are consolidated, the entries are automatically <u>restricted</u> from being consolidated again, so that the same entry is not added twice to the same Consolidation Company.

NOTE: You may override this restriction. This override is provided so that, if a Company is a member of <u>more than one</u> Consolidation Company, the member's entries can be consolidated more than once. Thus, member A's entries (for example) can be consolidated into Consolidation Company X and again in Consolidation Company Y. Refer to *Consolidate entries* later in this Chapter for more information.

At the end of the fiscal year, all members' entries should be transferred into the Consolidation Company. Then the final consolidated Financial Statements can be printed.

Select *Company Consolidation* from the G/L Menu.

NOTE: You must follow the steps in the Checklist A, "Setting Up Company Consolidation", before this selection will appear on the Menu. If you haven't already done this checklist, do it now, then return to this section and continue.

Entering Member Companies

This function is used to define the member companies, the linkage method to use between accounts, and the correlation between account sections.
Select *Maintain members > Enter members* from page 2 of the G/L Main Menu.

[?]1. Member

For a new member
Enter the member Company ID that you want to add to this Consolidation Company. The Company must already exist and be in the Multi-Company File. (See the *Define Multiple Companies* Chapter in the *System Functions Guide*.)

For an existing member
Enter the Company ID or press **[F1]** to scan through the members on file.

The account structure of the member is displayed.

2. Linkage Type
This function is used to define the linkage type for the member Company's accounts. To "link accounts" means to tie each member account to one and only one Consolidation Company account.

Accounts can be linked either automatically, or manually.

This function is used, not to create the links, but rather to set the criteria by which the member accounts will be linked to the Consolidation Company.

For a more detailed explanation on "linking accounts", refer to the section titled, **Linking Accounts Automatically or Manually,** later on in this Chapter.

Select '**M'** if you will be manually linking the member Company's accounts individually for consolidation. This is most commonly used where the member and Consolidation Company's account structure and numbering system are different.

By selecting '**A'** you will be able to set the criteria for automatically linking the member and Consolidation Company's accounts.

Linkage Criteria (section fields 3 through 7)

There are two methods of using sub-accounts. You can arrange the consolidation accounts either to show member companies, or to show sub-account groups.

Showing Member Companies

The first method is to use "consolidated sub-accounts", which shows the member companies. With this method, a member Company's sub-accounts are consolidated into one sub-account in the Company.

For example, if the member has accounts 1000-100, 1000-200, and 1000-300, they would be combined into the single consolidation account 1000-400, (assuming the member was assigned the "consolidated sub-account" number of 400).

Even if the members do not use sub-accounts, each member is assigned its own sub-account in the Consolidation Company. This method must be used if the member Company does not use sub-accounts.

This sub-account serves to <u>identify</u> this member within the consolidation. All entries from a member Company will be consolidated into accounts with this sub-account in the Consolidation Company.

Showing Sub-Accounts

The second method is only for members that use sub-accounts, and will show the sub-accounts, but not the member companies. You can retain the original sub-accounts, but the different member companies will be combined.

For example, suppose you have three members - A, B, and C, and that each member has three sub-accounts:

100	-	Men's clothing
200	-	Women's clothing
300	-	Children's clothing

<u>Each</u> member has these accounts:

5555-100	(Sales, Men's clothing),
5555-200	(Sales, Women's clothing), and
5555-300	(Sales, Children's clothing).

<u>Not</u> Specifying a Consolidated Sub-Account

In the example, the Consolidation Company will have these accounts:

· 5555-100, summarizing account 5555-100 in companies A, B, and C,
· 5555-200, summarizing account 5555-200 in companies A, B, and C; and
· 5555-300, summarizing account 5555-300 in companies A, B, and C.

Specifying a Consolidated Sub-Account

If you specify that each member Company will have a consolidated sub-account associated with it in the Consolidation Company, the sub-accounts from within the member are not shown in the Consolidation Company. However, each member <u>Company</u> is shown.

For example, consider the three-member companies above: A, B, and C, each of which has sub-accounts 100, 200, and 300.

Assign Member A consolidated sub-account 700 in the Consolidation Company; Member B, 800; and Member C, 900.

Then, using the same accounts 5555-100, 5555-200, and 5555-300 as examples:

All entries from accounts 5555-100, 5555-200, and 5555-300 from <u>Member A</u> are summarized into consolidation account 5555-700.

All entries from accounts 5555-100, 5555-200, and 5555-300 from <u>Member B</u> are summarized into consolidation account 5555-800.

All entries from accounts 5555-100, 5555-200, and 5555-300 from <u>Member C</u> are summarized into consolidation account 5555-900.

To Choose Which Method to Use
Whether or not you specify a consolidated sub-account for a member affects how the Financial Statements of the Consolidation Company will look.

> **Identical Account Structures:** If you chose to automatically link the accounts, and the member and Consolidation Companies have identical account structures, the system defaults to link section 1 to 1, 2 to 2, 3 to 3, etc.
>
> This only occurs if the sections are identical in size and type (numeric / alphanumeric), and the profit centre is the same section.
>
> **Dissimilar Account Structures:** Although it is not recommended that you automatically link accounts when the member and Consolidation Company accounts are different in structure, it is possible - with a little work.

To show member sub-accounts for this section, enter '**M'** and the section number, or use **[F1]** to default to the corresponding member section (only if the member and consolidated account structures are the same).

Enter '**S'** and then the <u>valid section value</u>, if you want the sub-accounts in this section reported under one account.

Printing a List of Member Companies

Select *Maintain members >Print out list of members* from page 2 of the G/L Main Menu.

A list of members belonging to the Consolidation Company will print. Follow the screen instructions.

Linking Accounts Automatically or Manually

As defined earlier, to "link accounts" means to tie each member account to one and only one Consolidation Company account.

Producing a Chart of Accounts for the Consolidation Company requires two steps:

1) Linking each member account to a Consolidation Company account.

2) Creating a consolidated Chart of Accounts from the links created in the first step.

You can do this in several different ways, depending on how closely you want the Consolidation Company's chart of accounts to resemble the members' charts of accounts.

a. If the Consolidation Company's Chart of Accounts is to be <u>exactly the same</u> as the members', create the links and the consolidated chart of accounts all in one step.

Select   - Link and consolidate chart.

b. If the Consolidation Company's Chart of Accounts is to be <u>almost the same</u> as the members', you can use a combination of automatic and manual linking.

-First: -Select Link accounts automatically and create the links.
-Next: -Select Link accounts manually, and "tailor" those links which you want to
              be different.
-Next: -Select from same Menu, **Print link edit list** to produce a list to check that
              the links are correct.
- Finally: -Use Generate Consolidated Chart.

c. If the Consolidation Company's Chart of Accounts is to be considerably different from the members', Use; Link accounts manually throughout.

-First: -Link each member account to a consolidation account.
-Next: -Use **edit list** to produce a list to check that the links are correct.
-Finally: -Use Generate Consolidated Chart.

Linking Accounts Automatically

Select *Link accounts automatically* from the *Link accounts automatically* Menu.

A screen appears for you to enter the ID of the member Company whose accounts you want to link automatically to the consolidation Company (using the same main account number). Enter a 2-character ID or press **[F1]** to link the accounts of "All" member companies.

A screen appears to enter the range of account numbers to link.

[?]1. Starting Account
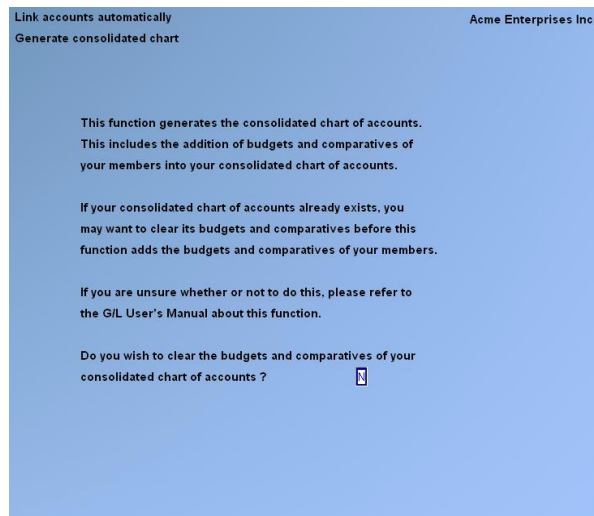**[?]2. Ending Account**
Enter the range of account numbers to link. Follow the screen instructions.

The member's accounts and the corresponding consolidation accounts are then linked. A screen informs you of which account is being processed.

Generating a Consolidated Chart

Select *Generate Consolidated Chart* from the *Link accounts automatically* Menu. Or you can select *Generate Consolidated Chart* from the *Link accounts manually* Menu.

This is the screen you see:

If this is the first time you have run this selection for this Consolidation Company, you do not have to clear the budgets and comparatives.
If this is <u>not</u> the first time you have run this selection for this Consolidation Company, you must clear its budgets and comparatives before generating the consolidated chart of accounts again. (The next three pages have more information on this.)

Answer **Y**, or press **[Enter]** for N.

NOTE: You may press [Esc] if you decide you do not want to run this selection at this time.

This is the next screen you see:

```
          Please enter

               1. Member            ■

               2. Starting account

               3. Ending account

               4. Add in budgets/comparatives ?




Press F1 for "All"
```

NOTE: "SUBTRACT BUDGETS/COMPARATIVES?" does not appear if the Consolidation Company does not yet have a chart of accounts, or if you selected to clear the budgets and comparatives on the previous screen.

[?] 1. Member
Enter the ID number of the member <u>from</u> which you want to generate accounts in the Consolidation Company, or use **[F1]** to generate accounts from "All" members.

[?]2. Starting Account
[?]3. Ending Account
Enter the range of account numbers from which you want to start creating consolidation accounts. Follow the screen instructions.

Budgets and Comparatives

The next two questions (Add/Subtract) are asked so that you can easily do the following things:

i.   Establish budgets and comparatives ("B&C's") for your Consolidation Company when you first create it.

ii. Change the B&C's of the Consolidation Company when the member companies' B&C's change.

iii. Recreate the B&C's of the Consolidation Company at the beginning of a new fiscal year.

iv. Add the B&C's of new accounts at any time.

A. **To Establish Budgets and Comparatives (B&C's) for Your Consolidation Company When You First Create It:**

Answer **Y** to question 4 ("Add in Budgets/Comparatives?") to automatically add the member's B&C's to the Consolidation Company. Answer **N** if you don't want this member's B&C's included in the Consolidation Company (because you are going to enter them manually, using *Chart of Accounts*).

If you do not automatically add in B&C's here, you should <u>not</u> change B&C's as in (b) below, or add the B&C's of new accounts as in (d) below.

Later in the year, if you want to use automatic addition and subtraction of B&C's, first clear the existing B&C's (at the first screen). Then answer **Y** to "Add in Budgets/Comparatives?" to add the ones from your members, including those for any new member accounts entered since you first did the setup.

B. **To Change the B&C's of the Consolidation Company When the Member Companies' B&C's Change:**

1. <u>Before</u> changing the member Company's B&C's, subtract its current B&C's out of the consolidation Company's B&C's by answering **N** to "ADD IN BUDGETS/ COMPARATIVES ?", then answering **Y** to "SUBTRACT BUDGETS/ COMPARATIVES ?".

2. Change the member's B&C's.

3. Add the member's new B&C's to the Consolidation Company by answering **Y** to "ADD IN BUDGETS/ COMPARATIVES?".

In other words, take the member Company's current B&C's out of the Consolidation Company, change the B&C's, then add the new B&C's back in.

C. **To Recreate the B&C's of the Consolidation Company at the Beginning of a New Fiscal Year:**

1. From the first *Generate consolidated chart of accounts* screen, answer **Y** to "Do you wish to clear the Budgets and Comparatives of your consolidated Cart of Accounts now?" to zero out the Consolidation Company's B&C's.

2. Add the new B&C's from each member Company by answering **Y** to "Add in Budgets/ Comparatives?".

Refer to Checklist B for the complete year end procedure.

D.   To Add the B&C's of New Accounts at Any Time:

1. Establish any new links needed from the member Company's new accounts to the Consolidation Company accounts.

2. Add the B&C's from the member Company's new accounts by answering **Y** to "Add Budgets/Comparatives?".

NOTE: Only the B&C's from the new accounts will be added, since B&C's already added once from a member will NOT be added again until they have been subtracted through question 5 below or have been cleared to zero by answering Y to "Do you wish to clear the budgets and comparatives of your consolidated chart of accounts now?".

4. Add in Budgets/Comparatives?
This determines if budgets and comparatives from this member's accounts will be added to the consolidation accounts. Answer **Y** or **N**.

If you answer Y, the next field is automatically set to N.

5. Subtract Budgets/Comparatives?
This determines if budgets and comparatives for this member's accounts are subtracted from the consolidation accounts. Answer **Y** or **N**.

The consolidation accounts are then created. B&C's are also added to (or subtracted from, as appropriate) previously existing consolidation accounts.

Previously existing consolidation accounts retain their account descriptions.

Newly created consolidation accounts are given the same description, as found in the "link from " account in the first member Company processed.

You can change any consolidated account description through *Chart of Accounts*.

Linking and Consolidating a Chart

Select *Link and Consolidate Chart* from the *Link accounts automatically* Menu.

This selection performs the actions of both linking ACCOUNTS AUTOMATICALLY and generating a CONSOLIDATED CHART simultaneously.

Answer **Y** to clear budgets and comparatives; otherwise, press **[Enter]** to default to N. (See the earlier discussion under Budgets and Comparatives.) Press **[Esc]** if you do not wish to run this selection at this time.

The processing occurs automatically. The account number and member being processed are displayed.

Linking Accounts Manually

Select *Link accounts manually* from the *Link accounts manually* Menu.

From the following screen, you can work with both new and existing links. If a link exists for the information you specify, that link will appear and be available for changes or deletion.

```
        Member          ▯

        Linkage




        Link from

                1. Account

        Link to

                2. Account






F1 = next member
```

[?]Member

Enter the member's Company ID whose accounts you want to link to consolidation accounts, or press **[F1]** to scan through the members on file.

The Consolidation Company's account sections appear.

Link From:
[?] 1. Account

Enter the member's account number to consolidate from, OR:

> **[F1]** -To scan through the accounts of the member
> **[F3]** -To scan through the account links on file

If a member was previously linked; (to a consolidation account), account appears automatically.

Link to:
[?] 2. Account

If you have not previously linked this member account to a consolidation account, enter the number of the account to link to, or use **[F1]** to use the main account number from field 1 and the consolidated sub-account specified for this member.

If no consolidated sub-account was specified, the sub-account from field 1 is used.

Next, enter a description of the consolidation account, or press **[F1]** to use the description previously entered, which is displayed.

When assigning main account numbers for the consolidation accounts, the same meaning should be attached to the same account number wherever it is used.

For example, if main account number 1000 is for "Cash in bank" in a member Company, then it should mean "Cash in bank" in every other member Company, as well as in the Consolidation Company.

If account 1000 means "Accounts Receivable" in one member and "Accounts Payable" in another, your end results will not be easy to work with. However, you can still manually establish links that will place each in the correct account in the Consolidation Company.

Printing a Link Edit List

Select *Print link edit list* from the *Link accounts manually* Menu.

This selection will show an edit list of the account links that have been entered. You can enter a member Company ID, OR: [**F1**] for "All".

If you print the edit list for <u>all</u> members, you are asked to select the Order for the Report to be printed. Enter either:

1 Print in member order

2 Print in consolidation account number order

Copying Layouts

Select *Copy layouts* from the *Setup Consolidation* Menu.

Use this selection to copy whichever member Company's Financial Statement layouts you want to use for your Consolidation Company's Financial Statements.

If a member layout is close to how you want a Consolidation Company layout to be, copy it then make changes to it as described in the Chapter titled Financial Statement Layouts. If a layout is radically different, create an entirely new layout without using this selection.

This is the screen you see:

[?] Member
Enter the member Company ID whose layout you want to copy, or press **[F1]** to scan through the members on file.

[?] 1. Layout Number
Enter the layout number of the existing layout you want to copy, or press **[F1]** to scan through the layouts on file for this member.

2. New Layout Number
Enter the number which you want to assign to this new layout in the Consolidation Company, or press **[F1]** to use the same number as the member Company's layout.

3. New Description
Enter the description for the new layout in the Consolidation Company, or press **[F1]** to use the description in the member Company

This description is only for your use in managing your layouts; it does not appear on the statement.

4. Copy Text?

This lets you copy texts that are already in the Text File of the member. Otherwise, you must enter entirely new texts directly into the Text File of the Consolidation Company through *Texts*.

Answer **Y** to copy the text from the layout you have selected.

If two-member companies each have a text identified by the same number (for example, 3), only the text which you copied first will be available. You will have to <u>manually</u> enter the second member's text number 3, assigning it a different number in the Company's Text File and Financial Statement layouts.

Verifying Consolidation Setup

Select *Verify Consolidation Setup* from the *Company Consolidation* Menu.

This selection verifies the account links and prints the Setup Verification Report.

You should always run this selection before actually consolidating entries. It lists the status of each printed account as an aid for you to correct missing links.

An account will be listed on the Setup Verification Report if:

1. It is a member account that is not linked to any consolidation account.

2. There is a link to a member account which does not exists.

3. There is a link to a consolidation account which does not exist.

4. A consolidation account exists for which there are no links to any member accounts.
 (This may not be an error, because not all consolidation accounts will necessarily be linked to member accounts. Such consolidation accounts will still be printed for your review.)

If any link is invalid per the above criteria, a status message appears on the Report.

Use the status messages as the basis for entering, changing, or deleting links (or determining if it is an account such as a clearing account which does not have to be linked).

A screen appears for you to enter the member Company ID whose links you want to verify. Enter the ID or press **[F1]** to verify the links of "All" members.

Consolidating Entries

Select *Consolidate entries* from the *Company Consolidation* Menu.

All of the preceding selections are used to prepare for *Consolidate entries*. This selection is where you actually perform the consolidation.

Use this function periodically to transfer entries from the members to the Consolidation Company. After transfer, you can make any necessary adjustments directly in the Consolidation Company. Consolidation can be done at the end of the year, or periodically during the year so that Financial Statements for the Consolidation Company can be obtained for each accounting period.

As each member's entries are added into the Consolidation Company, the entries are marked "consolidated" in the member's file. These entries will be skipped in future runs, thus preventing the same entry from being added in twice to the same Consolidation Company. You can override this safeguard if you wish (see field 7 below).

This is the screen you see:

```
Company consolidation                                    Acme Enterprises Inc.
Consolidate entries


          Please enter


              1. Member                    [ ]

              2. Starting account
              3. Ending account

              4. Starting date
              5. Ending date

              6. Compression code

              7. Include entries
                  already consolidated ?

              8. Print report only ?


Press F1 for "All"
```

[?] 1. Member
Enter the Company ID of the member whose entries you want to consolidate, or use **[F1]** to consolidate the entries from "All" members.

[?] 2. Starting Account
[?] 3. Ending Account
Enter the range of accounts to consolidate.

4. Starting Date
5. Ending Date

6. Compression Code
During consolidation, entries from the member will be compressed according to the code entered
here.

Your choice here affects only how the entries appear in the <u>Consolidation Company's files</u>. The
member's G/L files are not changed in any way.
Refer to the Chapter titled Summarize General Ledger for an explanation of compression codes.

Enter either:

> **N** -No compression
> **D** -Compress by date
> **P** -Compress by period

7. Include Entries Already Consolidated?
You would <u>not</u> include entries already marked as "consolidated". This is to avoid entries being
used twice in <u>this</u> consolidation.

However, if the same member Company belongs to more than one Consolidation Company, you
can <u>include</u> entries, even if they have been consolidated before. (You would do this only so these
entries can be transferred to more than one Consolidation Company.) Answer **Y** or press **[Enter]**
for **N.**

If you answer Y here, be certain that the entries you are about to consolidate have not already
been consolidated into **this** Consolidation Company.

8. Print Report Only?

NOTE: Answer Y to only <u>print</u> the Consolidation Edit List, <u>without</u> actually consolidating
entries. This list shows what will be in the Consolidation Company's file after an actual
Consolidation.   It is useful in locating errors in the Consolidation.

If you answer 'N', you will print the Consolidation Register <u>and</u> actually <u>C</u>onsolidate the entries from members.

If you chose to compress the entries (in field 6 above), the Report will show how the entries are compressed in the Consolidation Company's files.

If you included entries already consolidated (field 7), and are actually Consolidating Entries (field 8), you will be warned that you <u>might</u> be adding the same entries twice to the same Consolidation Account.

Some of the information provided on the Consolidation Edit List is:

<u>Source:</u>   -First 2 characters are the member Company's ID from which the entries are consolidated from. Other digits are the sub-account of the member Co. which entries are being consolidated.

<u>Reference:</u>   -This is set to: "Consolidation from Co. XX", "XX" is the member Company ID

<u>Doc#:</u>   -First 2 characters are member Company's ID from entry, last 6 are consolidation date.

Setting Up Company Consolidation

Checklist to set up for Company Consolidation.

References needed:

- -Multiple Companies Chapter in the System Functions Guide
- -Company Information Chapter in the System Functions Guide
- -Using Samco General Ledger Chapter in this User Manual
- -Accounting Periods Chapter in this Manual
- -This Chapter

Step 1

Define your Consolidation Company. See the Chapter titled *Multiple Companies* in the *System Functions* Manual.

Step 2

Run you General Ledger Package. Enter the Consolidation Company as the Company to process (when asked for Company ID). Refer to the Chapter titled *Using Samco General Ledger.*

Step 3

Run *Company Information* to enter information for the Consolidation Company. Refer to that Chapter in the *System Functions* Manual.

NOTE: For a Consolidation Company, you must select to use sub-accounts.

Step 4

Enter the accounting periods for your Consolidation Company. (See the Chapter titled *Accounting Periods*.)

The Company and EACH of its members must have the same <u>number</u> of accounting periods. The dates of these periods may be different, but for simplicity they should be the same.

For example, period 3 for member A might be from June 1 to June 30, and period 4 for member B might also be from June 1 to June 30. In this case, the entries from member A's period 3 would be consolidated with entries from member B's period 4 in the Consolidation Company. Chapter, section titled "Enter Member Companies", provides a guide for checklist.

Step 5

Run G/L *Control information* to enter information for G/L. Refer to that Chapter.

Step 6

Select *Company Consolidation* on the G/L Menu, then select *Enter member companies*. Specify which companies are to be members of the Consolidation Company. Refer to the "Enter Member Companies" section of this Chapter.

Step 7

Read the section in this Chapter titled "Linking Accounts Automatically" or "Manually" to determine the linking method that best fits your situation.

Step 8

Create the links between member accounts and the consolidation accounts according to the method you chose in the section titled "Linking Accounts Automatically", or "Manually". Then set up the Consolidation Company's Chart of Accounts, based on these links. You can do this automatically (as explained in *Link accounts automatically*), or on an account-by-account basis (as explained in *Link accounts manually*).

Step 9

Create the Consolidated Chart of Accounts, using *Generate Consolidated Chart*. (If you used *Link and Consolidate Chart* this has already been done.)

Step 10

Create the consolidated Company's Financial Statement layouts by copying selected layouts from member companies, then editing them if necessary.

Step 11

If you used *Link accounts manually*, run *Verify Consolidation Setup* and handle any errors reported as needed. You may have some accounts in your Consolidation Chart of Accounts File which will show as errors, but in fact are not (as explained in the section titled "Verify Consolidation Setup")

Step 12

You are now ready to begin normal operation, which includes consolidating entries from member companies into the Consolidation Company.

If you would like to consolidate entries now, run *Consolidate entries* as described in this Chapter.

Step 13

Refile this checklist in the General Ledger User Manual and review the text under "Normal Operation" in the beginning section of this Chapter.

NOTE: After completing this checklist, you are ready to run Financial Statements for the Consolidation Company.

Consolidating Entries for Subsequent Years

Consolidation starts over for the next fiscal year. You do not have to redo the setup, since the Chart of Accounts and layouts already exist for the Consolidation Company.

Refer to:
- -This Chapter
- -General Journal Chapter
- -Initializing Data Files Appendix

Step 1

Use *Initialize data files* to create a new G/L Transaction File for your Consolidation Company.

Step 2

Change your Accounting Period Dates in the Consolidation Company to reflect the New Year.

Step 3

If you have made any changes to the Chart of Accounts of any of your member companies, use *Link accounts manually* to update the links to the Consolidation Company.

Step 4

Use the *Print link edit list* selection to verify that your links are correct. If any errors are noted, restart this checklist at step 3 above.

Step 5

Run *Generate Consolidated Chart*, and answer **Y** to "Clear budgets and comparatives?" This procedure will create the budgets and comparatives in your Consolidation Company's Chart of Accounts File.

Step 6

Run *Verify Consolidation Setup* and handle any errors reported as needed by restarting this checklist at step 3.

Step 7

Run Consolidate entries to add the member entries into your Company's General Ledger Entry File.

Chapter - 27 Data Integrity Check

This function prints the Data Integrity Report and verifies the accuracy of information (data) in your files. Because of this, you should be sure that no one else is using your Samco software when you print this Report.

As entries are entered and processed, their amounts are added together and the totals are saved. These totals represent the "calculated" balance of the information that should be in the data files.

When the *Data integrity check* function is run, the "actual" amount of information in the data files is totalled, and the "actual" and "calculated" amounts are compared on the Report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

- Hardware failures

- Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)

- Power surges due to electrical storms.

Because this Report shows differences between the actual and calculated amounts, you may locate errors by referring to edit lists and registers run since the previous Data Integrity Report was printed.

If a difference is noted between the actual and calculated amounts, you will be asked whether you wish to reset the calculated amount to match the actual amount. If you answer Y, the calculated amount will be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal.

To Begin
Select *Print Data Integrity Report* from page 2 of the G/L Menu. The Menu appears to select how to print the Report. Follow the screen instructions

Chapter 28 - Calculate Loan Payments

Use this selection to calculate loan payments and to print an amortization schedule.

For each calculation, enter any three of these four fields:

- Principal
- Interest rate
- Number of payments
- Payment amount

The program then calculates and displays the fourth field for you.

These four fields are identified by asterisks (*) on the screen.

To Begin
Select Calculate loan payments from page 2 of the G/L Menu.

1. Description

Enter a description to be printed on the amortization schedule, or press **[F1]** to print "Loan repayment information".

Press **[Enter]** to skip (set to zero) the field to be calculated, either:

"Principal"
"Interest rate"
"Number of payments", or
"Payment amount".

*2. Principal Enter the principal amount of the loan.

*3. Interest Rate

Enter the interest rate charged.

4. Compounding Per Year

Enter the number of compounding periods in the year.

5. Payments Per Compound

Enter the number of payments to be made per compounding period.

*6. Number of Payments

Enter the total number of payments to pay back the loan.

If you leave this field set to zero, you are asked "Allow change to payment amount ?". If you answer **Y**, the payment amount you enter in field 7 may be adjusted by the calculation. If you answer **N**, the payment amount in field 7 will not be adjusted.

*7. Payment Amount

Enter the amount of each payment.

The field you skipped is calculated and displayed.

The displayed total repayment amount (principal plus interest) and total interest amount are approximate. Print the amortization (payment) schedule to get their correct values.

You are asked if you want to print a payment schedule. If you do, enter "First payment date" when asked. (This is the date the first payment is to be made.)

Chapter 29 - "X" Export Printer Reports

Printing Reports to an Export File

Most of the Current Reports and History Reports in the GL can be exported.
Excluding the worksheet and the source cross reference sheet.

If you see the letter 'X' on the list of printer's windows, then that report has the export function.

We are continually adding more.

In order to open Reports printed to the 'X' printer, the User must have access to their local directory. If you are a Thin Client® User, you must identify the directory in **SYSTEM FUNCTIONS → COMPANY DATA. The default is C:\SSIDOCS\.**

Each Report printed to the 'X' printer is assigned a default file name. After you select the 'X' printer, a pop-up window will prompt [F1] to accept the default filename displayed or enter your own filename. Remember to assign a unique filename to each Report that you wish to keep as filenames can be reused and the data over-written.

NOTE: A Report printed to disk cannot be later printed to the 'X' printer.

The first time that you select the 'X' Export "printer" from the pop-up Printer Selection window, the system may prompt you to identify which program should be used to open the file. The export files are designed to be opened with Excel. However, they can be opened with any software that can access tab delimited files (e.g. Windows, Thin Client®).

Please note that there may be a delay between the time the Report has 'finished printing' and the time the Excel worksheet opens. This delay is dependent upon your system activity levels and if you have the default to open automatically.
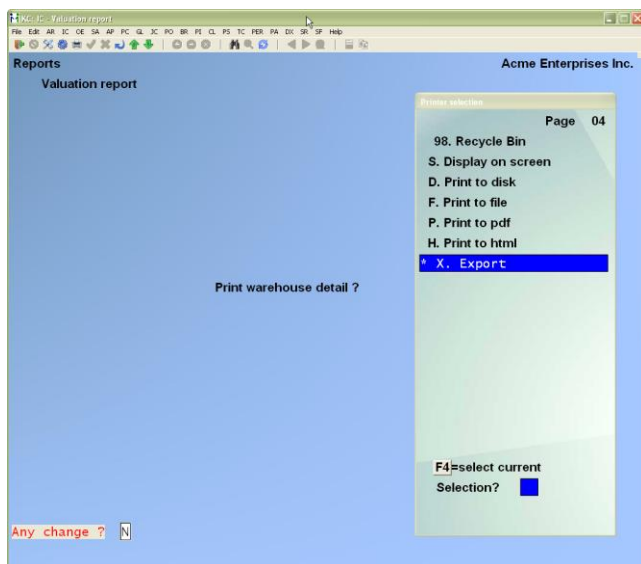
Enter the parameters for your Report as you normally do.
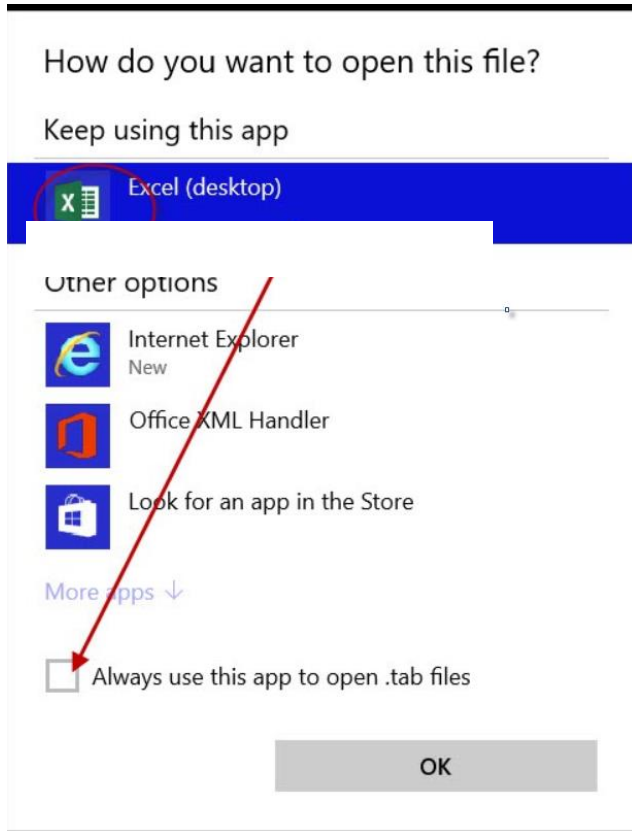
When the Printer selection popup window is displayed, select the 'X' printer.
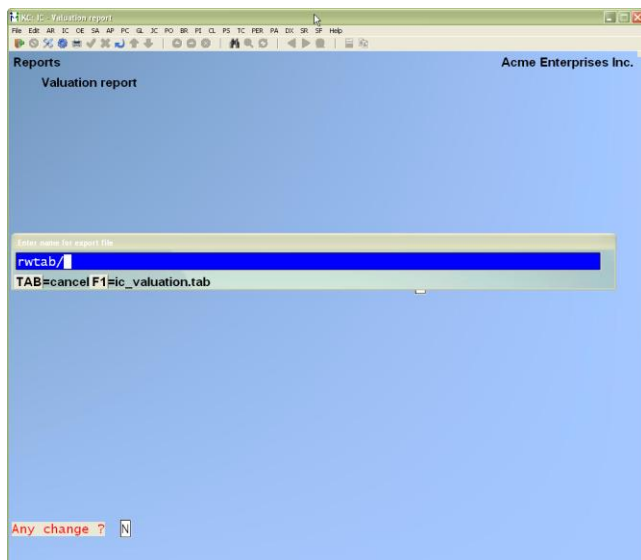
Follow the system prompts to cancel the Report request or accept the default file name OR
Type a new file name.

In Windows 10 you will be promoted on how you want to open file: Check if your default in the Control Panel > Default Programs has been set to 'Excel;'

Appendix

Initializing Raw Data Files

"Initialize" means to create a new raw data file. When you initialize a raw data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more raw data files.

You probably won't need to initialize data files very often. Usually, only when fixing a corrupted file.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier OR IT Support when attempting other recovery actions (see the Installation and System Guide related to the File Recovery Utilities).

*** Caution ***

DO NOT USE this function unless you really want to initialize a data file. The data file when initialized will completely erase all information.

To Begin
From your operating system prompt, change into the top-level directory where your Samco applications reside; i.e. C:\SSI (DOS), F:\PUBLIC\SSI (LAN / Network), /usr/ssi (Linux / Unix) etc. From there, type **sh GLINIT**

Enter in the ID number for the Company whose G/L file(s) you want to initialize.

You will see a screen similar to this:

```
Initialize G/L files                          Acme Enterprises Inc.
(screen 1 of 2)

          Please enter Y or N for each file:

                              Init ?                           Init ?
 1. Company file................N       10. General journal notes file..
 2. G/L control file............        11. General journal lock file...
 3. G/L notes file..............        12. Recurring journal file......
 4. Valid G/L account file......        13. Standard journal trans file.
 5. Accounting period file......        14. Standard journal lock file..
 6. Text file...................        15. General ledger trans file...
 7. Chart of accounts file......        16. General ledger lock file....
 8. Change chart of accounts fil        17. Layout file.................
 9. General journal trans file..        18. SAF layout file.............
```

```
Initialize G/L files                          Acme Enterprises Inc.
(screen 2 of 2)

          Please enter Y or N for each file:

                              Init ?                           Init ?
19. Statement specification fileN       28. Extract pass file...........
20. Statement pass file.........        29. General Ledger trans detail
21. Statement work file.........        30. General journal trans detail
22. Sub-account group file......        31. Member file.................
23. Criteria header file........        32. Account link file...........
24. Criteria line file..........        33. Company consolidation lock f
25. Criteria lock file..........
26. Extract specification file..
27. Extract work file...........
```

NOTE: Files 31, 32, and 33 appear only if the Company you are working with is a Consolidation Company. Refer to the *Company Consolidation* **Chapter.**

Answer **Y** for each file you want to initialize, **N** to not initialize a file.

1. Company File
This file contains your Company's name and address and various information about how your software runs - including the G/L account structure.

2. G/L Control File
This file contains a number of parameters that define your general ledger structure. Each parameter defines specific values to be used in other programs.

3. G/L Notes File
This file contains all the notes you have entered in the various G/L selections which allow notes, except for notes entered through *General Journal*, which are not saved after posting.

4. Valid G/L Acct File
All G/L accounts to which other Packages may distribute must be entered in this file.

5. Accounting Period File
The Accounting Period File defines all of the accounting periods in the fiscal year and designates the current and reporting periods.

6. Text File
The Text File contains text that is to be printed on Financial Statements.

7. Chart of Accounts File
The Chart of Accounts Files defines all of the accounts to be used by General Ledger and contains basic data about each account.

8. Change Chart of Accts File
This file records changes to the Chart of Accounts record, and the record after the change was made. This file will be used only if the change log feature is used.

9. Gen Journal Trans File
This file contains transactions entered using G/L or interfaced from other Samco Packages. This file is cleared when General Journal transactions (entries) are posted.

10. Gen Journal Notes File
This file contains the notes you have entered through the *General Journal* selection for entries which would have not been posted. (When General Journal entries are posted, the notes are not saved.)

11. Gen Journal Lock File
This file is used to protect the General Journal Transaction File.

12. Recurring Journal File

This file contains recurring transaction information from which general Journal entries are created periodically.

13. Std Journal Trans File

This file contains standard Journal transactions (entries).

14. Std Journal Lock File

This file is used to protect the Standard Journal Transaction File.

15. Gen Ledger Trans (Entry) File

This file contains records from General Journal and Standard Journal transactions after they are posted. It is the permanent G/L file.

16. Gen Ledger Lock File

This file is used to protect the General Ledger Transaction File.

17. Layout File

The Layout File contains the instructions that determine the appearance of each Financial Statement.

18. SAF Layout File

This is a work file used in automatically generating standard Financial Statement layouts for the source and application of funds Reports.

19. Stmnt Specification File

This file contains one record for each statement to be printed.

20. Statement Pass File

This file is used to carry control information for statement printing and is only used internally.

21. Statement Work File

This file is used to organize the statement file and is only used internally.

22. Sub-Account Group File

This file contains one record for each section sub-account group defined.

23. Criteria Header File
This file contains the information entered on the first screen of the *Add criteria* and *Change criteria* in the Automatic Journal Maintenance mode.

24. Criteria Line File
This file contains the information entered on the second screen of the *Add criteria* and *Change criteria*, in the Automatic Journal Maintenance mode.

25. Criteria Lock File
This file is used to protect both the Criteria Header File and Criteria Line File from other Users in a multiple-User system.

26. Extract Specification File.

27. Extract Work File

28. Extract Pass File

29. General Ledger transaction detail

30. General Journal transaction detail

31. Member File
This file defines all member companies of consolidations and contains the section sub-account designations to be used for each member Company.

32. Account Link File
This file defines the links between the chart of accounts in each member Company and in the Consolidation Company. It also contains a description of each account linked. In addition, it specifies whether or not each member's budgets and comparatives have been added to the Consolidation Company's budgets and comparatives.

33. Company Consol Lock File
This file is used to protect the Company Consolidation selection from other Users in a multiple-User system.

Handling Periodic Inventory

NOTE: The following method of handling inventory is based on the <u>Periodic Method</u>. The Samco Inventory Plus Package is based on the <u>Perpetual Method</u>; so, if you are using that Package, disregard this appendix.

For inventory and cost of goods sold to appear correctly on a Profit and Loss Statement, you must follow certain procedures before you print the statement. If these steps are followed, the cost of goods sold section will appear as follows:

	CURRENT-PERIOD	YEAR-TO-DATE
Beginning Inventory	9,999.99	99,999.99
Purchases	999.99	9,999.99
Ending Inventory	(9,999.99)	(99,999.99)
	_____	_____
Cost of Goods Sold	999.99	9,999.99

Purchases are added to beginning inventory. Then ending inventory is subtracted to yield cost of goods sold.

Additional accounts for purchase returns and allowances, purchase discounts, etc., may be included. What is represented above is the basic structure of the cost of goods sold section.

In manual bookkeeping, the above entries for beginning and ending inventory appear as adjustments to the trial balance. Beginning inventory is brought onto the P&L statement by posting a debit to "Beginning Inventory" and a corresponding credit to the balance sheet "Inventory" account. Ending inventory is noted by posting a credit to "Ending Inventory" and a corresponding debit to the balance sheet "Inventory" account.

In the Samco General Ledger, the first step in entering and posting these adjustments is to define a G/L account which will be used for net changes to inventory. Let us call this account "Net Change to Inventory".

The second step in entering and posting these adjustments is to make an entry which debits "Net Changes to Inventory" for an amount equal to the opening balance of inventory for the period. The corresponding credit is to "Merchandise Inventory". For example,

DR Net Change to Inventory   96,833.45
CR Merchandise Inventory   96,833.45

The net result of these debits and credits is that the beginning balance of "Merchandise Inventory" (within the Samco G/L) is the opening inventory balance, the ending balance of "Merchandise Inventory" is the balance of inventory as of the end of the period, and the net

change (period to date) of "Net Change to inventory" is the net change to inventory.

The "Net Change to Inventory" account will have a credit balance for the period if there is more inventory on hand at the end of the period than at the beginning of the period and represents the amount by which inventory increased during the period.

The "Net Change to inventory" account will have a debit balance for the period if there is less inventory on hand at the end of the period than at the beginning of the period and represents the amount which inventory decreased during the period.

The above entries should be dated within the period for which you are printing Financial Statements.

On your P&L layout, enter account codes similar to the following:

Acct-# or Function Description			Bal Typ		Prt/ Accum	Prt Col	Paren Cntrl
a)	CLS1						
LIT	COST OF GOODS SOLD:						
b)	1410	Merchandise Inventory	B		A		
c)	PAT	Beginning Inventory				C	
d)	5010	Purchases	N		P		C
e)	5020	Purchases Discounts	N		P		D
f)	1410	Merchandise Inventory	E	A			
g)	PAT	Ending Inventory					C
	UL						
h)	SUB1	COST OF GOODS SOLD:					

The functions of the above lines are to:

a) Clear subtotal one.

b) Accumulate the beginning balance of inventory using the Merchandise Inventory account. The accumulated will be the opening balance of the Merchandise Inventory account for the period being printed.

c) Print the accumulated beginning balance (using the PAT code to name the balance "Beginning Inventory").

d) Print the net changes in purchases and the net changes in purchase discounts.

e) Accumulate the ending balance of inventory using the Merchandise Inventory account. Accumulate this using the ending balance of this account "reversed". The amount accumulated will be the ending balance of the Merchandise Inventory account for the period being printed "reversed". In the normal case, this will result in a credit balance being accumulated.

f) Print this accumulated ending balance (using the PAT code to name this balance "Ending Inventory").

g) Print the subtotal "SUB1", naming it "COST OF GOODS SOLD".

Continuing with the example above, if purchases were $ 10,000 for the period and purchase discounts were $ 1,000 for the period, the debits and credits above would result in the following printout using this layout:

Beginning Inventory	**96,833.45**
Purchases	**10,000.00**
Purchase discounts	**(1,000.00)**
Ending Inventory	**(101,520.61)**
	_____
COST OF GOODS SOLD:	**4,312.84**

Note that the account, "Net Change to Inventory", does not appear on the P&L Statement. The beginning and ending balances of the inventory account are used directly. The ending balance, which would normally be a debit, is reversed (multiplied by minus one) thereby showing a credit. Since the parentheses control at the PAT code for line (g) is "C" the printed amount is enclosed by parentheses.

This procedure meshes with automatic year end closing, since the net changes to inventory have been posted to a P&L account. The year ending procedure picks up this net change and includes it in net income entries that are posted as part of the *Close a Year* selection.

File Utilities

This function will allow you to "recover" the data files that have become corrupted (fouled up). It will also allow you to recover disk space by converting, then restoring, a raw data file that has been purged or compressed.

As well, you can run a complete backup of your General Ledger data files (in ASCII format) to either the fixed disk or to a floppy (any density). This function is also used to upgrade raw data files from previous releases of Samco's and Real-World's General Ledger.

NOTE: Under Xenix and Unix the files can only be backed up to the fixed disk.

Corrupted Data Files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your raw data files become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.

2. Your hard disk has developed a defect.

NOTE: Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are   removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your Samco Software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there may be a fee).

Handling
Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.
In *Backup file utilities*, the function *Convert a file* will take out the good records in the data file and place these in a temporary file. Once this is done, the function *Restore a converted file* is used to transfer the good records from the temporary file into a new permanent file.
If the file you are attempting to convert has become so corrupted that the *Convert a file* function fails to run, refer to the end of this section the recovery utility "vutil".

To Begin
Select File utilities from the second page of the G/L Menu.

Exporting a Raw File

Select File utilities > Export a File from page 2 of the G/L main Menu.

You'll see a screen similar to this:

NOTE: Fields 20, 21, and 22 only appear if this is a Consolidation Company.

Please Select File
Enter the number (1 - 22) of the file, or press **[F1]** to select "All" of the files for conversion.

Please Enter Device for Converted File
Enter 1 character for the disk on which the converted file is to be created.

- NOTE: For Linux / Unix Users it doesn't matter what letter is entered, as the file will be created in the root Samco directory of the fixed disk; i.e. /u/ssi.
-
Please Enter Device Size in Kilobytes
    Enter up to a 5-digit number which represents the device you are backing up to in kilobytes, or press **[F1]** for "Unlimited" Hard disk drive.

- **NOTE:** If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", AND "ENDING FILE KEY" prompts.
On the next screen enter a starting and ending File Key range:

1. Starting File Key

Enter the file key for the first record to convert, or press **[F1]** to begin conversion at the "First" record on file.

A person who knows the exact record key layout for that file may enter the exact starting record key here, thereby enabling a partial conversion. The key would have to be entered <u>exactly</u> as it appears in the record with leading zeros or spaces.

2. Ending File Key

Enter the file key for the last record to convert, or press **[F1]** to end conversion at the "Last" record on file.
(C) Create or (A) Add

You are asked whether to "(C) create new converted file or (A) add records to existing converted file".

If you have never converted this file before, answer **C**. A new file with the same name, but an extension of "EXP" will be created.

If you have <u>previously</u> converted this file, and you wish to add data to it, answer **A**.

NOTE: If you choose A, records are added to the ".EXP" file regardless of the records already there. Be sure not to overlap file key ranges when using this method, otherwise you will get duplicates on the ".EXP" file.

The file will now be converted. The screen will show a count of the records as they are converted. The converted file will be located on the device specified earlier, and have the same name as the original file, except the extension will be .EXP.

After you have completed running the convert routine, you will be prompted to select a printer destination for the backup log. A backup log shows the file(s) converted, the number of records per file, and the date and time.

Restoring the Raw Data through an Exported File

This selection is used to restore files that have been converted through the *Export a file* function. All of the data contained in the converted files will be transferred to the files which you are restoring.

Select *Restore an exported file* from the *File Utilities* Menu.

A screen similar to the following appears:

File utilities (General Ledger)   **Acme Enterprises Inc.**
Restore from an export file

Please select file   ▮

```
 1. Chart of accounts...... (CHARTFTC)   13. G/L text file.......... (TXTFILTC)
 2. Chart change file...... (CNGCOATC)   14. G/L control file....... (GLCTLFTC)
 3. Statement pass file.... (FSPASSTC)   15. Criteria header file... (CTHDRFTC)
 4. Statement spec file.... (FSSPECTC)   16. Criteria line file..... (CTLINFTC)
 5. Gen jrnl trx file...... (GNJTRXTC)   17. Gen journal notes file. (GJNOTFTC)
 6. Gen jrnl detail file... (GNJDTLTC)   18. Recurring journal file. (GLRCURTC)
 7. Layout file........... (LAYOUTTC)   19. Sub-account group file. (GRPFILTC)
 8. Accounting periods..... (PRDFILTC)   20. Extract spec file ..... (EXSPECTC)
 9. SAF Layout file........ (SAFLOFTC)   21. Extract work file ..... (EXWORKTC)
10. Std jrnl trx file...... (STJTRXTC)   22. Extract pass file ..... (EXPASSTC)
11. G/L transaction file... (TRXFILTC)
12. G/L trans. detail file. (GLDTLFTC)
```
Please enter device for export file

Please enter device size in kilobytes

Press F1 for "All"

NOTE: Fields 20, 21, and 22 only appear if this is a Consolidation Company.

Please Select File
Enter the number (1 - 22) of the file, or press **[F1]** to select "All" files to restore.

Please Enter Device for Converted File
Enter 1 character for the disk or diskette which contains the converted file.

NOTE: For Linux / Unix Users it doesn't matter what letter is entered, as the file must always reside in the root Samco directory of the fixed disk; i.e. /u/ssi.

Please Enter Device Size in Kilobytes
Enter up to a 5-digit number which represents the device you are restoring from in kilobytes, or press   **[F1]** for "Unlimited".

NOTE: If you choose to restore "All" files, the screen skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", AND "ENDING FILE KEY" prompts.

On the next screen enter a starting and ending file key range:

1. Starting File Key
Enter the file key for the first record to restore, or press **[F1]** to begin restoration at the "First" record on file.

A person who knows the exact record key layout for that file may enter the exact starting record key here, thereby enabling a partial conversion. The key would have to be entered <u>exactly</u> as it appears in the record with leading zeros or spaces.

2. Ending File Key

Enter the file key for the last record to restore, or press **[F1]** to end restoration at the "Last" record on file.

(C) Create or (A) Add

You are asked whether to "(C) create new data file or (A) add records to existing data file".

If you answer **C** (create new file), all of the existing data records in the <u>original</u> file will be <u>destroyed</u>, and the data records contained in the <u>converted</u> file will be transferred to the <u>original</u> file.

If you answer **A** (add records to file), all of the existing records in the <u>original</u> file will <u>remain</u>, and the data records contained in the <u>converted</u> file will be <u>added</u> to the original file.

Answer **Y** or **N**, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen showing the count of the records as they are store.

Once complete, select a printer destination for the restore log. A restore log shows the files(s) restored, the number of records per file, and the date and time.

NOTE: You can use the *Export* and *Restore* functions on an entire raw data file to recover disk space from a file that has been purged or compressed (or from a file that has had many deletions).

First do a full (first record to last record) *Export* of the file.

Then do a full *Restore* of the exported file, using the *(C) Create new data file* option.

Upgrading G/L Data

This selection allows you to upgrade data files from previous releases of the Samco and Real World General Ledger. Instructions for its use are provided with the upgrade notes for the specific version you are upgrading from.

Copy File from Another Company

This function allows you to copy files from an existing Company into your current Company.

NOTE: By running this function you will overwrite the existing file(s) so be absolutely sure this is what you're wanting to do before continuing.

Select *Copy file from another Company* from the *File Utilities* Menu.

```
File utilities (General Ledger)                                    Acme Enterprises Inc.
Copy file from another company
                          Please select         ▓

                    * 1. Copy chart of accounts file

                      2. Copy specifications file

                      3. Copy layout file

                      4. Copy text file




Make a selection, or F11 for help at any time
```

Please Select
Specify which of the four files you wish to transfer over.

If you select to copy the *Chart of Accounts* you will be prompted to "Clear which fields ?" - **B** = Budgets, **C** = Comparatives, **A** = All, or **N** = None. This allows you to reset the appropriate fields in the chart of accounts file to .00 (as per your choice) or to leave them as they are.
After you have made your selection, you will be prompted to enter the number of the Company to be used as the source of information. Enter the two-character code.
The source Company name, and a count of the records being processed are display
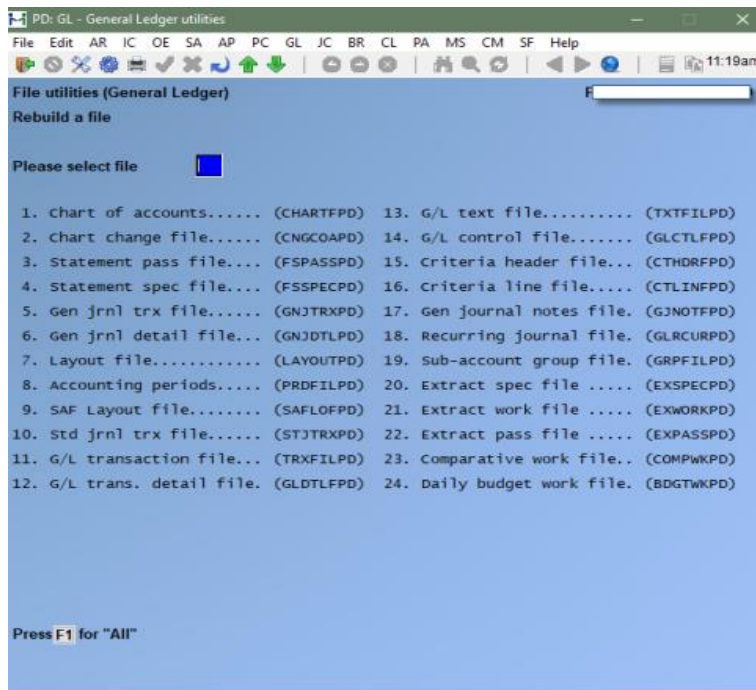

Rebuild a Raw Data File

Rebuilding raw data Files can be used for one of two reasons:

  1.   A data File has become corrupted and needs to be recovered.
  2.   To recover disk space and clean out deleted or purged records.

The Rebuild a File function essentially takes the good records out of a File, removes the old File, and creates a new File with the good records.

To begin, select Rebuild a File from the File Utilities Menu.

Enter the following information:

Please Select File
Enter the number of the File you wish to rebuild,   OR:

[F1] **-**To rebuild all of the raw data Files.
A new screen will appear showing the status of each File as it is being rebuilt. Once completed, you are returned to the *Rebuild a File* screen.

Rebuild Chart Comparatives

This function is used to recalculate the chart of account comparatives using the historical G/L transaction data. It is useful where you've changed your year end and the numbers don't match.

To begin, select *Rebuild chart comparatives* from the *File utilities* menu. A screen displays the starting and ending year that will be used to calculate the monthly comparatives from the *Setup > Accounting periods*.

Answer **Y** if the comparative year starting / ending date is correct. Otherwise, answer **N** and change the account periods to reflect the proper current year.

———————————————