

BUSINESSPRO

General Ledger Reference Manual GUI



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Chapter 1 - INTRODUCTION

Section 1.1 OVERVIEW

Overview

This manual provides guidance on how to best implement BusinessPro Suite and introduces the BusinessPro file structure.

Because every system is customized to some degree, your system may vary slightly from the illustrations in this guide.

SB-Client must be loaded on your PC for the GUI screens to display. You must be setup as a User in System Builder to use the GUI screens.

Chapter 1 explains the setup functions. Functions in this chapter must be set up before you can enter transactions.

Chapter 2 explains the use of Budgets.

Chapter 4 explains various system maintenance functions.

Chapter 5 explains how all transactions will be entered.

Chapter 6 explains how to inquire on accounts and previously saved transactions.

Chapter 7 explains how to print reports and the purpose of each report.

Chapter 8 explains how to close the month.

The BusinessPro General Ledger Module will allow you to Entry, Proof and Posting of journal entries to your general ledger. You also have the tools to create budgets and great detailed financial statements in this module.

Function Keys

Before we get started, in BusinessPro you are allowed to use your Escape Key. Throughout the BusinessPro Accounting Suite the following 4 Function keys will maintain the same definition.

F1 Help: This function will describe the purpose of the field. You may use the **F1** Help function key at any field in the General Ledger Module to help determine what the field is requiring.

F2 Save: If you have entered data or made changes to the data, you must click the **F2**-function key.

F3 Lookup: The lookup feature will allow you to view all of the selections you have for a field. Throughout this manual, this is referred to as "intuitive help".

F4 Delete: The delete function will delete an entire record. Once a record has been deleted, it is permanently deleted. If you need to delete the data in a field, use the **** backslash key, not the **F4**-function key.

Table of Contents

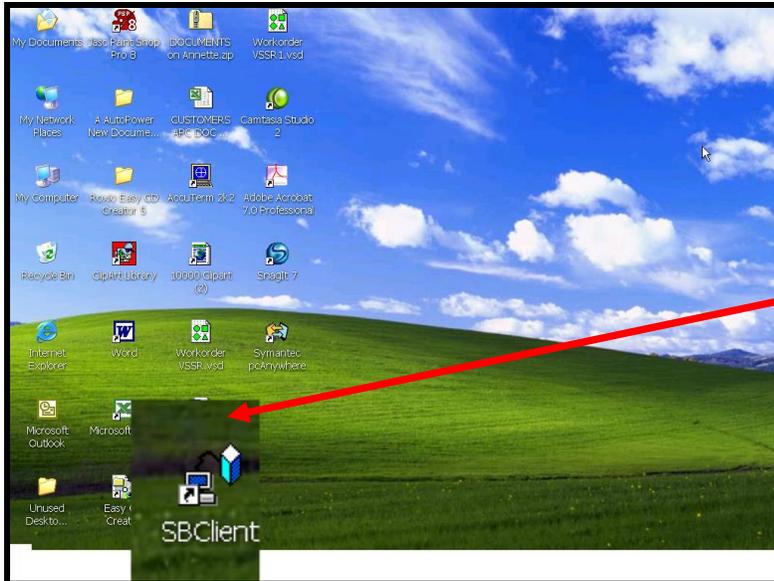
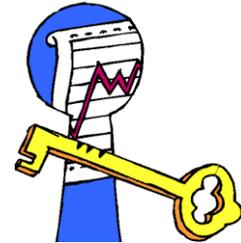
CHAPTER 1 - INTRODUCTION	3
Section 1.1 Overview.....	3
Overview	3
CHAPTER 2 – MAIN MENU	9
Section 2.1 Main Menu	9
Function Keys	10
CHAPTER 3 – CONTROL FILES	11
Section 3.1 Control Files Menu	11
Section 3.2 Company.....	13
Section 3.3 Chart of Accounts	15
Section 3.4 Branch	18
Section 3.5 Department.....	21
Section 3.6 GL Customization	22
Section 3.7 Source Code.....	26
Section 3.8 Period Dates.....	28
Section 3.9 Allocations.....	30
CHAPTER 4- BUDGETS	35
Section 4.1 Budgets Menu	35
Section 4.2 Build Budget.....	36
Section 4.3 Budget Inquiry	40
Section 4.4 Print Budget	41
CHAPTER 5 - UTILITIES	43
Section 5.1 Regenerate Index – Account Inquiry	43
Section 5.2 Regenerate Index – GL Reports	44
Section 5.3 States File Maintenance.....	45
CHAPTER 6 TRANSACTIONS	46
Section 6.1 Transactions Menu.....	46
Section 6.2 Journal Entries.....	47
Section 6.3 Journal Entry	48
Section 6.4 Journal Entry Batch Proof Report	52
Section 6.5 Journal Entry Posting	54
Section 6.6 Open Batches	56
Section 6.7 Delete Batch.....	57
Section 6.8 Recurring Journal Entries	59
Section 6.9 Recurring Journal Entry.....	60
Section 6.10 Recurring Batch Proof Report.....	64
Section 6.11 Recurring Batch Posting	68
Section 6.12 Open Batches	72
Section 6.13 Delete Batches.....	73
Section 6.14 Accrual Reversals.....	75
Section 6.15 Accrual Reversals Entry	76
Section 6.16 Accrual Reversal Batch Proof Report.....	80
Section 6.17 Accrual Reversal Batch Posting	83
CHAPTER 7 INQUIRIES	85
Section 7.1 Inquiries Menu	85

Section 7.2 Account Detail	86
Section 7.3 Account Summary with Budget	90
Section 7.4 Journal Entry	93
CHAPTER 8 REPORTS	96
Section 8.1 Reports Menu	96
Section 8.2 Chart of Accounts	97
Section 8.3 Tables.....	99
Section 8.4 GL Control	100
Section 8.5 Company.....	102
Section 8.6 Branch	104
Section 8.7 Source Codes	106
Section 8.8 Allocation	108
Section 8.9 Trial Balance	110
Section 8.10 General Ledger	114
Section 8.11 Financial Reports Menu	123
Section 8.12 Vertical Form Builder	124
Section 8.13 Horizontal Form Builder	128
Section 8.14 Layout Form Builder	133
Section 8.15 Print Financial Statement.....	135
CHAPTER 9 UPDATES	138
Section 9.1 Updates Menu	141
Section 9.2 Monthly.....	142
CHAPTER 10 - EOY	144
CHAPTER 11 - FINANCIAL SAMPLE REPORTS APPENDIX	147
Horizontal Form Worksheet.....	149
Horizontal Form Worksheet	152
Report Columns.....	152
BPRO GENERAL LEDGER Export to Excel	153

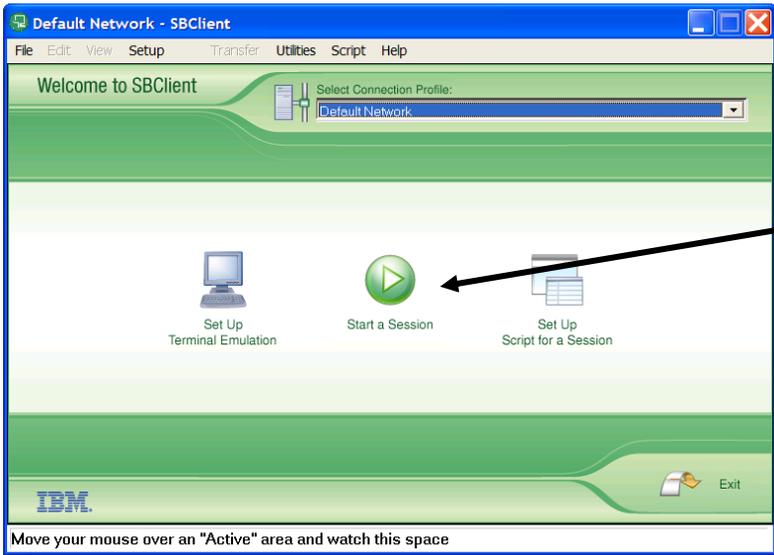
LOGGING ON

Use your username and password to logon to the BusinessPro General Ledger System. This user name and password will be assigned to you by your manager. If you should forget your user name and password, please see your manager so that it can be reset for you.

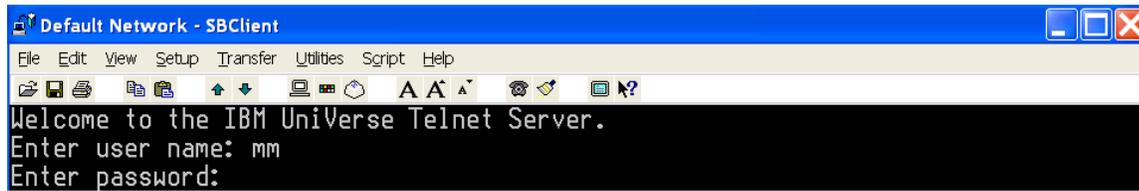
From your PC Desktop:



Click on SB-Client Icon



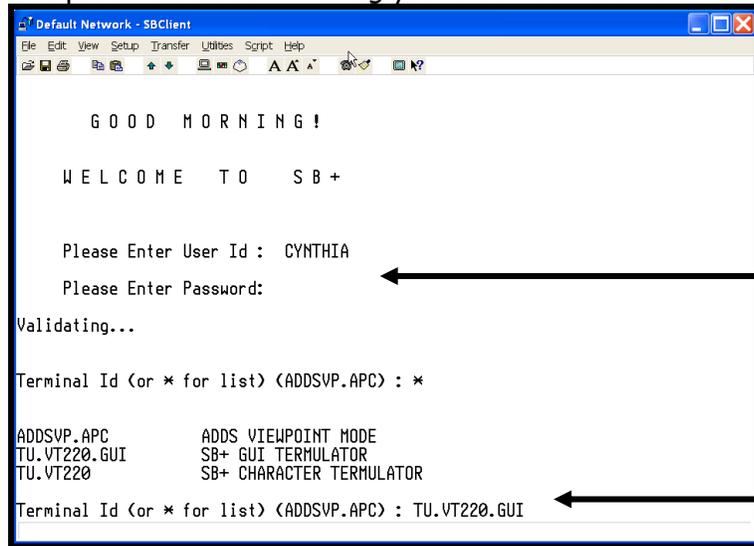
Click on Start a Session



These passwords will log you onto the Network.

Type in your user name and press **Enter**.
Type in your password and press **Enter**.

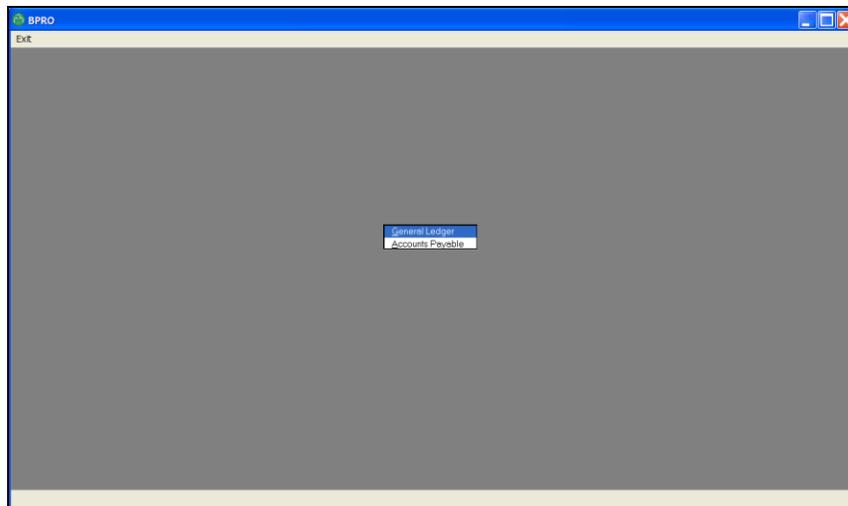
The passwords below will log you onto BusinessPro.



Type in your BusinessPro User ID and press **Enter**.
Type in your password and press **Enter**.

Verify that the terminal emulation is TU.VT220.GUI. This is the emulation used only for GUI screens.

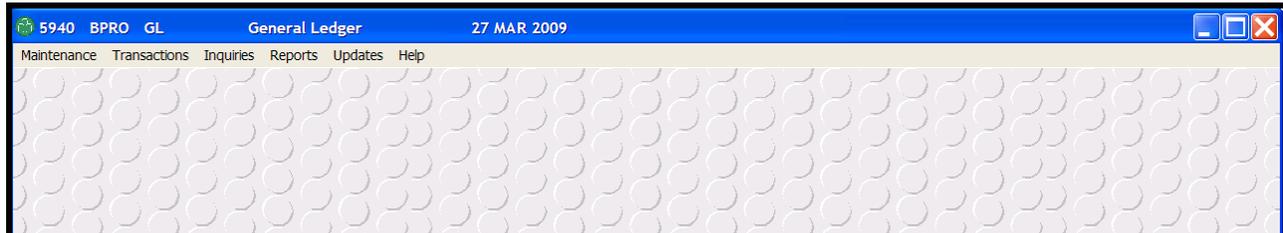
The Main Menu screen below will display.



Chapter 2 – MAIN MENU

Section 2.1 MAIN MENU

The Main Menu for General Ledger is illustrated below.



To select a menu option, use the arrow keys to move around the menu, and then press **Enter** when the selection is highlighted or you may select a menu option by choosing one of the following keys along with the Alt key. You can also use your mouse and click on the menu options and sub-menus.

- **MAINTENANCE:** This option leads to the Maintenance Menu. The Maintenance menu contains the functions that insures proper posting of all transactions.
- **TRANSACTIONS:** This option leads to the Transaction menu. The Transaction menu allows you to make different types of journal entries.
- **INQUIRIES:** This option leads to the Inquiry menu. You can inquire on accounts, previous posted journal entries, and budgets.
- **REPORTS:** This option leads to the Reports Menu. You will select this menu to print a Trial Balance, General Ledger Detail Report, or your Financial Statements. This menu also contains the options to set up your financial statements.
- **UPDATES:** This options leads to the Updates Menu. This menu is used to close the month and the year.

FUNCTION KEYS

Throughout the BusinessPro Accounting Modules, the first four function keys will always represent the same purpose. Function keys five and above will change based upon the process being run at that time.

The four functions keys that will remain the same throughout BusinessPro are:

F1 The **F1** key displays help related to the current input prompt.

F2 The **F2** key will save the data you have entered on a particular screen.

F3 The **F3** key will display the selections available for a specific field. Throughout the Manual, this is referred to as “Intuitive Help”.

F4 The **F4** key will delete an entire record. Once the record has been deleted, it is permanent.

Chapter 3 – CONTROL FILES

SECTION 3.1 CONTROL FILES MENU

In order to utilize the General Ledger, it is necessary to do some file maintenance. At a minimum, it is mandatory to setup the following in the control files maintenance.

- One or more companies
- Chart of Accounts for each company
- One or more branches for each company.
- One or more departments for each company.
- Period Ending Dates for each company, for each year of history
- One or more source Codes (i.e.: AP, AR, JE, etc)

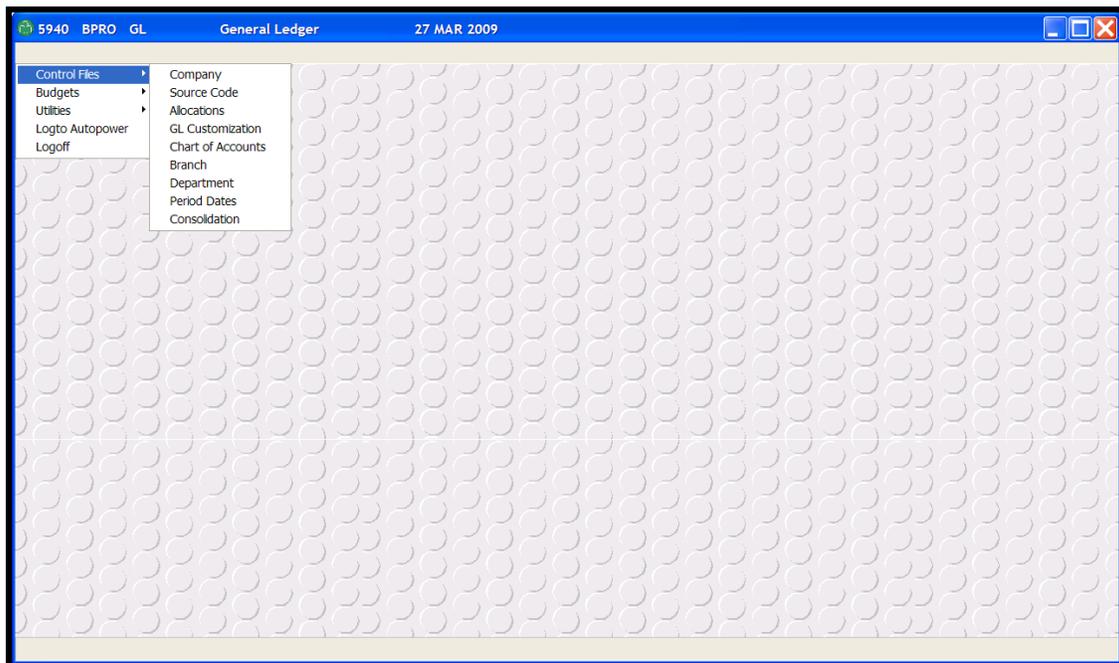
Optional features in the General Ledger include the following:

- Allocations: This feature provides a mean of distributing an expense across one or more branches, departments and General Ledger Accounts automatically.

To access the Control Files, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.

The following screen will display



To select a menu option, use the arrow keys to move around the menu, and then press **Enter** when the selection is highlighted or you may select a menu option by choosing one of the following keys.

- **C CONTROL FILES:** This option leads to the Control Files Menu. This menu contains all screens that are necessary to setup the General Ledger.
- **B BUDGETS:** The option leads to the Budgets menu. You can create budgets and make year-to-date and month-to-date comparisons to actual figures in the General Ledger.
- **UTILITIES:** This option leads to the Utilities menu. This menu will be utilized under the direction of the AutoPower Support Department.
- **UPDATES:** This options leads to the Updates Menu. This menu is used to close the month and the year in the General Ledger.
- **LOGOFF:** This option allows you to log off for the day. You may also use the **Esc** key to log off.

SECTION 3.2 COMPANY

Select the option for Company to set up company details. At least one company must be set up in the General Ledger. If your business entity consists of multiple companies and you will treat each as a separate company, you will have to follow the maintenance steps for each one. To access the company screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.
- From the Controls Files Menu, select Company.

The following screen will display.

Company	1		
Name	AUTOPOWER TRUCK PARTS		
Address	525 TECHNOLOGY PARK STE 525		
Address	STE 109		
City	LAKE MARY		
State	FL	Zip	32746
Phone No	407-695-7300		
Fax No	407-695-8001		
Fed Id	12345678910111213		
State Id			
First Month	1		
Current Year	2009		
Current Period	1		
Branch balance sheets?	N		

Field Descriptions:

Company:

Enter the company number. This field is numeric with a length of two. It is a required field. Do not use a leading zero.

Name, Address, City, State, Zip:

Enter the company's name, address, city, state and zip code. The state field must be a valid two character postal state code. The zip code can be the five-digit zip code or the five digits plus four zip code.

Phone No, Fax No:

Enter the phone number and fax number with or without dashes.

Fed Id, State Id:

Enter your federal and state id numbers in the appropriate fields.

First Month:

Enter the number that corresponds to the first month of your fiscal accounting year. i.e.: Enter the number "4" if your fiscal year begins in April.

Current Year:

Enter the current accounting year. At the beginning of the year, you will always want to change the default year because it shows up on almost all the screens in BusinessPro. Simply type in the new year and click to save.

Current Period:

Enter your current operating period.

SECTION 3.3 CHART OF ACCOUNTS

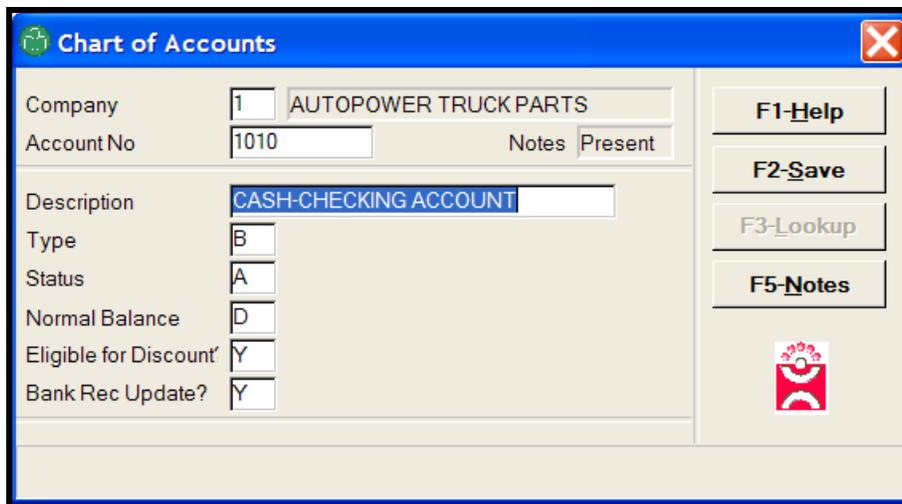
The Chart of Accounts option is used to set up the Chart of Accounts for your General Ledger. In order to do so, a company must be setup first, after which the Primary and Secondary Account Lengths must be defined in the General Ledger Customization. This is also the file maintenance screen that you will use to add new general ledger account numbers when necessary.

You must set up a Chart of Accounts for each company that is defined in the General Ledger.

To access the Chart of Accounts screen, make the following menu selections:

- From the Main Menu, select Maintenance
- From the Maintenance Menu, select Control Files.
- From the Control Files Menu, select Chart of Accounts.

The following screen will display.



Field Descriptions:

Company:

Enter the company number. This field is numeric with a length of two. It is a required field. This company must have already been setup in the Company Screen. Once the company number has been entered, the company name will display to the right.

Account No:

Enter the General Ledger account number to be added to the Chart of Accounts. If the account number already exists, the account number description will display. The format of the account number will be validated against the General Ledger Customization table.

Description:

Enter description of this account number.

Type:

Enter the type of account this account number will be. Valid entries are:

- Balance Sheet
- Income Statement

Status:

Enter the status of this account. Valid entries for this field are:

- Active Account
- Inactive Account. Journal Entries cannot be posted to inactive accounts. General Ledger Account numbers cannot be deleted from the Chart of Accounts.

Normal Balance:

Enter what the normal balance of this account should be. Valid entries are:

- This account normally has a debit balance.
- This account normally has a credit balance.

Eligible for Discount?:

This usually applies to expense accounts. Discount is based on hierarchy of GL account # and AP Vendor discount flag. Valid entries are:

- Yes, this account is eligible for discount if vendor allows discount.
- No, this account is not eligible for discount.

Update Bank Rec?:

Enter if the Bank Reconciliation should be updated by this general ledger account number.

- Yes, this account should update the bank reconciliation program.
- No, this account should not update the bank reconciliation program.

Notes: To enter notes about this account number, press the key. This will display the

following screen.

Chart of Accounts		
Company	1	AUTOPOWER CORPORATION
Account No	1010	Notes Absent

Chart of Accounts - Notes	
Des	This is the notes section for the Chart of Accounts. You can enter a note for each account.
Typ	
Sta	
Nor	
Eli	

When an account number has notes attached to it, the **Notes** field will display the word "Present".

Chart of Accounts	
Company	1 AUTOPOWER TRUCK PARTS
Account No	1010 Notes Present
Description	CASH-CHECKING ACCOUNT
Type	B
Status	A
Normal Balance	D
Eligible for Discount	Y
Bank Rec Update?	Y

SECTION 3.4 BRANCH

This screen is used to set up branch details. In order to do so, a company must be set up first. To complete this screen, you will need to know the General Ledger Account numbers for:

- Cash
- Account Receivable
- Accounts Payable
- AR Discounts
- AP Discounts
- Retained Earnings

You must have at least one branch setup per company.

To access the Branch setup screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.
- From the Control Files Menu, select Branch.

The following screen will display.

Branch Maintenance		
Company	1	AUTOPOWER TRUCK PARTS
Branch	1	
Name	AUTOPOWER TRUCK WAREHOUSE	
Address	1568 MAIN ST	
Address		
City	ORLANDO	
State	FL	Zip 32709
Accounts:		
Cash	1010	CASH-CHECKING ACCOUNT
AR	1110	ACCOUNTS RECEIVABLE - TRADE
AP	2070	ACCOUNTS PAYABLE - TRADE
AR Discount	1115	ACCTS RECEIVABLE - DISCOUNTS
AP Discount	7300	PURCHASE DISCOUNTS
R. Earnings	3020	RETAINED EARNINGS

Field Descriptions:

Company:

Enter the company number. This field is numeric with a length of two. It is a required field. This company must have already been setup in the Company Screen. Once the company number has been entered, the company name will display to the right.

Branch, Name:

Enter the branch number and the name of the branch.

Address, City, State, Zip:

Enter the branch address, city, state and zip code. The state field must be a valid two character postal state code. The zip code can be the five-digit zip code or the five digits plus four zip code.

Cash:

Enter the Cash account General Ledger number. This number must already be set up in the Chart of Accounts. Once the account number has been entered, the account description will display to the right.

AR:

Enter the Accounts Receivable account General Ledger number. This number must be set up in the Chart of Accounts. Once the account number has been entered, the account description will display to the right.

AP:

Enter the Accounts Payable account General Ledger number. This number must be set up in the Chart of Accounts. Once the account number has been entered, the account description will display to the right.

AR Discount:

Enter the Accounts Receivable Discount account General Ledger number. This number must already be set up in the Chart of Accounts. Once the account number has been entered, the account description will display to the right.

AP Discount:

Enter the Accounts Receivable Discount account General Ledger number. This number must already be set up in the Chart of Accounts. Once the account number has been entered, the account description will display to the right.

Retained Earnings:

Enter the Retained Earnings account General Ledger number. This number must already be set up in the Chart of Accounts. Once the account number has been entered, the account description will display to the right.

SECTION 3.5 DEPARTMENT

This screen is used to set up department details. You may define as many departments per company per branch as necessary. Department numbers are independent by company and branch.

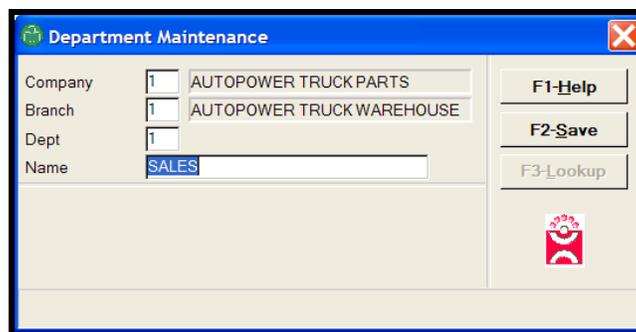
Each company must have at least one department set up.

Every branch must have at least one department set up.

To access the Department setup screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.
- From the Control Files Menu, select Department.

The Department Maintenance Screen will display as illustrated below.



Field Descriptions

Company

Enter the company number. This field is numeric with a length of two. It is a required field. This company must have already been setup in the Company Screen. Once the company number has been entered, the company name will display to the right.

Branch:

Enter the branch number. The branch must have already been set up via Branch Maintenance. Once the branch number has been entered, the branch name will display to the right.

Name:

Enter the name of the department.

SECTION 3.6 GL CUSTOMIZATION

The GL Customization Screen is used to setup the control table that defines the General Ledger defaults and operators security level.

This screen must be filled out in order to use the General Ledger module.

To access the GL Customization setup screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.
- From the Control Files Menu, select GL Customization.

The GL Customization has two screens. The first screen to display is illustrated below.

The screenshot shows the 'GL Customization' window with 'Screen 1' selected. The 'No Of Companies' field is set to 1. The 'DEFAULTS' section includes fields for Company (1), Branch (1), Department (16), Year (2008), Alloc Code (AL), and Source (JE). The 'JOURNAL ENTRY' table lists users SB, W#, TM, and CY, each with a flag of 3. On the right, there are buttons for F1-Help, F2-Save, and F3-Lookup, along with a small logo.

DEFAULTS		JOURNAL ENTRY	
Company	1 AUTOPOWER TRUCK PARTS	User	Flg
Branch	1 AUTOPOWER TRUCK WAREHOUSE	SB	3
Department	16 HEAD QUARTERS CORP	W#	3
Year	2008	TM	3
Alloc Code	AL	CY	3
Source	JE JOURNAL ENTRY		

Field Descriptions:

No Of Companies:

Enter the number of companies you plan to track on the Business Pro system.

Company:

Enter the default company number. This field defines the default company. This means that when you are prompted for a company number, Business Pro will automatically default with the company number entered in this field. You may change the company number if necessary. When you enter the company number, the company name will display to the right.

Branch:

Enter the default branch number. This field defines the default branch number. When prompted for the branch number, Business Pro will default to the branch number entered in this field. You may change the branch number if necessary.

Department:

Enter default department number. This field defines the default department number. This means when you are prompted for a department number, Business Pro will automatically default with the department number entered in this field. You may change the department number if necessary. When you enter the department number, the department name will display to the right.

Year:

Enter the default year. (I.e.: 2004). This parameter defines the default year to use. When you are prompted for year, this value will be defaulted. You may enter a different year if necessary. After you close the year, you must change the default year in this screen.

Alloc Code:

If you use a particular allocation table more often than others, then you can specify a default allocation code here. This field is alphanumeric. The allocation code must be set up via the Allocation Code Screen. When you enter the allocation code, the description of the allocation code will display to the right.

Source:

Enter the default source code. This field defines the default source code. The source code must be set up via the Source Code Maintenance Screen. When you enter the source code, the source description will display to the right.

User, Flag:

The purpose of the user and the flag fields is to determine what functions a user can or cannot perform in the General Ledger. Enter the user id under the User column. Valid entries for the flag field are:

- The user can enter Journal Entries into a batch only.
- The user can enter Journal Entries into a batch and print a Batch Proof Report only.
- The user can enter Journal Entries into a batch, print a Batch Proof Report, and post the Journal Entries to the General Ledger.

Print Zero Balances:

If you would like zero balance accounts printed on the General Ledger reports enter the letter . If you do not want zero balance accounts to print on your General Ledger Reports, enter the letter .

Auto Ratio Update:

Enter the letter if you want ratios to be automatically updated when a period is closed. Otherwise, enter the letter .

To access the second screen of GL Customization, press the **[PgDn]** key. Screen two of GL Customization is illustrated below.

The screenshot shows a software window titled "GL Customization" with a blue header bar. Below the header, there are two tabs: "Screen 1" and "Screen 2", with "Screen 2" selected. The main area is divided into sections:

- Historical Data:**
 - Yrs In Trans Detail:
 - Yrs In Summary File:
- Account No:**
 - Primary Account Length:
 - Secondary Account Length:
- Interface:**
 - Daily or Monthly:
 - Sales Source:

On the right side of the window, there are three buttons: "F1-Help", "F2-Save", and "F3-Lookup". Below these buttons is a small red logo with a white smiley face.

Field Descriptions

Yrs In Trans Detail:

Enter the number of years that you would like to keep transactions detail.

Yrs In Summary File:

Enter the number of years that you would like to keep of Summary Information.

Primary Account Length:

Enter the length of the primary account number. This parameter defines the length of the primary account number. The software does not currently use secondary account numbers. (Example: If the primary account length is 5 ,the account number format would be 12345. Once this has been setup in the system, the format should not be changed.

Secondary Account Length:

Enter the length of the secondary account number length as 0 since this field is not currently used.

Daily or Monthly:

You may select to have transactions posted daily or monthly from other modules. Once this has been setup by AutoPower Support, you cannot change. Valid entries are:

- Daily: When the AutoPower End-of-Day is ran, the transactions for that day will post to the General Ledger.
- Monthly: When the AutoPower End-of-Month is ran, the transactions for the month will post to the General Ledger.

Sales Source:

Enter the AutoPower account where the sales are posting from daily or monthly into the General Ledger.

SECTION 3.7 SOURCE CODE

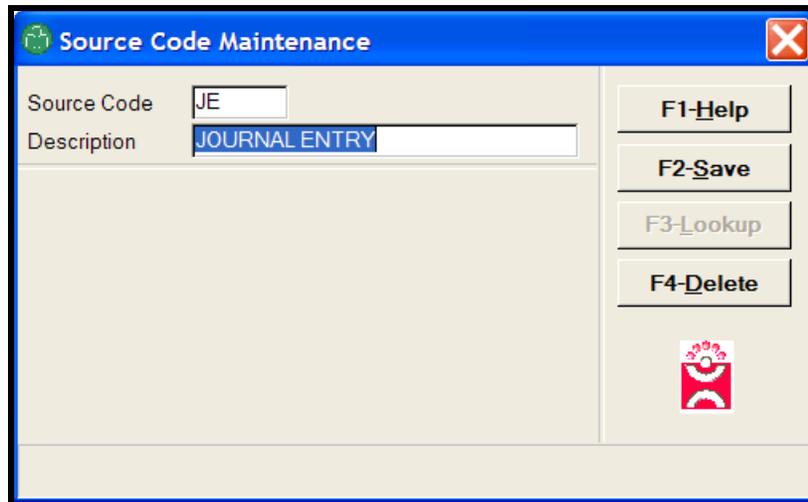
The Source Codes must be pre-defined in this screen. These entries will be used during Journal Entry processing in the General Ledger. You can also setup source codes to use for reporting purposes. Examples of source codes are:

- **AP** Accounts Payable Activity
- **JE** Journal Entries
- **PR** Payroll Activity
- **CR** Cash Receipts
- **AC** Average Cost Adjustment
- **AJ** Adjusted Entry From EOD
- **IC** Inter Company Sale
- **PI** Physical Inventory
- **PO** Purchase Order
- **PWC** Production Raw Material Core Usage
- **PWL** Production Labor Cost
- **PWM** Production Raw Material Parts Usage
- **PWP** Production Finished Goods Cost
- **SA** Stock Adjustment
- **SG** Stock Guide
- **SJ** Sales Journal
- **XF** Branch Transfer

To access the Source Code setup screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.
- From the Control Files Menu, select Source.

The Source Code Maintenance Screen will display as illustrated below.



Field description:

Source Code:

Enter a three alpha character for the source code. (Example: AP, JE, RJE, etc).

Description:

Enter the full description of the source code.

SECTION 3.8 PERIOD DATES

The Period Ending Dates must be set up for each fiscal year. Start with Period 1 and enter last day of the month for the month that begins your fiscal year. Each Accounting year must be set up with period ending dates. You can setup future year's period ending dates.

To access the Period Dates setup screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.
- From the Control Files Menu, select Period Dates.

The Period Dates Screen will display as illustrated below.

Company	1	AUTOPOWER TRUCK PARTS
Year	2009	Open
Period 1	01/31/09	Open
Period 2	02/28/09	Open
Period 3	03/31/09	Open
Period 4	04/30/09	Open
Period 5	05/31/09	Open
Period 6	06/30/09	Open
Period 7	07/31/09	Open
Period 8	08/31/09	Open
Period 9	09/30/09	Open
Period 10	10/31/09	Open
Period 11	11/30/09	Open
Period 12	12/31/09	Open

Field Descriptions

Company number, Company Name:

Enter the company number. The company must be set up via the company maintenance screen. When the company number has been entered, the company name will display to the right.

Year:

Enter the fiscal year. Use the format “yyyy” for the year.

Year Status:

This is a display only field. This field will indicate if the year is open or closed.

Period:

Enter the period ending date for each period of the fiscal year.

Period Status:

This is a display only field. Each period has a display only status field to right of the period ending dates. This status field shows either **Open** or **Closed**. This enables you to view the status of any period for any year. If a journal entry is posted to a closed period then the status of that period will change to **Open** and you need to re-close that period and each subsequent period thereafter.

SECTION 3.9 ALLOCATIONS

Allocation Codes can be set up and used when making journal entries. These codes determine a percentage of revenue to be distributed across different branches/departments or across different account numbers. These percentages must all add up to 100%. Once you have created an allocation using the Allocation Maintenance, you can use them in transactions such as Journal Entry, Recurring Journal Entry and Accrual Reversal Journal Entry. They save time if there is a percentage spread that you perform on a regular basis.

Example: for a specific journal entry, 50% can be applied to General Ledger Account 103 and the remaining 50% to General Ledger Account 108. By setting up an allocation for this journal entry, the system will automatically make the appropriate distributions to the desired accounts.

Once the table has been established, the allocation function key in the journal entry screens explained in a later section can utilize it.

To access the Allocation Code setup screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Control Files.
- From the Control Files Menu, select Allocation.

The Allocation Maintenance Screen will display as illustrated below.

The screenshot shows the 'Allocation Maintenance' window. At the top, the title bar reads 'Allocation Maintenance'. Below the title bar, there are several input fields: 'Alloc Code' with the value 'AL50', 'Description' with '50/50 SPLIT DEPT 1 2 FREIGHT', 'Company' with '1', and 'Variable?' with 'N'. Below these fields is a table with the following data:

Br	Dept	Account No	Account Description	PCT
1	1	8460	FREIGHT CHARGES	50.00
1	2	8460	FREIGHT CHARGES	50.00

At the bottom right of the table area, there is a 'Total' field with the value '100'. On the right side of the window, there is a vertical stack of function keys: 'F1-Help', 'F2-Save', 'F3-Lookup', 'F4-Delete', 'F5-Copy', and 'F6-Insert'. At the bottom right of the window, there is a small red icon with a white 'X' inside a square.

Field Descriptions:**Alloc Code:**

Enter the allocation number. The allocation is ALnn. Enter the number of the allocation code. The system will add the prefix "AL". This is an alphanumeric field up to five characters.

Description:

Enter a description for this allocation code. The field is alphanumeric up to 30 characters.

Company:

Enter the company number. The company must be set up via the company maintenance screen

Variable:

The variable field determines if the GL Account Numbers will be updated at the time of journal entry or if the account numbers will always be the same for this allocation. Valid entries are:

Yes: Each time you make a journal entry and select this allocation, you will decide at time of journal entry, what General Ledger Accounts are to be updated.

No: Each time you use this allocation in a journal entry, the General Ledger Accounts to be updated will be determined by the allocation table.

Br:

Enter the branch number. The branch must have already been set up via the Branch Maintenance Screen in the control files.

Dept:

Enter the Department number. The Department for this branch must have already been set up via the Department Maintenance Screen in the control files.

Account No, Account Description:

Enter the General Ledger Account Number. If you select in the *Variable* field, then you will not enter a General Ledger Account Number. If you answered in the *Variable* field, you must enter General Ledger account numbers. Once you have entered the account number, the description of the account will display. The account number must have already been set up via the Chart of Accounts Maintenance Screen in control files maintenance.

%:

Enter the percentage to allocate for each account. Example: 20% = 20.00

Total:

The Total field is display only. It uses the % field to calculate the total displayed. This field must equal 100% to save a new allocation table.

FUNCTION KEYS FOR ALLOCATIONS:

- F5** The **F5** key will allow you to copy this allocation code to a different company if you have more than one company set up in BusinessPro.

- F6** The **F6** key will allow you to insert a General Ledger Account Number in the distribution.

SECTION 3.10 CONSOLIDATION

The Consolidation Group Maintenance will allow you to assign a code so that you can specify multiple companies, branches and departments to print on the financials.

Companies	Branches	Depts

Field Descriptions:

CODE:

Type in a group code for the new Consolidated Financials that you will be creating. You can use initials or numbers.

DESCRIPTION:

Type in the description of the Consolidated Group Code that you entered.

COMPANIES:

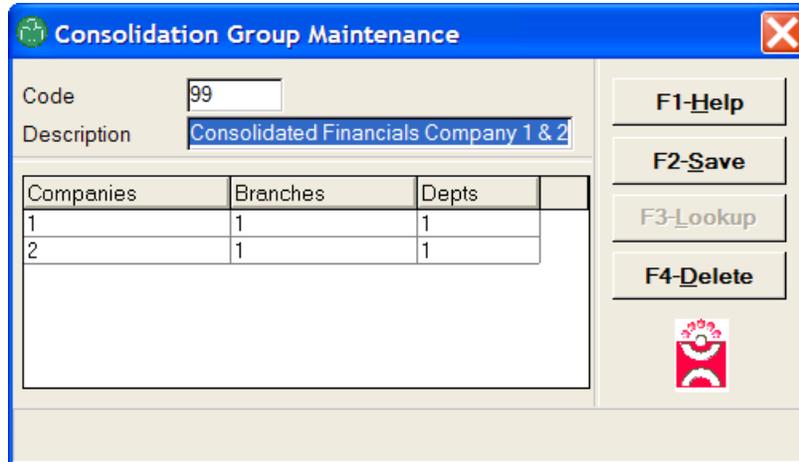
Type in the company number that you wish to add to this group.

BRANCHES:

Type in the branch number that you wish to add to this group.

DEPTS:

Type in the Department number that you wish to add to this group.



Consolidation Group Maintenance

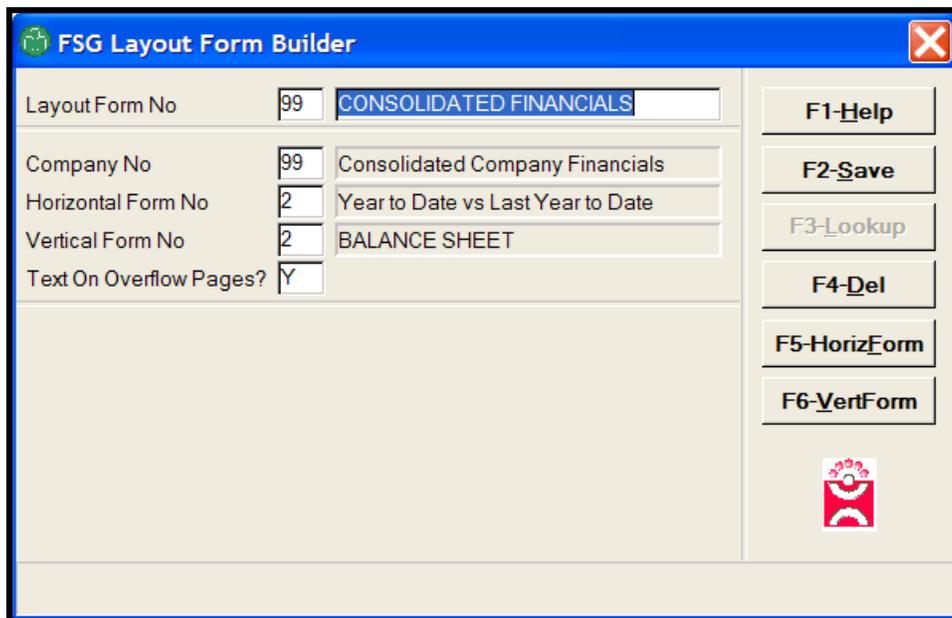
Code: 99
 Description: Consolidated Financials Company 1 & 2

Companies	Branches	Depts
1	1	1
2	1	1

Buttons: F1-Help, F2-Save, F3-Lookup, F4-Delete

Press the F2 function key to save your entries.

You must setup a company using this consolidated group code. Remember: The period ending dates for this code. You must then create a vertical form using this code as the company number. The easy way would be to copy over an existing vertical form to this new company code. Then also create a new layout form using this code as the company number and marrying the new horizontal and vertical forms that you created using this code.



FSG Layout Form Builder

Layout Form No: 99 CONSOLIDATED FINANCIALS
 Company No: 99 Consolidated Company Financials
 Horizontal Form No: 2 Year to Date vs Last Year to Date
 Vertical Form No: 2 BALANCE SHEET
 Text On Overflow Pages? Y

Buttons: F1-Help, F2-Save, F3-Lookup, F4-Del, F5-HorizForm, F6-VertForm

CHAPTER 4- BUDGETS

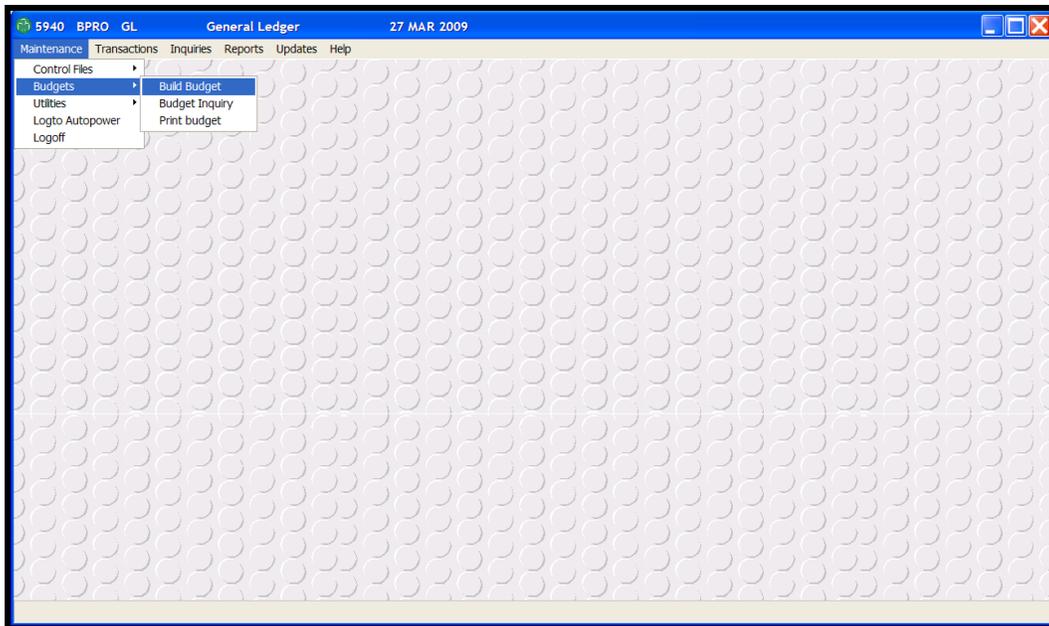
SECTION 4.1 BUDGETS MENU

BusinessPro General Ledger makes it very easy to prepare a budget. You may use actual figures from last year or input new ones. You also have the option of including budgets on your Financial Statements.

To access the Budgets Menu, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Budgets.

The Budgets Menu will display as illustrated below.



To select a menu option, use the arrow keys to move around the menu, then press **Enter** when the selection is highlighted or you may select a menu option by choosing one of the following keys.

- **B** **BUILD BUDGET:** This option lead to the Company Budget Builder. This is where you will establish your budget.
- **BUDGET INQUIRY:** This option leads to the Budget Inquiry Screen. This will allow you to view previously built budgets but make no changes.
- **PRINT BUDGET:** This option will allow you to print a specific budget.

SECTION 4.2 BUILD BUDGET

The Budget code allows you to prepare multiple budgets for each account number that you wish to track. This budget code will also be included in the financial statement generator horizontal forms.

Budgets need to be defined for every year you want to print on the financials.

To access the Company Budget Builder Screen, make the following menu selections:

1. From the Main Menu, select Maintenance.
2. From the Maintenance Menu, select Budgets.
3. From the Budgets Menu, select Build Budget.

The Company Budget Builder Screen will display as illustrated below.

Period	Actual Yr.	2009	Period	Budget Yr.	2009	Period	Budget Yr.	2010
1		0.00	1		1,000	1		1,000
2		0.00	2		1,100	2		1,100
3		0.00	3		1,200	3		1,200
4		0.00	4		1,300	4		1,300
5		0.00	5		1,400	5		1,400
6		0.00	6		1,500	6		1,500
7		0.00	7		1,600	7		1,600
8		0.00	8		1,700	8		1,700
9		0.00	9		1,800	9		1,800
10		0.00	10		1,900	10		1,900
11		0.00	11		2,000	11		2,000
12		0.00	12		2,100	12		2,100
Totals		0.00			18,600			18,600

The budget record consists of three columns of data. The first column is utilized to show the actual figures for any given year. The second column is used to show the budget figures for any given year. The third column shows another year's budget figures. In this way, you can look at last year's actual figures and build this year's budget as well as next year's budget.

Once the budget for the first year has been built, it can be copied to another year's budget by using the Copy function key.

The Dupe function key allows you to duplicate any budget value to a range of period. For instance, \$10,000 is in the *Period 1* field and it needs to be duplicated through period 10. By using the Dupe function key, the value can be duplicated from period 1 to period 10 changing the value by "n" percent. Each period would be incremented cumulatively by "n" percent.

Field Descriptions**Budget Code:**

Enter a budget code. This field is alphanumeric with a length of two.

Company, Company Name:

Enter the company number. The company must be set up via the Company Maintenance Screen. Once the company number has been entered, the company name will display to the right, which cannot be changed here.

Branch, Branch Name:

Enter the branch number. The branch must be set up via the Branch Maintenance Screen. Once the branch number has been entered, the branch name will display to the right, which cannot be changed here.

Dept, Department Name:

Enter the department number. The department must be set up for this branch via the Department Maintenance Screen. Once the department number has been entered, the department name will display to the right, which cannot be changed here.

General Ledger Acct, Description:

Enter the General Ledger Account Number you need to build the budget for. The account number must have already been created in the Chart of Accounts Screen. Once the account number has been entered, the account description will display to the right, which cannot be modified here.

Actual Yr:

Enter the year from which to obtain actual figures.

Actuals:

This field shows the actual values for the Actual year entered in the previous field. This is a display only field.

Budget Yr:

Enter the year for which the budget is being created.

Budget Values:

Enter the budgeted values. Enter only whole numbers, no decimals.

Total Actual:

This field indicates the totals of the actual figures. This is a display only field and cannot be modified.

Total Budget:

This field indicates the totals of the budgets for each year. This is a display field and cannot be modified.

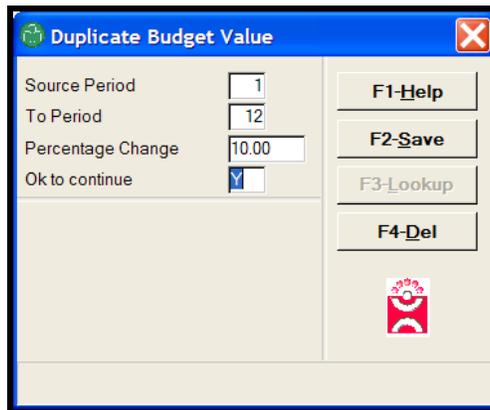
Function Keys for Build Budget:

F5 The **F5** key will allow you to copy this copy budgets from one year to another. When you select **F5**, the following prompt will display.

Enter A to copy Actual Values or B for Budget value

- A** Copy Actual Values
- B** Copy Budget Values

F6 The **F6** key will allow you to duplicate values to other periods. You can tell the system to increment them each period. See the screen below.



Field Descriptions:

Source Period:

The source period is the period you want to duplicate.

To Period:

Enter the period you want to copy through. If you want to copy up through period 6, enter a '6'. Do not enter a leading zero.

Percentage Change:

This field allows you make a change from one period to the next. If you want to increase each period by 10%, enter 10.00.

Ok to Continue:

If you are ready to continue, enter a to continue.

SECTION 4.3 BUDGET INQUIRY

The Budget Inquiry Screen allows you to view budgets that have been created.

To access the Budget Inquiry Screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Budgets.
- From the Budgets Menu, select Company Budget Inquiry.

The Company Budget Inquiry Screen will display as illustrated below.

Per	Month to Date				Year to Date		
	Actual	Budget	Variance	Pct	Actual	Budget	Variance
1	658,652	500,000	158,652	132	21,659,452	21,500,800	158,652
2	620,186	500,000	120,186	124	22,279,638	22,000,800	278,838
3	506,656	500,000	6,656	101	22,786,294	22,500,800	285,494
4	820,384	500,000	320,384	164	23,606,678	23,000,800	605,878
5	153,235	500,000	-346,765	31	23,759,913	23,500,800	259,113
6	304,172	500,000	-195,828	61	24,064,085	24,000,800	63,285
7	286,932	500,000	-213,068	57	24,351,017	24,500,800	-149,783
8	587	500,000	-499,413	0	24,351,604	25,000,800	-649,196
9	162	500,000	-499,838	0	24,351,766	25,500,800	-1,149,034
10	3,041	500,000	-496,959	1	24,354,807	26,000,800	-1,645,993
11	61,008	500,000	-438,992	12	24,415,815	26,500,800	-2,084,985
12	6,234	500,000	-493,766	1	24,422,049	27,000,800	-2,578,751
	3,421,249	6,000,000	-2,578,751				

Once done reviewing the displayed information, press Esc.

SECTION 4.4 PRINT BUDGET

Once a budget has been developed, it may be helpful to print the budget.

To access the Print Budget Screen, make the following menu selections:

- From the Main Menu, select Maintenance.
- From the Maintenance Menu, select Budgets.
- From the Budgets Menu, select Print Budget.

The Print Budget Screen will display as illustrated below.

Budget Code	1	
Company	1	AUTOPOWER TRUCK PARTS
Branch	1	AUTOPOWER TRUCK WAREHOUSE
Dept	1	SALES
Budget Yr.	2009	
GL Acct	1010	CASH-CHECKING ACCOUNT
Ok To Proceed	Y	

Field Descriptions

Budget Code:

Enter the Budget Code that was created via Company Budget Builder.

Company, Company Name:

Enter the company number. The company must be set up via the Company Maintenance Screen. Once the company number has been entered, the company name will display to the right, which cannot be changed here.

Branch, Branch Name:

Enter the branch number. The branch must have already been set up via the Branch Maintenance Screen. Once the branch number has been entered, the branch name will display to the right, which cannot be changed here.

Dept, Department Name:

Enter the department number. The department must be set up via the Department Maintenance Screen. Once the department number has been entered, the department name will display to the right, which cannot be changed here.

Budget Year:

Enter the Budget Year you want to print. A budget must be set up for that year.

General Ledger Acct, Description:

Enter the General Ledger Account Number you need to print the budget for. The account number must be created in the Chart of Accounts Screen. Once the account number has been entered, the account description will display to the right, which cannot be modified here.

Ok to Proceed:

If you are ready to continue, enter a to continue.

CHAPTER 5 - UTILITIES

SECTION 5.1 REGENERATE INDEX – ACCOUNT INQUIRY

This option allows you to regenerate the index that is used by the Account Inquiry Screens.

 This option should only be used after consulting AutoPower.

No one can be logged on the BusinessPro account while the indexes are regenerating except you. Only 1 session should be open. The end of day or payroll posting should not be run until the indexes have finished regenerating.

SECTION 5.2 REGENERATE INDEX – GL REPORTS

This option allows you to regenerate the index that is used by the General Ledger Report.

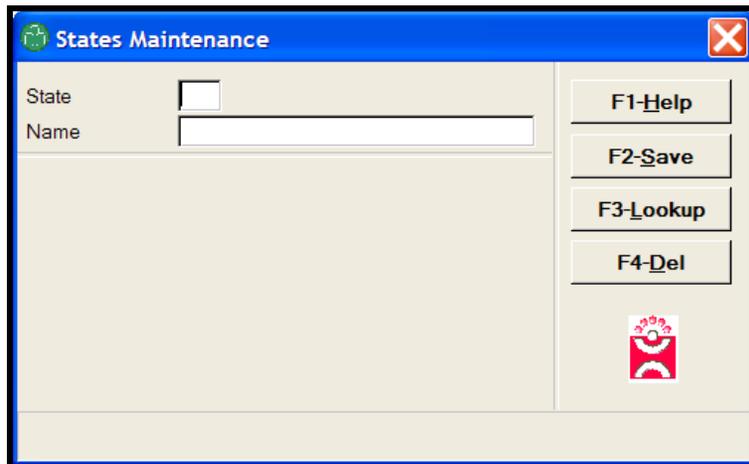


This option should only be used after consulting AutoPower.

No one can be logged on the BusinessPro account while the indexes are regenerating except you. Only 1 session should be open. The end of day or payroll posting should not be run until the indexes have finished regenerating.

SECTION 5.3 STATES FILE MAINTENANCE

The States File Maintenance screen allows you to setup State abbreviations and their descriptions. You must attach a State to any Accounts Payable Vendor Record that is created in Accounts Payable.



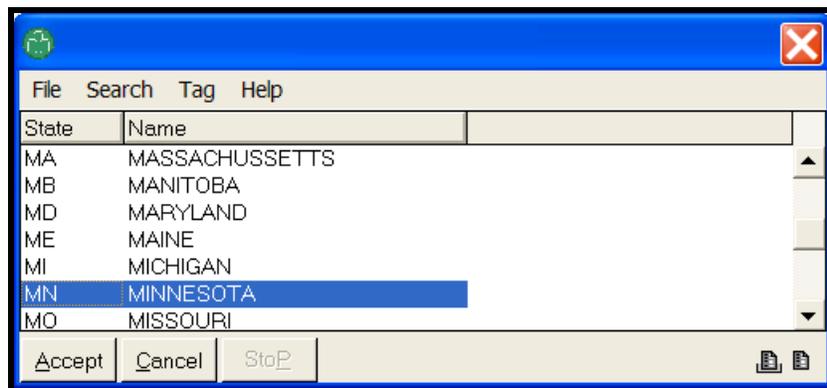
Field Descriptions

State:

Enter the abbreviation for the state that you wish to setup. You can also type in the **F3** Function to list the states that have been previously defined in this field.

Name:

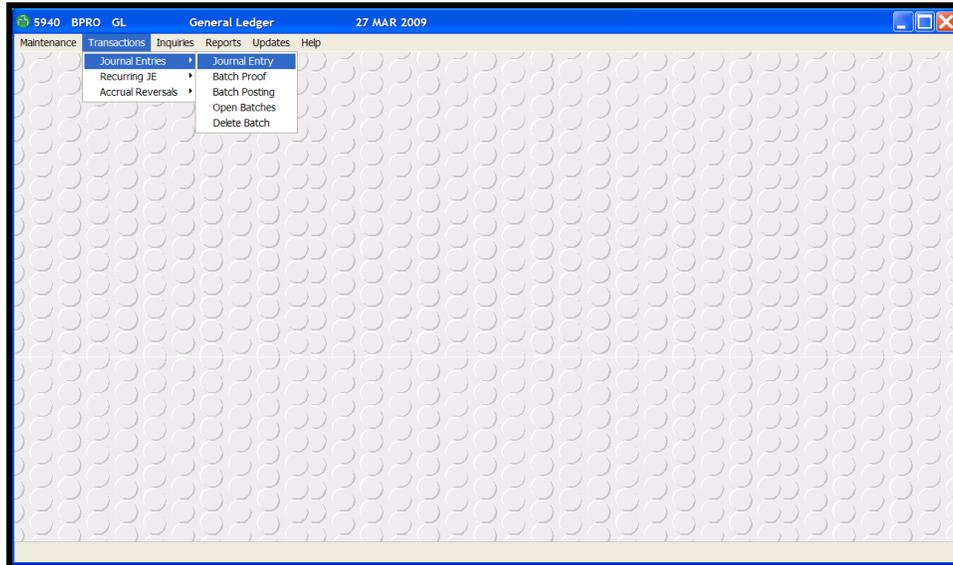
Enter the description of the abbreviation that you setup in the State field. Example, Florida for the abbreviation of FL.



CHAPTER 6 TRANSACTIONS

SECTION 6.1 TRANSACTIONS MENU

Use the Transactions Menu to record/edit data in the General Ledger. The Transactions Menu is illustrated below.



To select a menu option, use the arrow keys to move around the menu, then press **Enter** when the selection is highlighted or you may select a menu option by choosing one of the following keys.

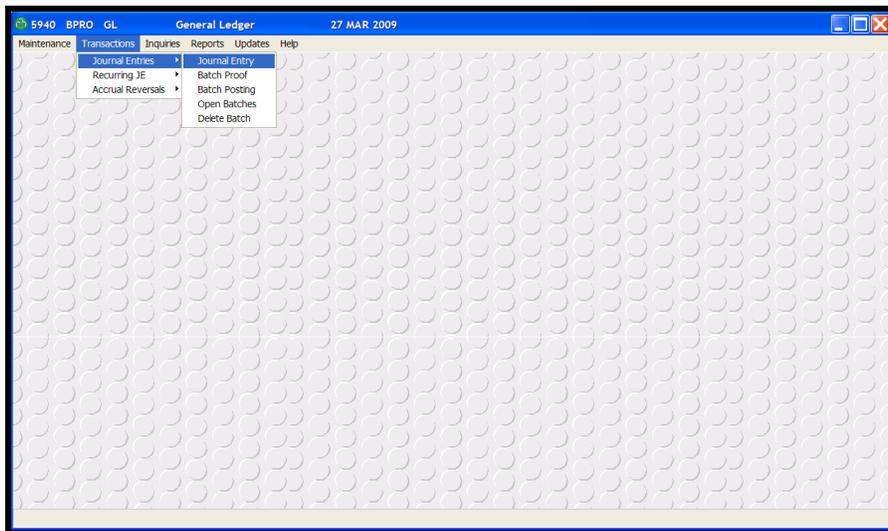
- **JOURNAL ENTRIES:** This option leads to the Journal Entries Menu. The Journal Entries menu provides the ability to create journal entries that will be posted to the General Ledger.
- **RECURRING JE:** This option leads to the Recurring Journal Entries Menu. The Recurring Journal Entries menu provides the ability to create journal entries that will be posted to the General Ledger each month for same amount. This helps reduce data entry.
- **A ACCRUAL REVERSALS:** This option leads to the Accrual Reversals Menu. The Accrual Reversal menu provides the ability to create journal entries that will automatically be reversed the following period.

SECTION 6.2 JOURNAL ENTRIES

The Journal Entries Menu allows you to make journal entries into the General Ledger. The Journal Entry Process is a 3-step process.

- Journal Entry
- Print Journal Entry Batch Proof Report
- Post Journal Entries

The Journal Entry menu is illustrated below.



- **JOURNAL ENTRY:** This option leads to the Journal Entry Screen.
- **B** **BATCH PROOF:** This option leads to the Batch Proof Report Screen. It is required to print a Batch Proof Report.
- **BATCH POSTING:** The Batch Posting Option leads to the Journal Entry Batch Posting. This is the final step in recording a Journal Entry.

SECTION 6.3 JOURNAL ENTRY

The Journal Entry screen is used to enter Journal Entries. Journal Entries are entered in batches. Each batch must be printed and posted into the General Ledger.

Typing the word NEW at the batch number prompt creates a new batch. A batch number will be assigned and displayed.

This screen should only be used to enter Regular Journal Entries. There is a separate screen for Recurring Journal Entries.

It is possible to save a batch even if it is incomplete. This enables you to save your work and recall the batch at a later date.

There is a **GOTOLINE** function. Since the transaction screen is unlimited in size, it is possible to have hundreds of transactions listed in one batch. The **GOTOLINE** feature is provided so the user may "jump-to" any line in the batch.

The **ALLOCATIONS** feature allows you to distribute an expense across multiple accounts automatically. An Allocation Table must be defined previous to using this feature. This table is setup under the Control Files Menu. This table will tell the system what percentage to distribute and to which accounts.

The ability to inquire on an account in the middle of the batch is possible by using the **ACCOUNT INQUIRY** function.

To make changes in the description field or to delete the entire field and substitute the above field enter \ (backslash) in the first position of the field. If you are in some position other than first character, press home to get to the first character.

The Journal Entry Screen is illustrated below.

The screenshot shows the 'Journal Entry' window with the following fields and values:

- Batch No: 119
- Source: JE
- Date: 03/30/09
- Operator: CP
- Notes: Absent
- Company: 1 AUTOPOWER TRUCK PARTS
- Year: 2009
- Total Debit: 2,500.00
- Period: 1 01/31/09
- Total Credit: 2,500.00
- Reversal: N
- Batch Net: 0.00
- Recurring: N
- No Of Items: 2

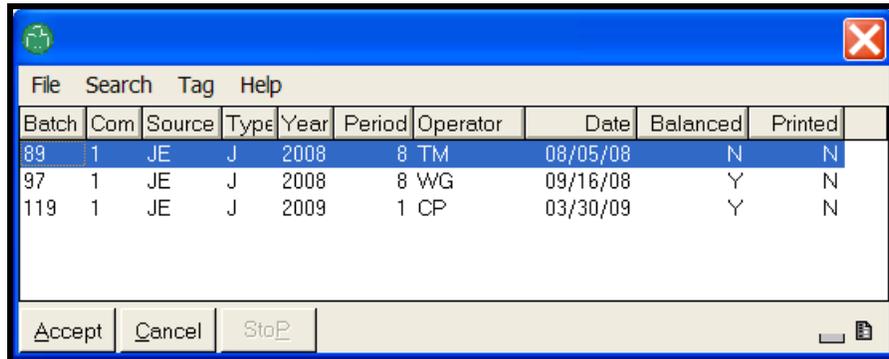
Acct No	Bk	AC	Br	Dept	Description	Debit	Credit
2010			1	1	PAYROLL TAXES	2,500.00	
1000			1	1	PAYROLL TAXES		2,500.00

On the right side of the window, there are function key buttons: F1-Help, F2-Save, F3-Lookup, F5-GotoLine, F6-DelLine, F7-AcctInq, F8-Allgc, and F9-Notes. A small red icon is visible at the bottom right of the window.

Field Descriptions

Batch No:

Enter the Batch Number or type **NEW** in capital letters to create a new batch. If you need to recall an existing batch that has not been posted, press **F3** to display any unposted batches. When you press **F3**, the look up will display as follows.



Batch	Com	Source	Type	Year	Period	Operator	Date	Balanced	Printed
89	1	JE	J	2008	8	TM	08/05/08	N	N
97	1	JE	J	2008	8	WG	09/16/08	Y	N
119	1	JE	J	2009	1	CP	03/30/09	Y	N

Once Batches have been posted, they are no longer available to edit.

Source:

Enter the Source Code. This is a required field. You may use **F3** to display available Source Codes.

Date:

Enter the date. The date entered in this field will be reflected as the transaction date when inquiring on any of the accounts in this batch.

Operator:

Enter the initials of the person entering this batch.

Company, Company Name:

Enter the Company Number. Once you enter the company number, the company name will display to the right.

Year, Period, Period End Date:

Enter the Fiscal Year and Period that the transactions in the batch are to be posted. Once the Period has been entered, the period ending date will display to the right. **Do not enter the period with leading zeroes.**

Reversal:

Valid entries for this field are:

Yes: The transactions will automatically be reversed in the following period.

No: The transactions will not automatically reverse in the following period.

Recurring:

Valid entries for this field are:

Yes: These transactions occur monthly for the same amount.

No: These transactions do not occur monthly for the same amount.

Notes:

If notes are present, this field will display **PRESENT**. To add notes about a batch, press the **F9** key.

Total Debit, Total Credit:

These fields indicate the total Debits and Credits that have been entered. This is a display only field. These fields will tell you if you are in balance. The system will not allow you to post a batch that is not in balance.

Batch Net:

The Batch Net is the difference between the Total Debits and Total Credits. The Batch Net should be zero when you are ready to post. That means the batch is balance.

No Of Items:

This field indicates how many transaction lines are in this batch.

Acct No:

Enter the Account Number. If you do not know the account number, you may use the **F3** Lookup feature. If you know what the account number begins with, you can enter that number, then press **F3**. This will display all account numbers that begin with the number you entered. If you know a word in the description of the account, enter the word, press **F3**. This will display all accounts that have that word in the account description.

AC:

This field shows you if this transaction was generated using the Allocation function key.

Br:

Enter the Branch Number. If this is not the first line, pressing will duplicate the previous line's branch number.

Dept:

Enter the Department Number. If this is not the first line, pressing will duplicate the previous line's department number.

Description:

Enter the description and/or reference for this entry. If this is not the first line, pressing will duplicate the previous line's description.

Debit, Credit:

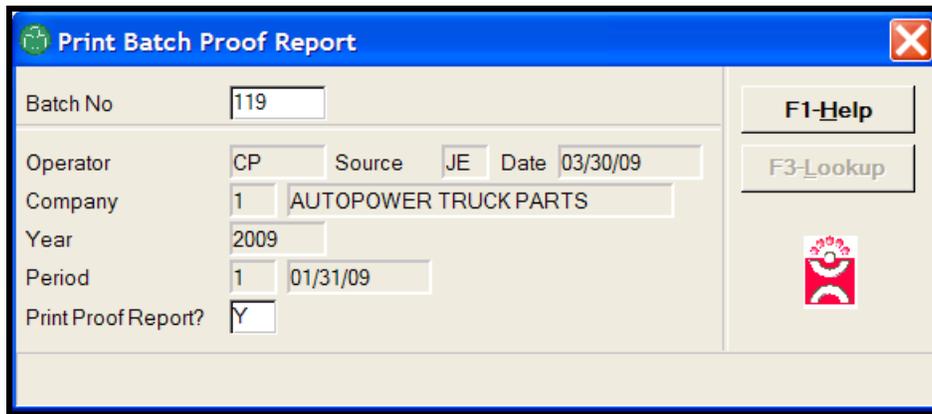
Enter the amount to debit or credit. Use decimal points.

Function Keys

- The key invokes the **GoToLine** function. This will allow you to enter a specific line number. You will then advance to that transaction line number.
- The function key will delete a transaction line. It will delete the line where the cursor is placed.
- The key allows you to inquire on an account in the middle of a batch. Enter the account number first, then press the key.
- The key allows you to use the Allocation Tables that you set up under Control File Maintenance.
- The key will allow you to enter notes about the batch.

SECTION 6.4 JOURNAL ENTRY BATCH PROOF REPORT

The Batch Proof Report MUST be printed before the batch can be posted. The Batch Proof Screen is illustrated below.



FIELD DESCRIPTIONS

Batch No:

Enter the Batch Number. If you need to recall an existing batch that has not been posted, press **F3** to display any unposted batches.

Source:

This field displays the Source Code that was used for the Batch. This field is display only.

Date:

This field displays the date the Batch was entered. This field is display only.

Operator:

This field displays the operator who entered the batch. This field is display only.

Company, Company Name:

This field will display the Company Number and Name. This field is display only.

Year:

This field displays the fiscal year for which this batch was entered. This field is display only.

Period:

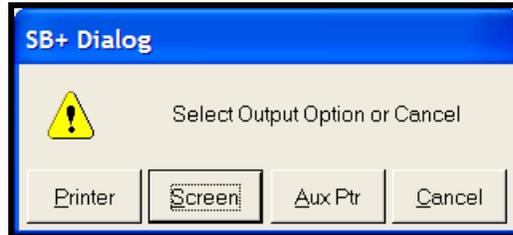
This field displays the period for the branch that was entered. This field is display only.

Type:

This field displays the type of Batch that is being posted. This field is display only.

Print Proof Report?

Enter to continue with the Report process. The following screen will display.



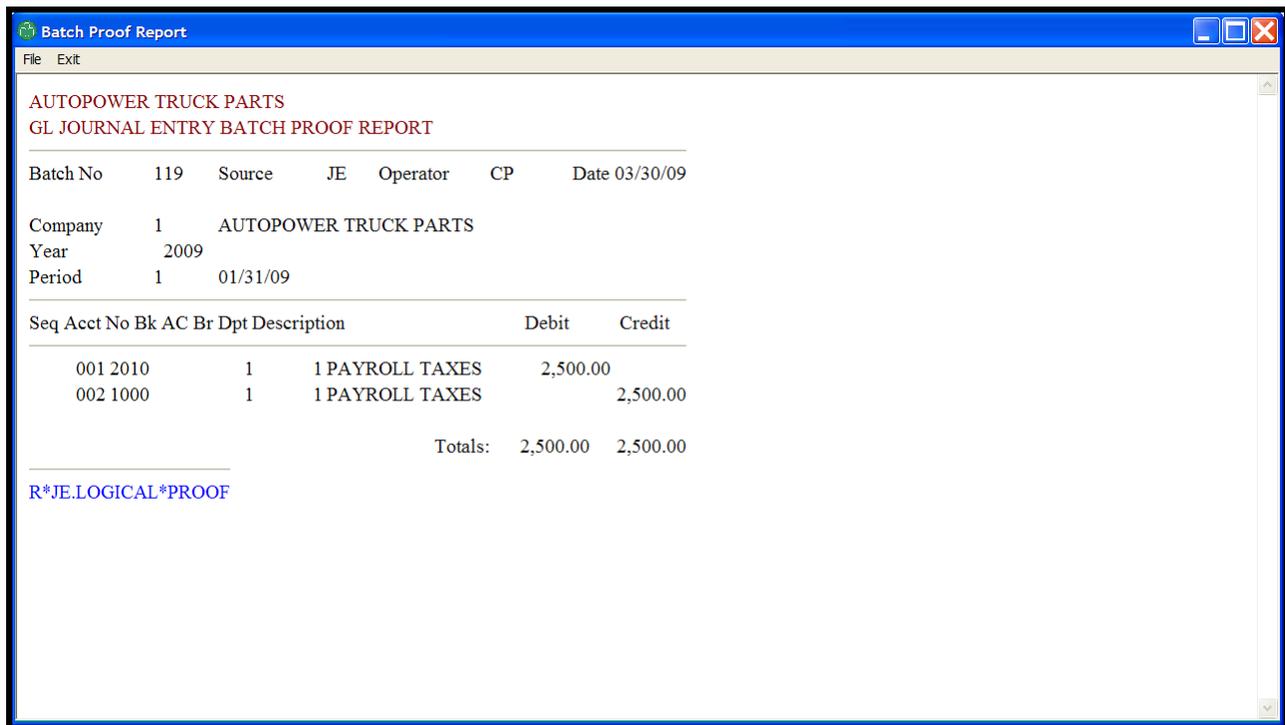
Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Sample Batch Proof Report:



SECTION 6.5 JOURNAL ENTRY POSTING

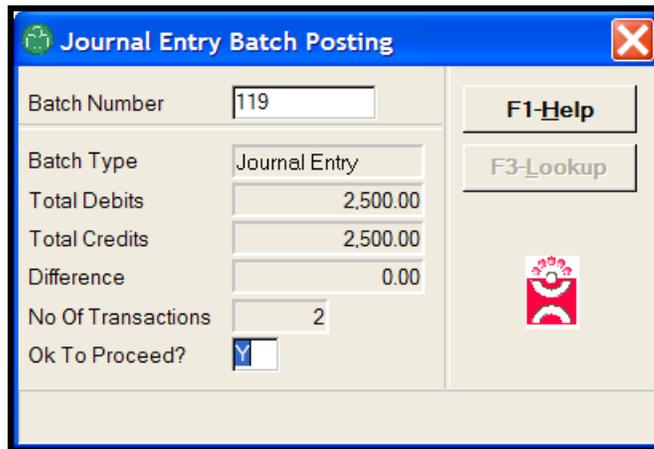
This screen is used to post a Regular Journal Entry Batch. Only regular Journal Entries may be posted from this screen.

 If you post a batch to a closed period, that period becomes open again. It is mandatory to re-close the period and any subsequent periods thereafter.

Batches MUST be in balance before they can be posted.

The Batch Posting Function actually records the transactions into the General Ledger. Any transaction can be easily edited before posting. Once they are posted, another Journal Entry would be required to correct them.

The Journal Entry Batch Posting Screen is illustrated below.



Batch Number	119	F1-Help
Batch Type	Journal Entry	F3-Lookup
Total Debits	2,500.00	
Total Credits	2,500.00	
Difference	0.00	
No Of Transactions	2	
Ok To Proceed?	<input checked="" type="checkbox"/>	

Field Descriptions

Batch No:

Enter the Batch Number. If you need to recall an existing batch that has not been posted, press **F3** to display any unposted batches. When you press **F3**, the look up will display.

Total Debits:

This field displays the Total Debits for this batch. This is a display only field.

Total Credits:

This field displays the Total Credits for this batch. This field is display only.

Difference:

If there is a difference between the Total Debits and Total Credits, that amount will display in this field. However, if there is a difference, the system will not allow the batch to be posted.

No Of Transactions:

This field indicates the number of transactions in the batch. This is a display only field

OK to Proceed:

Enter **Y** to continue with the Posting Process. You may enter **N** if you decide you do not want to post the batch. When you post the batch, the following prompts will display.



If you do not want to post the batch, highlight **N** then press or enter the letter **N**.

If it is OK to post the batch, highlight **Y** then press **Enter** or enter the letter **Y**. The following prompt will display:

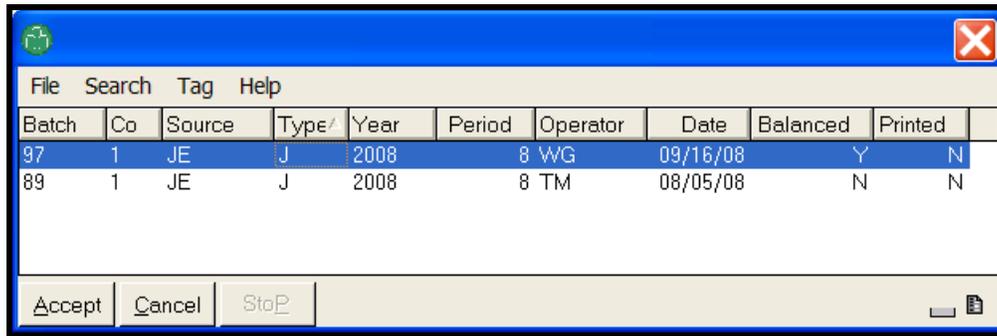


Press **Enter** to continue to your next procedure.

Now that you have posted, print your trial balance to compare numbers to the checking account and all cash account balances. You will also check each account that you have updated just to make sure all balances are correct. If not correct, you will need to do a journal entry.

SECTION 6.6 OPEN BATCHES

There is an option called **Open Batches** on the Journal Entry Menu. This feature allows you to list all open batches. This would include batches that have been entered but not posted. When you select **Open Batches**, the following list displays.



Batch	Co	Source	Type	Year	Period	Operator	Date	Balanced	Printed
97	1	JE	J	2008	8	WG	09/16/08	Y	N
89	1	JE	J	2008	8	TM	08/05/08	N	N

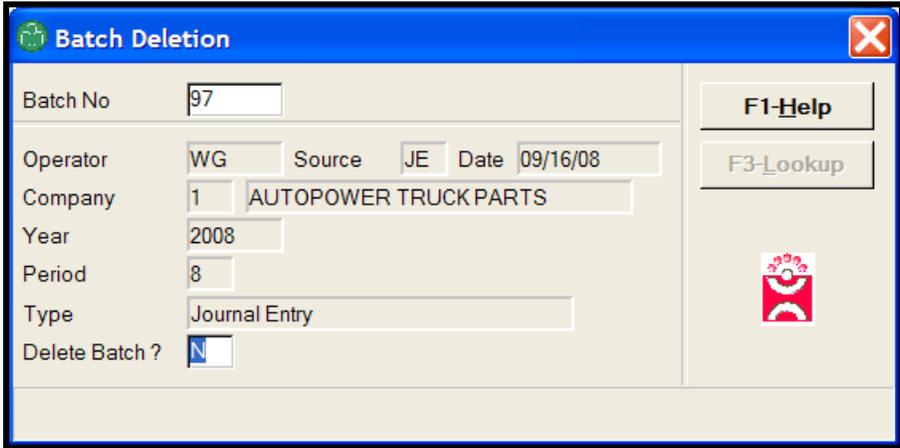
Highlight one of the batches, and then press **Enter**. This will display the details of the batch, which will allow you to make changes to the batch.

SECTION 6.7 DELETE BATCH

The **Delete Batch** function allows you to delete an entire batch.

 Once the batch has been deleted; there is no way to undelete it. You cannot delete a posted batch of Journal Entries.

The **Delete Batch** function is accessed from the Journal Entry Menu. The Delete Batch Screen is illustrated below.



Batch No	97			F1-Help		
Operator	WG	Source	JE	Date	09/16/08	F3-Lookup
Company	1 AUTOPOWER TRUCK PARTS					
Year	2008					
Period	8					
Type	Journal Entry					
Delete Batch ?	N					

Field Descriptions

Batch No:

Enter the Batch Number. If you need to recall an existing batch that has not been posted, press **F3** to display any unposted batches. When you press **F3**, the look up will display.

Operator:

This field displays the operator who entered the batch. This field is display only.

Source:

This field displays the Source Code that was used for the Batch. This field is display only.

Date:

This field displays the date the Batch was entered. This field is display only.

Company, Company Name:

This field will display the Company Number and Name. This field is display only.

Year:

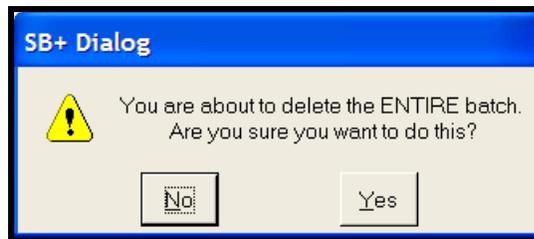
This field displays the fiscal year for which this batch was entered. This field is display only.

Period:

This field displays the period for which this batch was entered. This field is display only.

Delete Batch?

Enter to continue with the Batch Deletion process. When you answer **YES** in this field, the following prompt will display.



If you do not want to delete the batch, highlight **NO** then press or enter the letter .

If it is OK to delete the batch, highlight **YES** then press or enter the letter .

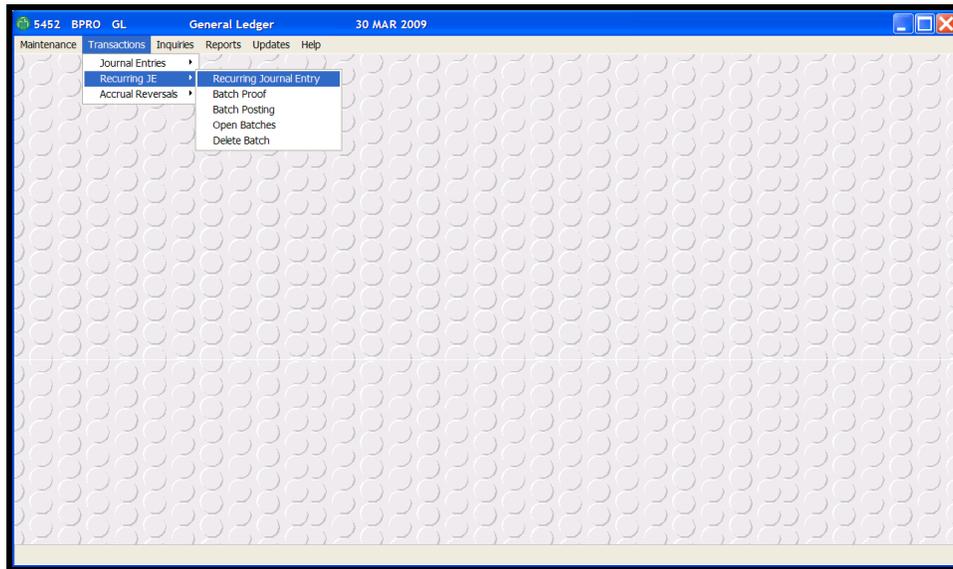
SECTION 6.8 RECURRING JOURNAL ENTRIES

Recurring Journal Entries are transactions that occur on a regular basis for the same amount each time. Example health insurances, rent and car insurance.

To access the Recurring Journal Entry Menu, make the following menu selections:

1. From the Main Menu, select Transactions.
2. From the Transactions Menu, select Recurring JE.

The following menu will display.



- **RECURRING JOURNAL ENTRY:** This option leads to the Recurring Journal Entry Screen.
- **B** **BATCH PROOF:** This option leads to the Recurring Batch Proof Report Screen. It is required to print a Batch Proof Report prior to posting a batch.
- **BATCH POSTING:** The Batch Posting Option leads to the Recurring Journal Entry Batch Posting. This is the final step in recording a Recurring Journal Entry for a specific period.
- **OPEN BATCHES:** The Open Batches Option will display all unposted batches.
- **D** **DELETE BATCHES:** The Delete Batch Option will delete an entire recurring batch. If this function is performed, the batch will no longer be available for future postings.

SECTION 6.9 RECURRING JOURNAL ENTRY

The Recurring Journal Entry Screen is used to create Recurring Batches.

To create a new batch, type the word **NEW** at the batch number prompt. A batch number will display.

It is possible to save a batch even if it is incomplete. This enables you to save your work and recall the batch at a later date.

There is a **GOTOLINE** function. Since the transaction screen is unlimited in size, it is possible to have hundreds of transactions listed in one batch. The **GOTOLINE** feature is provided so the user may "jump-to" any line in the batch.

The **ALLOCATIONS** feature will allow you to distribute an expense across multiple accounts automatically. An Allocation Table must be defined previous to using this feature. This table is setup under the Control Files Menu. The system utilizes this table to define what percentage to distribute and to which accounts.

The ability to inquire on an account in the middle of the batch is possibly by using the **ACCOUNT INQUIRY** function.

To access the Recurring Journal Entry Screen, make the following menu selections:

- From the Main Menu, select Transactions.
- From the Transactions Menu, select Recurring JE.
- From the Recurring JE Menu, Select Recurring Journal Entry.

The following screen will display.

The screenshot shows the 'Recurring Journal Entry' window. At the top, there are input fields for Batch No (87), Source (JE), Date (08/05/08), Operator (TM), Notes (Absent), Company (1), Year (2008), Period (8), Reversal (N), and Recurring (Y). A summary table on the right shows Total Debit (12,000.00), Total Credit (12,000.00), Batch Net (0.00), and No Of Items (38). The main table lists transactions with columns for Acct No, Bank, AC, Br, Dept, Description, Debit, and Credit.

Acct No	Bank	AC	Br	Dept	Description	Debit	Credit
8340		834	1	1	IT EXPENSES	2,072.40	
8340		834	2	1	IT EXPENSES	340.80	
8340		834	3	1	IT EXPENSES	523.20	
8340		834	1	2	IT EXPENSES	2,234.40	
8340		834	2	2	IT EXPENSES	368.40	
8340		834	3	2	IT EXPENSES	565.20	
8340		834	1	3	IT EXPENSES	8.40	
8340		834	2	3	IT EXPENSES	1.20	
8340		834	3	3	IT EXPENSES	2.40	
8340		834	1	4	IT EXPENSES	651.60	

Field Descriptions

Batch No:

Enter the Batch Number or type **NEW** to create a new batch. If you need to recall an existing batch that has not been posted, press **F3** to display any unposted batches. When you press **F3**, the look up will display.

Source:

Enter the Source Code. This is a required field. You may use **F3** to display available Source Codes.

Date:

Enter the date. The date entered in this field will be reflected as the transaction date when inquiring on any of the accounts in this batch.

Operator:

Enter the initials of the person entering this batch.

Company, Company Name:

Enter the Company Number. Once you enter the company number, the company name will display to the right.

Year, Period, Period End Date:

Enter the Fiscal Year and Period that the transactions in the batch are to be posted for the first time. Once the Period has been entered, the period ending date will display to the right. **Do not enter the period with leading zeroes.**

Reversal:

Valid entries for this field are:

Yes: The transactions will automatically be reversed in the following period.

No: The transactions will not automatically reverse in the following period.

Recurring:

Valid entries for this field are:

Yes: These transactions occur monthly for the same amount.

No: These transactions do not occur monthly for the same amount.

Since this is a Recurring Journal Entry, the default is . Since this is a Recurring Batch, press **Enter** to accept the default.

Notes:

If notes are present, this field will display **PRESENT**. To add notes about a batch, press the **F9** key.

Total Debit, Total Credit:

These fields indicate the total Debits and Credits that have been entered. This is a display only field. These fields will tell you if you are in balance. The system will not allow you to post a batch that is not in balance.

Batch Net:

The Batch Net is the difference between the Total Debits and Total Credits. The Batch Net should be zero when you are ready to post. That means the batch is balance.

No Of Items:

This field indicates how many transaction lines are in this batch.

Acct No:

Enter the Account Number. If you do not know the account number, you may use the **F3** Lookup feature. If you know what the account number begins with, you can enter that number, then press **F3**. This will display all account numbers that begin with the number you entered. If you know a word in the description of the account, enter the word, press **F3**. This will display all accounts that have that word in the account description.

AC:

This field shows you if this transaction was generated using the Allocation function key.

Br:

Enter the Branch Number. If this is not the first line, pressing **Enter** will duplicate the previous line's branch number.

Dept:

Enter the Department Number. If this is not the first line, pressing **Enter** will duplicate the previous line's department number.

Description:

Enter the description and/or reference for this entry. If this is not the first line, pressing **Enter** will duplicate the previous line's description.

Debit, Credit:

Enter the amount to debit or credit. Use decimal points.

Function Keys for Journal Entries

- F5** The **F5** key invokes the **GoToLine** function. This will allow you to enter a specific line number. You will then advance to that transaction line number.
- F6** The **F6** function key will delete a transaction line. It will delete the line where the cursor is placed.
- F7** The **F7** key allows you to inquire on an account in the middle of a batch. Enter the account number first, then press the **F7** key.
- F8** The **F8** key allows you to use the Allocation Tables that you set up under Control File Maintenance.
- F9** The **F9** key will allow you to enter notes about the batch.

SECTION 6.10 RECURRING BATCH PROOF REPORT

The Batch Proof Report MUST be printed before the batch can be posted.

To access the Recurring Batch Proof Screen, make the following menu selections:

- From the Main Menu, select Transactions.
- From the Transactions Menu, select Recurring JE.
- From the Recurring JE Menu, Select Recurring Batch Proof.

OR

As the Batch is saved from the Recurring Batch Entry Screen, a prompt to print the Batch Proof Report will display.

The following screen will display.

Batch No	<input type="text" value="87"/>			<input type="button" value="F1-Help"/>		
Operator	<input type="text" value="TM"/>	Source	<input type="text" value="JE"/>	Date	<input type="text" value="08/05/08"/>	<input type="button" value="F3-Lookup"/>
Company	<input type="text" value="1"/>	<input type="text" value="AUTOPOWER TRUCK PARTS"/>				
Year	<input type="text" value="2008"/>					
Period	<input type="text" value="8"/>	<input type="text" value="08/31/08"/>				
Print Proof Report?	<input type="text" value="Y"/>					

Field Descriptions

Batch No:

Enter the Batch Number. If you need to recall an existing batch that has not been posted, press **F3** to display any unposted batches.

Operator:

This field will display the Operators initials that entered the Recurring Batch Journal Entries.

Source:

This field displays the Source Code that was used for the Batch. This field is display only.

Date:

This field displays the date the Batch was entered. This field is display only.

Operator:

This field displays the operator who entered the batch. This field is display only.

Company, Company Name:

This field will display the Company Number and Name. This field is display only.

Year:

This field displays the fiscal year for which this batch was entered. This field is display only.

Period:

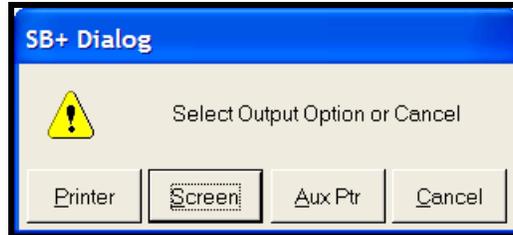
This field displays the period for the batch that was entered. This field is display only.

Type:

This field will display the type of Journal Entries that are in this batch to post. The type of Journal Entry in this batch is a Recurring Journal Entry.

Print Proof Report?

Enter **Enter** to continue with the Report process. The following screen will display.



Highlight the Printer option to print this report to the printer.
Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Sample Recurring Batch Proof Report:

Batch Proof Report								
File Exit								
AUTOPOWER TRUCK PARTS RECURRING BATCH PROOF REPORT								
Batch No	87	Source	JE	Operator	TM	Date 08/05/08		
Company	1	AUTOPOWER TRUCK PARTS						
Year	2008							
Period	8	08/31/08						
Seq	Acct No	Bk	AC	Br	Dpt	Description	Debit	Credit
001	8340	83	1	1		IT EXPENSES	2,072.40	
002	8340	83	2	1		IT EXPENSES	340.80	
003	8340	83	3	1		IT EXPENSES	523.20	
004	8340	83	1	2		IT EXPENSES	2,234.40	
005	8340	83	2	2		IT EXPENSES	368.40	
006	8340	83	3	2		IT EXPENSES	565.20	
007	8340	83	1	3		IT EXPENSES	8.40	
008	8340	83	2	3		IT EXPENSES	1.20	
009	8340	83	3	3		IT EXPENSES	2.40	
010	8340	83	1	4		IT EXPENSES	651.60	
011	8340	83	2	4		IT EXPENSES	108.00	
012	8340	83	3	4		IT EXPENSES	164.40	
013	8340	83	1	5		IT EXPENSES	118.80	
014	8340	83	2	5		IT EXPENSES	19.20	

SECTION 6.11 RECURRING BATCH POSTING

This screen is used to post a Recurring Journal Entry Batch. Only Recurring Journal Entries may be posted from this screen.



If you post a batch to a closed period, that period becomes open again. It is mandatory to re-close the period and any subsequent periods thereafter.

Batches MUST be in balance before they can be posted.

The Batch Posting Function actually records the transactions into the General Ledger. Any transaction can be easily edited before posting. Once they are posted, another Journal Entry would be required to correct them.

Unlike Regular Journal Entries, Recurring Batches are retained on the system for future postings. Every time a Recurring Journal Entry Batch is posted, a Recurring Journal Entry Batch Proof Report MUST be printed prior. Recurring batches can only be posted one time a day. If you post a batch today, you cannot post it again until the following day. This is for only the same batch number.

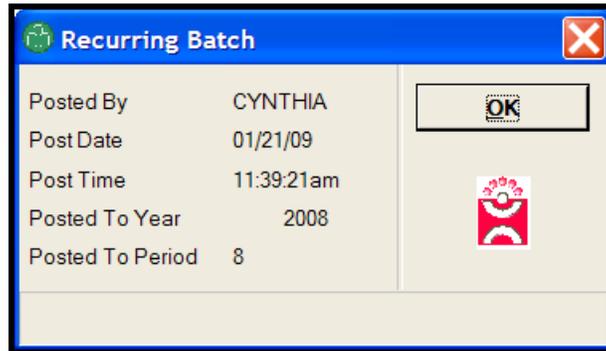
To access the Recurring Batch Posting Screen, make the following menu selections:

- From the Main Menu, select Transactions.
- From the Transactions Menu, select Recurring JE.
- From the Recurring JE Menu, select Batch Posting.

OR

As the Batch is saved from the Recurring Batch Entry Screen, a prompt to print the Batch Proof Report will display, then a prompt to post the batch will display.

The following screen will display.



Field Descriptions

Batch No:

Enter the Batch Number. If you need to recall an existing batch that has not been posted, press **F3** to display any unposted batches. When you press **F3**, the look up will display as follows.

Batch Type:

The Batch type will display. In this example we are posting a Recurring Journal Entry batch.

Posted By:

This field displays the operator who last posted this batch.

Post Date:

This field displays this batch was last posted.

Post Time:

This field displays the time of day this batch was last posted.

Posted To Year:

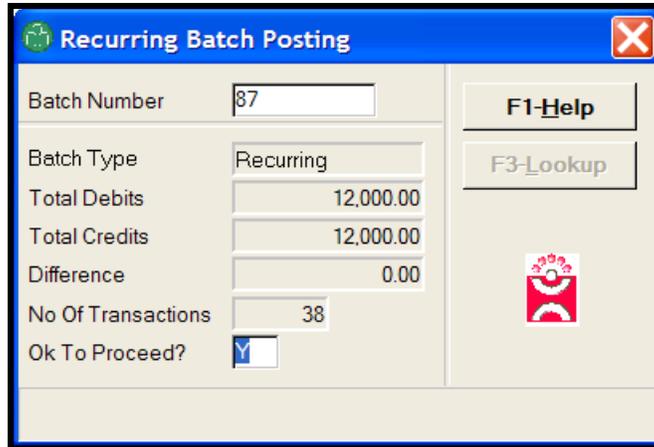
This field displays the fiscal year that this batch was last posted.

Posted To Period:

This field displays the period that this batch was last posted.

This screen is important to view so the batch is not accidentally double posted.

Press **Enter** to continue with the Posting Process. The following screen will display.



Field Descriptions

Batch No:

Enter the Batch Number. Press **F3** to display any unposted batches. When you press **F3**, the look up will display as follows.

Batch Type: The Batch type will display. In this example we are posting a Recurring Journal Entry batch.

Total Debits:

This field displays the Total Debits for this batch. This is a display only field.

Total Credits:

This field displays the Total Credits for this batch. This field is display only.

Difference:

If there is a difference between the Total Debits and Total Credits, that amount will display in this field. However, if there is a difference, the system will not allow the batch to be posted.

No Of Transactions:

This field indicates the number of transactions in the batch. This is a display only field

OK to Proceed:

Enter **Y** to continue with the Posting Process. You may enter **N** if you do not want to post the batch. When you post the batch, the following prompts will display.



If you do not want to post the batch, highlight **NO** then press or enter the letter .

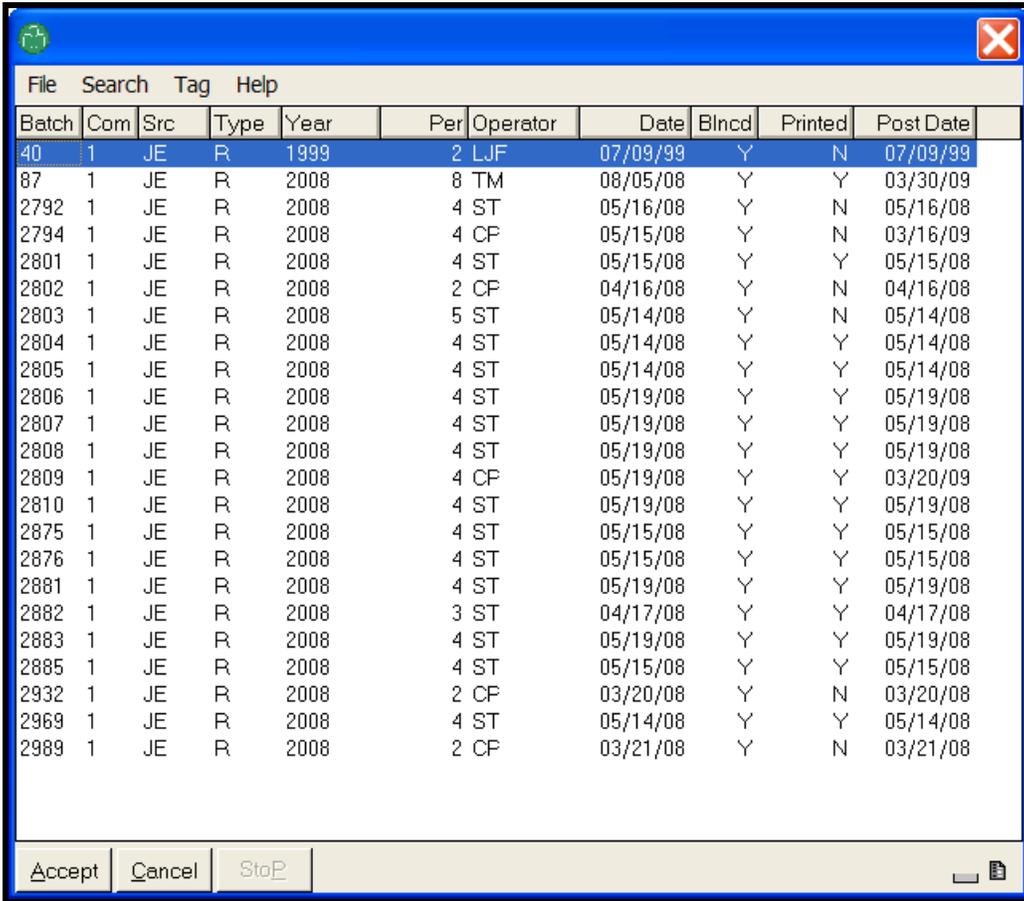
If it is OK to post the batch, highlight **YES** then press or enter the letter . The following prompt will display:



Press to continue to your next procedure.

SECTION 6.12 OPEN BATCHES

There is an option called **Open Batches** on the Journal Entry Menu. This feature allows you to list all open batches. This would include batches that have been entered but not posted. When you select **Open Batches**, the following list displays.



Batch	Com	Src	Type	Year	Per	Operator	Date	Blncd	Printed	Post Date
40	1	JE	R	1999	2	LJF	07/09/99	Y	N	07/09/99
87	1	JE	R	2008	8	TM	08/05/08	Y	Y	03/30/09
2792	1	JE	R	2008	4	ST	05/16/08	Y	N	05/16/08
2794	1	JE	R	2008	4	CF	05/15/08	Y	N	03/16/09
2801	1	JE	R	2008	4	ST	05/15/08	Y	Y	05/15/08
2802	1	JE	R	2008	2	CP	04/16/08	Y	N	04/16/08
2803	1	JE	R	2008	5	ST	05/14/08	Y	N	05/14/08
2804	1	JE	R	2008	4	ST	05/14/08	Y	Y	05/14/08
2805	1	JE	R	2008	4	ST	05/14/08	Y	Y	05/14/08
2806	1	JE	R	2008	4	ST	05/19/08	Y	Y	05/19/08
2807	1	JE	R	2008	4	ST	05/19/08	Y	Y	05/19/08
2808	1	JE	R	2008	4	ST	05/19/08	Y	Y	05/19/08
2809	1	JE	R	2008	4	CF	05/19/08	Y	Y	03/20/09
2810	1	JE	R	2008	4	ST	05/19/08	Y	Y	05/19/08
2875	1	JE	R	2008	4	ST	05/15/08	Y	Y	05/15/08
2876	1	JE	R	2008	4	ST	05/15/08	Y	Y	05/15/08
2881	1	JE	R	2008	4	ST	05/19/08	Y	Y	05/19/08
2882	1	JE	R	2008	3	ST	04/17/08	Y	Y	04/17/08
2883	1	JE	R	2008	4	ST	05/19/08	Y	Y	05/19/08
2885	1	JE	R	2008	4	ST	05/15/08	Y	Y	05/15/08
2932	1	JE	R	2008	2	CF	03/20/08	Y	N	03/20/08
2969	1	JE	R	2008	4	ST	05/14/08	Y	Y	05/14/08
2989	1	JE	R	2008	2	CF	03/21/08	Y	N	03/21/08

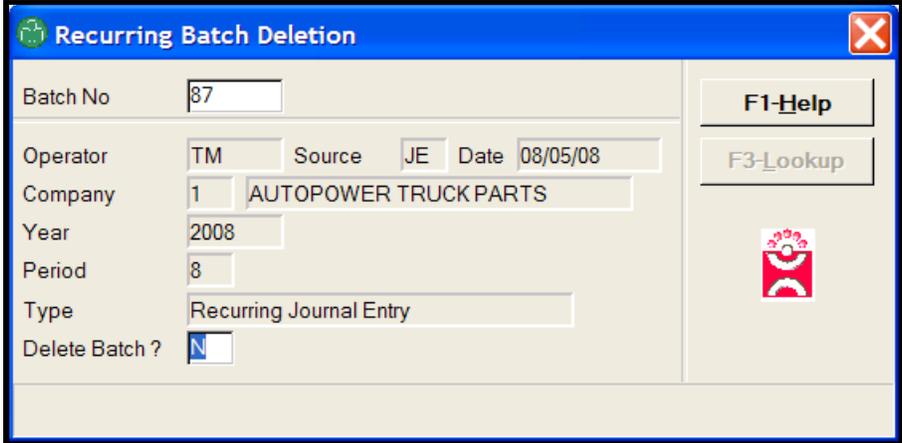
Highlight one of the batches, then press **Enter**. This will display the details of the batch, which allows you to make changes to the batch.

SECTION 6.13 DELETE BATCHES

The **Delete Batch** function allows you to delete an entire batch.

 Once the batch has been deleted; there is no way to undelete it.

The **Delete Batch** function is accessed from the Journal Entry Menu. The Delete Batch Screen is illustrated below.



Field Descriptions

Batch No:

Enter the Batch Number. Press **F3** to display any unposted batches

Operator:

This field displays the operator who entered the batch. This field is display only.

Source:

This field displays the Source Code that was used for the Batch. This field is display only.

Date:

This field displays the date the Batch was entered. This field is display only.

Company, Company Name:

This field will display the Company Number and Name. This field is display only.

Year:

This field displays the fiscal year for the batch was entered in. This field is display only.

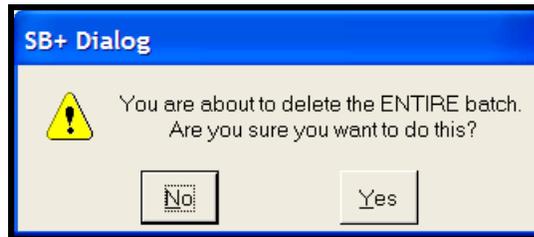
Period:

This field displays the period that the batch was entered in. This field is display only.

Type: The Batch type will display. In this example we are deleting a Recurring Journal Entry batch.

Delete Batch?

Enter **Y** to continue with the Batch Deletion process. When you answer **YES** in this field, the following prompt will display.



If you do not want to delete the batch, highlight **NO** then press or enter the letter **N**.

If it is OK to delete the batch, highlight **YES** then press **Enter** or enter the letter **Y**.

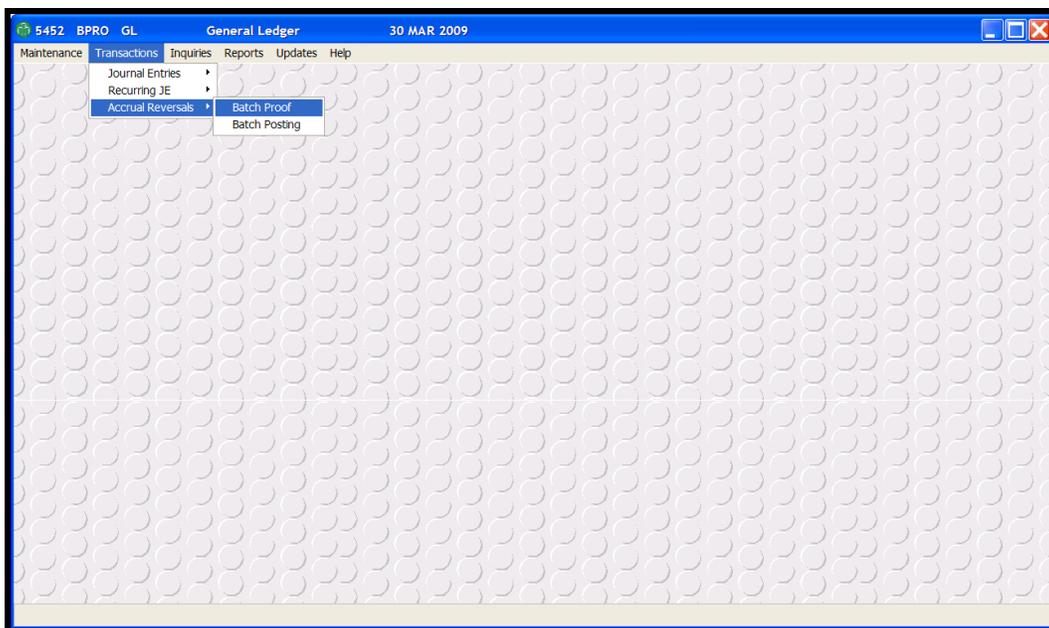
SECTION 6.14 ACCRUAL REVERSALS

Accrual Reversals are standard Journal Entries. When a batch of Reversals is posted, the posting routine will make opposing entries for each transaction in the batch. The reversal will take effect the following period.

To access the Accrual Reversals Batch Posting Screen, make the following menu selections:

- From the Main Menu, select Transactions.
- From the Transactions Menu, select Accrual Reversals.

The following menu will display.



- **B** **BATCH PROOF:** This option leads to the Batch Proof Report Screen. It is required to print a Batch Proof Report.
- **BATCH POSTING:** The Batch Posting Option leads to the Accrual Reversal Batch Posting. This step will make the entry in the designated period and the reversing entries in the following period.

SECTION 6.15 ACCRUAL REVERSALS ENTRY

To begin an Accrual Reversal Batch, access the Regular Journal Entry Screen.

To access the Journal Entry Menu, make the following menu selections:

- From the Main Menu, select Transactions.
- From the Transactions Menu, select Journal Entry.
- From the Journal Entry Menu, select Journal Entry.

The following menu will display.

The screenshot shows the 'Journal Entry' window with the following data:

Batch No	120	Source	JE	Date	03/30/09
Operator	CP	Notes	Absent		
Company	1 AUTOPOWER TRUCK PARTS				
Year	2009				
Period	1	01/31/09			
Reversal	Y				
Recurring	N				
Total Debit					502.13
Total Credit					502.13
Batch Net					0.00
No Of Items					2

Acct No	Bk	AC	Br	Dept	Description	Debit	Credit
1010	1		1	16	PAYROLL		502.13
2115			1	1	PAYROLL	502.13	

2115 - PAYROLL TAXES PAYABLE

Field Descriptions

Batch No:

Enter the Batch Number or type **NEW** to create a new batch. Press **F3** to display any unposted batches.

Source:

Enter the Source Code. This is a required field. You may use **F3** to display available Source Codes.

Date:

Enter the date. The date entered in this field will be reflected as the transaction date when inquiring on any of the accounts in this batch.

Operator:

Enter the initials of the person entering this batch.

Company, Company Name:

Enter the Company Number. Once you enter the company number, the company name will display to the right.

Year, Period, Period End Date:

Enter the Fiscal Year and first Period to which the transactions in the batch are to be posted. Once the Period has been entered, the period ending date will display to the right. Do not enter the period with leading zeroes. The reversing entries will be posted to the following period.

Reversal:

Valid entries for this field are:

Yes: The transactions will automatically be reversed in the following period.

No: The transactions will not automatically reverse in the following period.

Enter a in this field. This will tell the system to reverse the entries in the following period.

Recurring:

Valid entries for this field are:

Yes: These transactions occur monthly for the same amount.

No: These transactions do not occur monthly for the same amount.

Notes:

If notes are present, this field will display **PRESENT**. To add notes about a batch, press the F9 key.

Total Debit, Total Credit:

These fields indicate the total Debits and Credits that have been entered. This is a display only field. These fields will tell you if you are in balance. The system will not allow you to post a batch that is not in balance.

Batch Net:

The Batch Net is the difference between the Total Debits and Total Credits. The Batch Net should be zero when you are ready to post. This means the batch is in balance.

No Of Items:

This field indicates how many transaction lines are in this batch.

Acct No:

Enter the Account Number. If you do not know the account number, you may use the **F3** Lookup feature. If you know what the account number begins with, you can enter that number, then press **F3**. This will display all account numbers that begin with the number you entered. If you know a word in the description of the account, enter the word, press **F3**. This will display all accounts that have that word in the account description.

AC:

This field shows you if this transaction was generated using the Allocation function key.

Br:

Enter the Branch Number. If this is not the first line, pressing **Enter** will duplicate the previous line's branch number.

Dept:

Enter the Department Number. If this is not the first line, pressing **Enter** will duplicate the previous line's department number.

Description:

Enter the description and/or reference for this entry. If this is not the first line, pressing **Enter** will duplicate the previous line's description.

Debit, Credit: Enter the amount to debit or credit. Use decimal points.

Function Keys for Journal Entries

- F5** The **F5** key invokes the **GoToLine** function. This will allow you to enter a specific line number. You will then advance to that transaction line number.
- F6** The **F6** function key will delete a transaction line. It will delete the line where the cursor is placed.
- F7** The **F7** key allows you to inquire on an account in the middle of a batch. Enter the account number first, then press the **F7** key.
- F8** The **F8** key allows you to use the Allocation Tables that you set up under Control File Maintenance.
- F9** The **F9** key will allow you enter notes about the batch.

SECTION 6.16 ACCRUAL REVERSAL BATCH PROOF REPORT

The Batch Proof Report MUST be printed before the batch can be posted.

To access the Accrual Reversal Batch Proof Screen, make the following menu selections:

1. From the Main Menu, select Transactions.
2. From the Transactions Menu, select Accrual Reversals.
3. From the Recurring JE Menu, select Batch Proof.

OR

As the Batch is saved from the Regular Journal Entry Screen, a prompt to print the Batch Proof Report will display.

The following screen will display.

Batch No	120	F1-Help				
Operator	CP	Source	JE	Date	03/30/09	F3-Lookup
Company	1	AUTOPOWER TRUCK PARTS				
Year	2009					
Period	1					
Type	Accrual Reversal					
Print Proof Report?	<input checked="" type="checkbox"/>					

Field Descriptions

Batch No:

Enter the Batch Number. Press **F3** to display any unposted batches. When you press **F3**, the Look up will display as follows.

Source:

This field displays the Source Code that was used for the Batch. This field is display only.

Date:

This field displays the date the Batch was entered. This field is display only.

Operator:

This field displays the operator who entered the batch. This field is display only.

Company, Company Name:

This field will display the Company Number and Name. This field is display only.

Year:

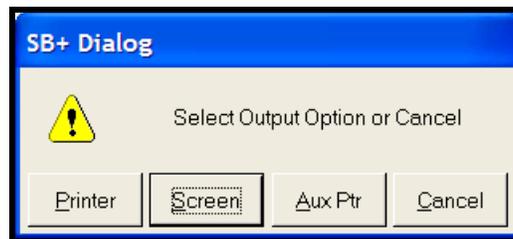
This field displays the fiscal year for which this batch was entered. This field is display only.

Period:

This field displays the period for which this batch was entered. This field is display only.

Print Proof Report?

Enter **Y** to continue with the Report process. The following screen will display.



Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Sample Batch Proof Report:

BATCH PROOF REPORT

AUTOPOWER TRUCK PARTS
REVERSAL BATCH PROOF REPORT

Batch No	120	Source	JE	Operator	CP	Date	03/30/09
----------	-----	--------	----	----------	----	------	----------

Company	1	AUTOPOWER TRUCK PARTS				
Year	2009					
Period	1	01/31/09				

Seq	Acct No	Bk	AC	Br	Dpt	Description	Debit	Credit
	001 1010	1	1		16	PAYROLL		502.13
	002 2115			1		1 PAYROLL	502.13	
Totals:							502.13	502.13

R*JE.LOGICAL*PROOF

SECTION 6.17 ACCRUAL REVERSAL BATCH POSTING

This screen is used to post an Accrual Reversal Journal Entry Batch.

 If you post a batch to a closed period, that period becomes open again. It is mandatory to re-close the period and any subsequent periods.

Batches MUST be in balance before they can be posted.

The Accrual Reversal Batch Posting Function actually records the transactions into the General Ledger with the reversing entries in the following period. Any transaction can be easily edited before posting. Once they are posted, another Journal Entry would be required to correct them.

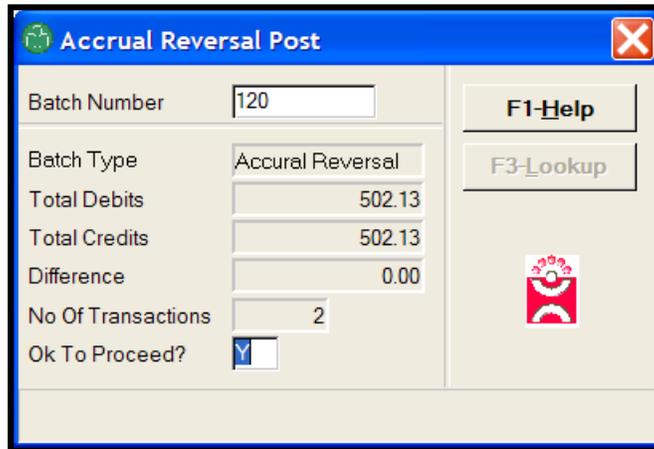
To access the Accrual Reversal Batch Posting Screen, make the following menu selections:

- From the Main Menu, select Transactions.
- From the Transactions Menu, select Accrual Reversal.
- From the Recurring JE Menu, select Batch Posting.

OR

As the Batch is saved from the Regular Batch Entry Screen, a prompt to print the Batch Proof Report will display, then a prompt to post the batch will display.

The following screen will display.



Accrual Reversal Post	
Batch Number	120
Batch Type	Accrual Reversal
Total Debits	502.13
Total Credits	502.13
Difference	0.00
No Of Transactions	2
Ok To Proceed?	<input checked="" type="checkbox"/>

Field Descriptions

Batch No:

Enter the Batch Number. Press **F3** to display any unposted batches. When you press **F3**, the look up will display as follows.

Batch Type:

The Batch type will display. In this example we are posting an Accrual Reversal Journal Entry batch.

Total Debits:

This field displays the Total Debits for this batch. This is a display only field.

Total Credits:

This field displays the Total Credits for this batch. This field is display only.

Difference:

If there is a difference between the Total Debits and Total Credits, that amount will display in this field. However, if there is a difference, the system will not allow the batch to be posted.

No Of Transactions:

This field indicates the number of transactions in the batch. This is a display only field

OK to Proceed:

Enter to continue with the Posting Process. You may enter if you decide not to post the batch. When you post the batch, the following prompts will display.



If you do not want to post the batch, highlight **NO** then press or enter the letter .

If it is OK to post the batch, highlight **YES** then press or enter the letter . The following prompt will display:



Press to continue to your next procedure.

CHAPTER 7 INQUIRIES

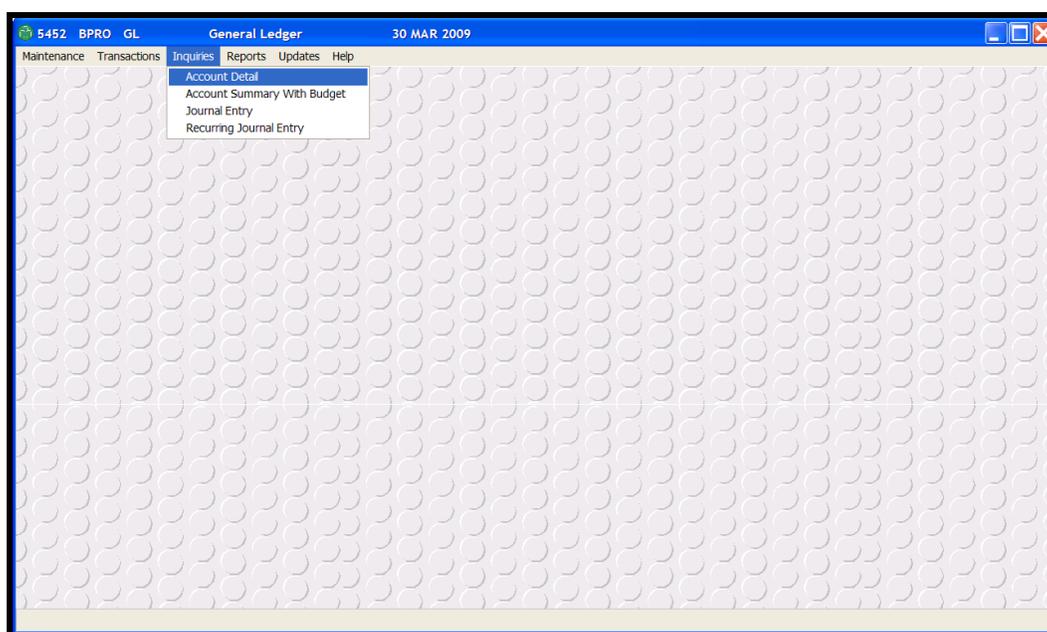
SECTION 7.1 INQUIRIES MENU

Use the Inquiries Menu to inquire on specific areas of the General Ledger. All functions from these menu options are inquiry only.

To access the Inquiries, make the following menu selections:

- From the Main Menu, select Inquiries.

The following screen will display:



- **(A) ACCOUNT DETAIL:** This option leads to the Account Inquiry Screen.
- **(B) ACCOUNT SUMMARY WITH BUDGET:** This option leads to Budget Inquiry Screen.
- **JOURNAL ENTRY:** This option leads to the Journal Entry Inquiry Screen that enables you to view all transactions in a Journal Entry specific batch.
- **RECURRING JOURNAL ENTRY:** The option leads to the Recurring Journal Entry Inquiry Screen that enables you to view all transactions in a Recurring Journal Entry specific batch.

SECTION 7.2 ACCOUNT DETAIL

The Account Detail Screen is used to view all General Ledger activity for a specific General Ledger account. Any transaction that has been posted to a specific account will be displayed on this screen. Once you enter a valid General Ledger account number in the field, the system will show all transactions for that company, branch, department and period.

To access Account Detail, make the following menu selections:

- From the Main Menu, select Inquiries.
- From the Inquiries Menu, select Account Detail.

The following screen will display:

The screenshot shows the 'Account Inquiry' window. On the left, there are input fields for Company (1), Branch (1), Department (.33), Year (2009), Period (1), and Acct No (1010). On the right, a summary table shows: Opening Balance (31,904,774.59), Total Debits (61,583.13), Total Credits (2,739,096.21), Net Activity (-2,677,513.08), Closing Balance (34,582,287.67), and Transactions (35). Below this is a table of transactions with columns for Br, Dpt, Trans Date, Post Date, Per, Batch, Src, Description, Debit, and Credit. The table lists several 'Check Run' transactions from 03/16/09 to 02/17/09. On the far right, there are function buttons: F1-Help, F2-OK, F3-Lookup, and F10-RchThru.

Br	Dpt	Trans Date	Post Date	Per	Batch	Src	Description	Debit	Credit
1	1	03/16/09	02/05/09	1	2695	AP	Check Run	0.00	336,308.88
1	1	02/06/09	02/06/09	1	2696	AP	Check Run	0.00	29.40
1	1	02/09/09	02/09/09	1	2708	AP	Check Run	0.00	999,900.00
1	1	02/09/09	02/09/09	1	2709	AP	QC 2178-	0.00	13,450.00
1	1	02/11/09	02/11/09	1	2710	AP	Check Run	0.00	576.00
1	1	02/17/09	02/17/09	1	2713	AP	QC 2181-	0.00	31.40
1	1	02/17/09	02/17/09	1	2714	AP	QC 2182-	0.00	2,500.00
1	1	02/17/09	02/17/09	1	2715	AP	QC 2183-	0.00	231,221.00
1	1	02/17/09	02/17/09	1	2716	AP	QC 2184-	0.00	250.00
1	1	02/17/09	02/17/09	1	2717	AP	QC 2185-	0.00	252.00
1	1	02/17/09	02/17/09	1	2719	AP	QC 2186-	0.00	250.00
1	1	02/17/09	02/17/09	1	2720	AP	QC 2187-	0.00	2,121.00

Field Descriptions

Company, Company Name:

Enter the Company Number. Once you enter the company number, the company name will display to the right.

Branch:

Enter the Branch Number. Once you enter the branch number, the branch name will display to the right. You may enter **ALL** to display transactions for ALL branches. You may also specify specific branches by entering them separated with commas. (Example: 2,4,5 will display data for branches 2, 4, and 5 only)

Dept, Dept Name:

Enter the Department Number. Once you enter the department number, the department name will display to the right. You may enter **ALL** to display transactions for ALL departments. You may also specify specific departments by entering them separated with commas. (Example: 2,4,5 will display data for departments 2, 4, and 5 only)

Period, Period End Date:

Enter the Accounting Period you need to review. Once you have entered the accounting period, the period ending date will display to the right.

GL Acct, Desc:

Enter the GL Account number you need to review. Once you enter the GL Account Number, the Account Description will display to the right. If you do not know the General Ledger Account Number, you can use the **F3**- Lookup feature. Once you enter the Account Number, the transactions for the period will display on the bottom-half of the screen.

Opening Balance:

This is a display only field that reflects the balance as of the beginning of this period.

Total Debits:

This field displays the Total Debits to this account for this period.

Total Credits:

This field displays the Total Credits to this account for this period.

Net Activity:

The difference between the Total Debits and Total Credits is the Net Activity for the month. This is a display only field.

No Of Transactions:

This field indicates the number of transactions for the period. This is a display only field.

The following field descriptions reflect data from the bottom half of the screen.

Co:

The Co field will display the Company Number

Br:

The Br field will display the Branch Number.

Dpt:

The Dpt field will display the Department Number.

TranDate:

This Date field reflects the date of each transaction when it was entered into the system.

PostDt:

This Date field reflects the date that the transaction was posted to the General Ledger

Pr:

The Pr field will display the Period Number.

Batch:

The Batch field will display a number that is used for tracking purposes. If the entry was from Accounts Payable or a Journal Entry from General Ledger, this will be the batch used when posting that process.

Src:

The Src field will display a Source Code. A Source Code is used to identify the type of transaction that updated the General Ledger. Some common Source Codes are:

AP - Accounts Payable	CR - Cash Receipts
JE - Journal Entry	SJ - Sales from Order Entry
PR - Payroll	SA - Stock Adjustment

Description:

This field displays a description of the transaction. If you did a Journal Entry, this will display the description you entered as part of the Journal Entry Batch.

Debit:

This field reflects the amount of the debit if this was a debit transaction. If this was not a debit transaction, then 0.00 will display in this field.

Credit:

This field reflects the amount of the credit if this was a credit transaction. If this was not a credit transaction, then 0.00 will display in this field.

Function Keys for Account Detail Inquiry

F10 The **F10** key is called the ReachThru Function. This function allows you to view detail about a specific transaction. Example: if the transaction was a Journal Entry, it will display the details of the batch. If the transaction was from Accounts Payable, you could see the details of the invoices that updates the General Ledger, or the checks in the batch. To use the ReachThru Function, place the cursor on the line you need to see the detail for, press the **F10** key.

SECTION 7.3 ACCOUNT SUMMARY WITH BUDGET

The Account Summary with Budget Screen allows you to view the budget figures for a specific General Ledger Account Number.

To access Account Summary with Budget, make the following menu selections:

- From the Main Menu, select Inquiries.
- From the Inquiries Menu, select Account Summary with Budget.

The following screen will display:

G/L Account Summary With Budget
✕

Company	1	AUTOPOWER TRUCK PART	Year	2009	
Branch	1	AUTOPOWER TRUCK WARE	Acct No	1010	CASH-CHECKING A
Department	1	SALES	Budget Id	1	

Per	Month to Date				Year to Date		
	Actual	Budget	Variance	Pct	Actual	Budget	Variance
1	2,670,509	1,000	2,669,509	7051	26,205,817	23,536,308	2,669,509
2	2,167,107	1,100	2,166,007	7010	28,372,924	23,537,408	4,835,516
3	3,550	1,200	2,350	296	28,376,474	23,538,608	4,837,866
4	0	1,300	-1,300	0	28,376,474	23,539,908	4,836,566
5	0	1,400	-1,400	0	28,376,474	23,541,308	4,835,166
6	0	1,500	-1,500	0	28,376,474	23,542,808	4,833,666
7	0	1,600	-1,600	0	28,376,474	23,544,408	4,832,066
8	0	1,700	-1,700	0	28,376,474	23,546,108	4,830,366
9	0	1,800	-1,800	0	28,376,474	23,547,908	4,828,566
10	147	1,900	-1,753	8	28,376,621	23,549,808	4,826,813
11	0	2,000	-2,000	0	28,376,621	23,551,808	4,824,813
12	0	2,100	-2,100	0	28,376,621	23,553,908	4,822,713
					4,841,313	18,600	4,822,713

F1-Help

F2-OK

F3-Lookup

F10-RchThru

Field Descriptions

Company, Company Name:

Enter the company number. The company must have already been set up via the Company Maintenance Screen. Once the company number has been entered, the company name will display to the right, which cannot be changed here.

Branch, Branch Name:

Enter the branch number. The branch must have already been set up via the Branch Maintenance Screen. Once the branch number has been entered, the branch name will display to the right, which cannot be changed here.

Dept, Department Name:

Enter the department number. The department must have already been set up via the Department Maintenance Screen. Once the department number has been entered, the department name will display to the right, which cannot be changed here.

Year:

Enter the Fiscal Year for which you need to view the data.

General Ledger Acct, Description:

Enter the General Ledger Account Number you need to build the budget for. The account number must have already been created in the Chart of Accounts Screen. Once the account number has been entered, the account description will display to the right, which cannot be modified here.

Budget Code:

Enter a budget code. This field is alphanumeric with a length of two. This budget was setup via Budget Maintenance explained in Chapter 1.

Month-to-Date and Year-to-Date

These fields contain the month-to-date and year-to-date figures.

Per:

This column indicates the Accounting Period

Actual:

The data in the Actual column represents the actual figures as updated real-time in the system.

Budget:

The data in the Budget column represents the data as it was set up in the budget.

Variance:

The data in the Variance column is the difference between the actual figures and the budget figures.

Pct:

The data in the Pct column represents the percentage variance between actual and budget periods.

SECTION 7.4 JOURNAL ENTRY

The Journal Entry Inquiry Screen allows you to view all transactions in a Journal Entry batch.

To access Journal Entry Inquiry, make the following menu selections:

- From the Main Menu, select Inquiries.
- From the Inquiries Menu, select Journal Entry.

The screenshot shows the 'Journal Entry Inquiry' window. It contains several input fields for search criteria and a summary of the batch. Below the summary is a table of transactions.

Batch No	101	Source	JE	Date	10/20/08
Operator	1	Notes Flag	Absent	Total Debit	500.00
Company	1	AUTOPOWER TRUCK PARTS	Total Credit	500.00	
Year	2008	Batch Net	0.00	No Of Items	2
Period	8	08/31/08			
Reversal	Y				
Recurring	N				

Acct No	AC	Br	Dept	Description	Debit	Credit
1010		1	16	PAYROLL	500.00	
1000		1	16	PAYROLL		500.00

Field Descriptions

Batch No:

This field reflects the batch number as it was originally posted to the General Ledger

Operator:

The initials of the user who entered this batch will display.

Company:

The Company and Company Name fields reflect when the company's General Ledger was updated with this batch.

Year, Period:

The Year and Period, reflects the fiscal year, accounting period and period ending that this batch was posted into.

Reversal: Was this a Reversal Batch?

Yes: The transactions were automatically be reversed in the following period.

No: The transactions were not automatically reverse in the following period.

Recurring: Was this a Recurring Batch?

Yes: These transactions occur monthly for the same amount.

No: These transactions do not occur monthly for the same amount.

Notes:

If notes are present, this field will display **PRESENT**.

Total Debit, Total Credit:

These fields indicate the total Debits and Credits that have been entered.

Batch Net:

The Batch Net is the difference between the Total Debits and Total Credits. The Batch Net should be zero when you are ready to post.

No Of Items:

This field indicates how many transaction lines are in this batch.

Acct No:

The Acct No field indicates what General Ledger Accounts were affected.

AC:

This field shows you if this transaction was generated using the Allocation function key.

Br:

The Branch Number reflects what branch was updated.

Dept:

The Department field indicates what department was updated.

Description:

The Description field reflects the description of this transaction.

Debit, Credit:

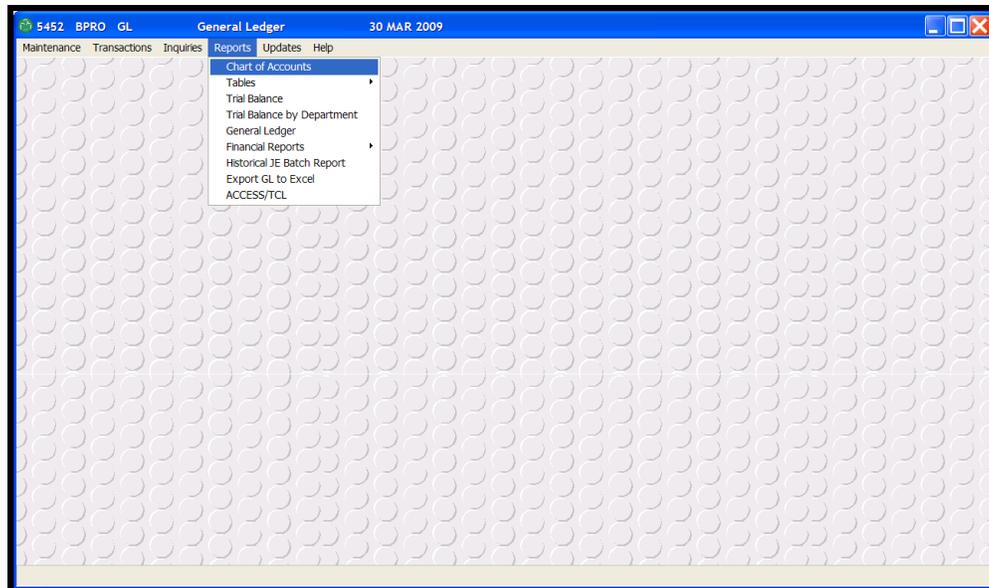
The Debit and Credit indicates the amount of a debit or credit of the transaction.

CHAPTER 8 REPORTS

SECTION 8.1 REPORTS MENU

There are several General Ledger Reports that can be printed from the General Ledger. These reports are available via the Reports Menu.

The Reports menu is accessed directly from the Main Menu. The menu is illustrated below.



- **C** **CHART OF ACCOUNTS:** This menu option allows you to print the Chart of Accounts.
- **TABLES:** This option leads to the Tables Menu.
- **B** **TRIAL BALANCE:** Select this menu option to print the Trial Balance.
- **GENERAL LEDGER:** This option will print a General Ledger Detail Report.
- **F** **FINANCIAL REPORTS:** This menu option leads to Financial Statement Generator. Details on how to set up financial statements is explained the "Printing Financial Statements User Guide".
- **E** **EXPORT TO EXCEL VIA ACCUTERM:** This option will allow you to export General Ledger Reports to Excel using Accuterm on a PC.
- **HISTORICAL JE BATCH SUPPORT:** This option will allow you to print a report of the entries that were in the batches prior to posting them to the General Ledger.
- **A** **ACCESS/TCL:** This option leads to the TCL prompt.

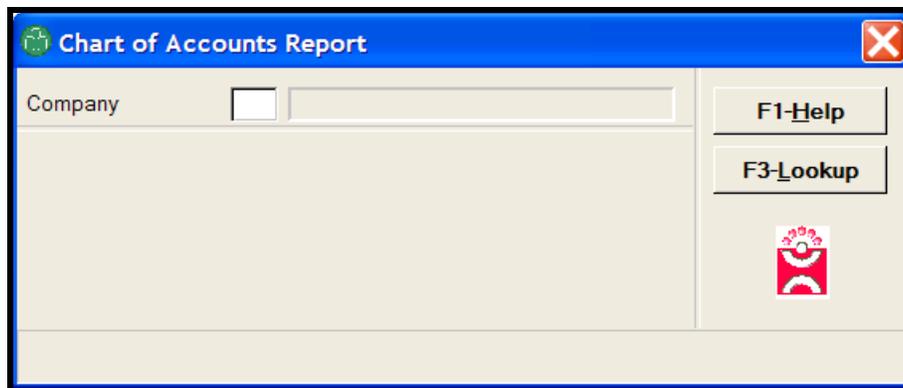
SECTION 8.2 CHART OF ACCOUNTS

This Chart of Accounts is a listing of the General Ledger Account Numbers. This option will allow you to print a Chart of Accounts Listing for a specific company.

To access the Chart of Accounts Listing, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Chart of Accounts.

The following prompt will display:

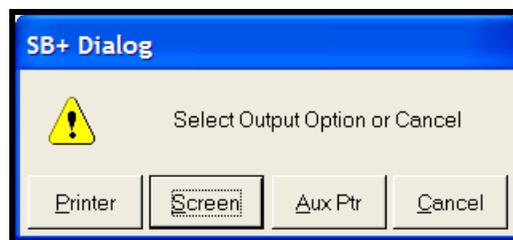


Field Descriptions:

Company:

Enter in the Company number and press .

The following screen will display.



Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

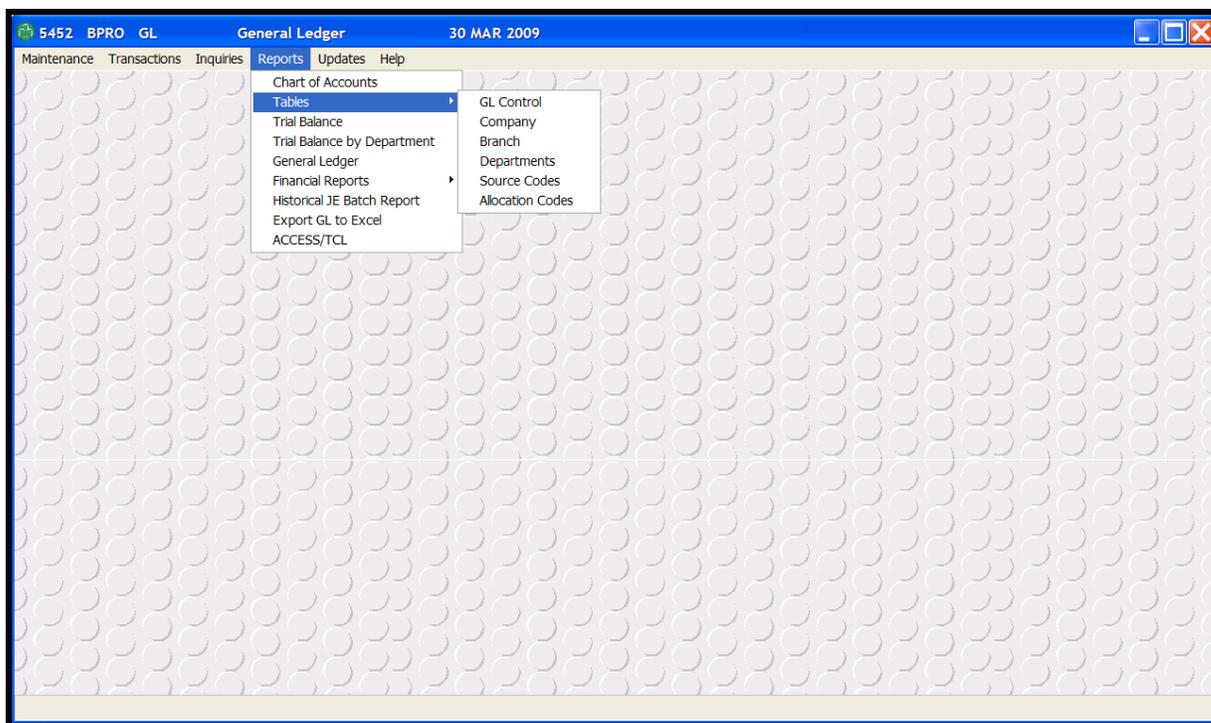
Cancel will abort the print process entirely.

Sample Chart of Account Listing:

Account No	Description	Type	Normal Bal	Status
1000	CASH	B	Debit	A
1010	CASH-CHECKING ACCOUNT	B	Debit	A
1012	CASH-LAKE MARY	B	Debit	A
1015	CASH-MONEY MARKET ESCROW	B	Debit	A
1050	CASH IN TRANSIT	B	Debit	A
1110	ACCOUNTS RECEIVABLE - TRADE	B	Debit	A
1111	ACCOUNTS RECEIVABLE - ADJUSTMENTS	B	Debit	A
1115	ACCTS RECEIVABLE - DISCOUNTS	B	Credit	A
1120	ACCOUNTS RECEIVABLE - BANK CARDS	B	Debit	A
1170	INTEREST RECEIVABLE	B	Debit	A
1200	ACCOUNTS PAYABLE	P	Credit	A

SECTION 8.3 TABLES

The Tables Menu lists other reports. The following screen illustrates the Tables Menu.



- **GL CONTROL:** This option will print the General Ledger Control record. This record defines how the General Ledger is customized for this particular site.
- **(C) COMPANY:** This option will print the Company Record.
- **(B) BRANCH:** This option will print the Branch Record.
- **SOURCE CODES:** This option will print a list of the Source Codes that have been set up.
- **(A) ALLOCATION:** This option will print a listing of the Allocation Codes that have been set

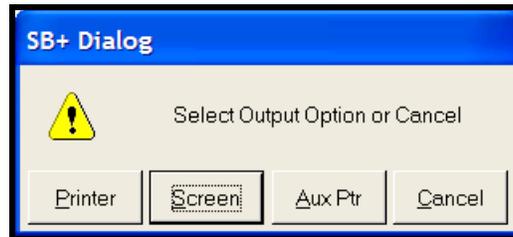
SECTION 8.4 GL CONTROL

The GL Control option will print a report of how the General Ledger has been set up.

To access GL Control, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Tables.
- From the Tables Menu, select GL Control.

The following screen will display.



Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Once you have selected how you would like to print the GL Control, it will print to the printer or display to the screen. Below is a screen print of what will print to the printer.

AccuTerm 2K2 - [DEV (2)]

File Edit View Tools Reset Window Help

2320 BPRO GL General Ledger 27 MAR 2009

No Of Companies		1	User	Flag
Company	1	AUTOPOWER TRUCK PARTS	SB	3
Branch	1	AUTOPOWER TRUCK WAREHOUSE	WA	3
Department	16	HEAD QUARTERS CORP	TM	3
Year	2008		CY	3
Alloc Code	AL			
Source	JE	JOURNAL ENTRY		
Print Zero Balances		N		
Auto Ratio Update		N		
Yrs In Trans Detail Interface		4		
Yrs In Summary File		4		
Primary Account Length		4		
Secondary Account Length		0		
Daily or Monthly		D		

Page 1 from Column 1+ - Cursor Scroll or Press <Enter> to Continue +

SECTION 8.5 COMPANY

The Company option will print a report of how the Company has been set up.

To access Company, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Tables.
- From the Tables Menu, select Company.

The following prompt will display:



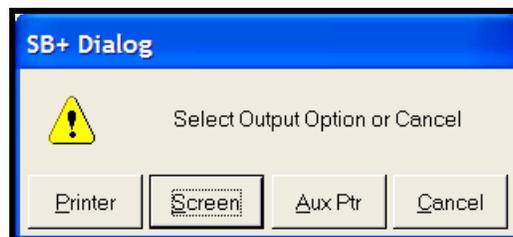
Field Descriptions

Company:

Enter the Company Number to be printed.

OK to Print?:

Enter **Y** to continue with the Report process. The following screen will display.



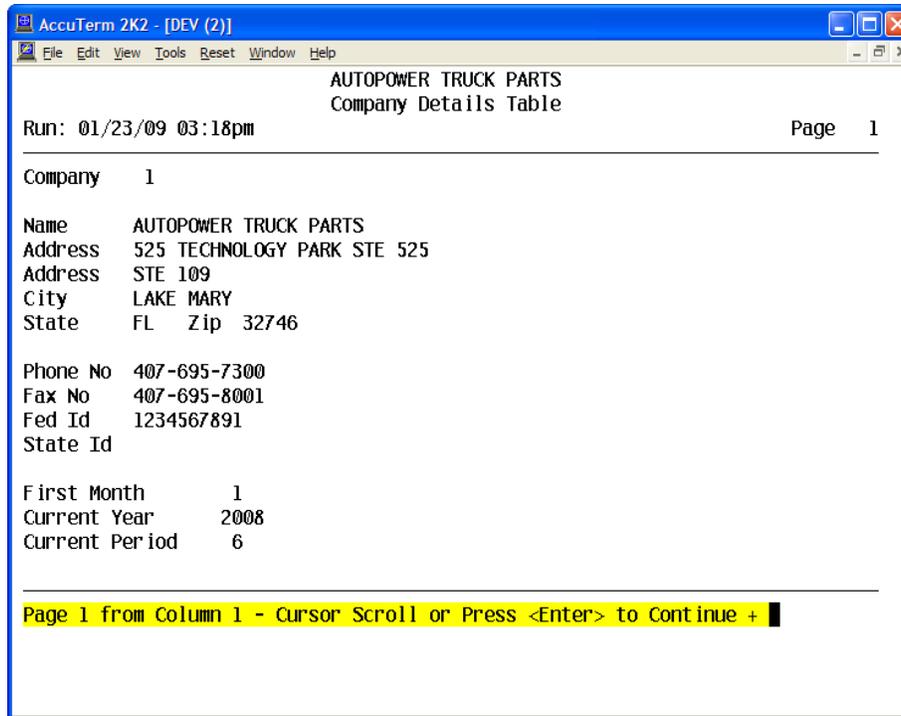
Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Once you have selected how you would like to print the Company Information, it will print or display. Below is a screen print of what will print to the printer.



```
AccuTerm 2K2 - [DEV (2)]
File Edit View Tools Reset Window Help
AUTOPOWER TRUCK PARTS
Company Details Table
Run: 01/23/09 03:18pm Page 1
Company 1
Name AUTOPOWER TRUCK PARTS
Address 525 TECHNOLOGY PARK STE 525
Address STE 109
City LAKE MARY
State FL Zip 32746
Phone No 407-695-7300
Fax No 407-695-8001
Fed Id 1234567891
State Id
First Month 1
Current Year 2008
Current Period 6
Page 1 from Column 1 - Cursor Scroll or Press <Enter> to Continue +
```

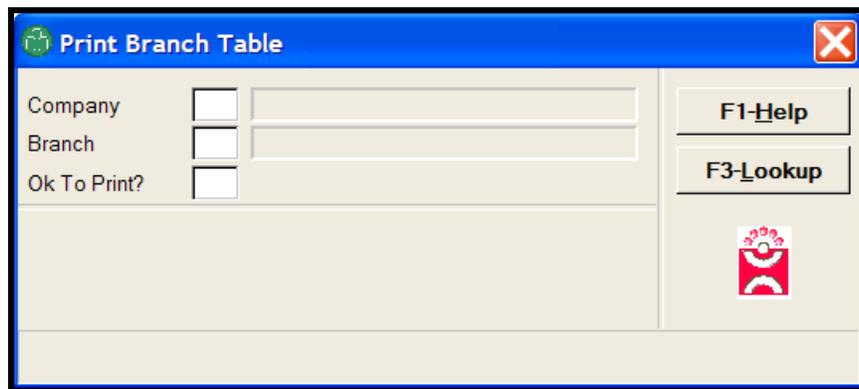
SECTION 8.6 BRANCH

The Branch option will print a report of how the Branch has been set up.

To access Branch, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Tables.
- From the Tables Menu, select Branch.

The following prompt will display:



Field Descriptions

Company:

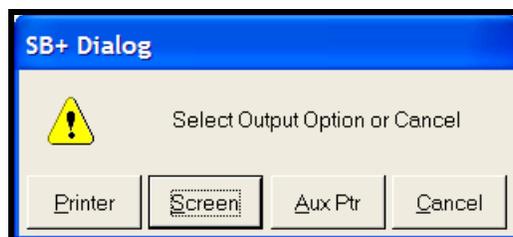
Enter the Company Number to be printed.

Branch:

Enter the Branch Number to be printed

OK to Print?:

Enter to continue with the Report process. The following screen will display.



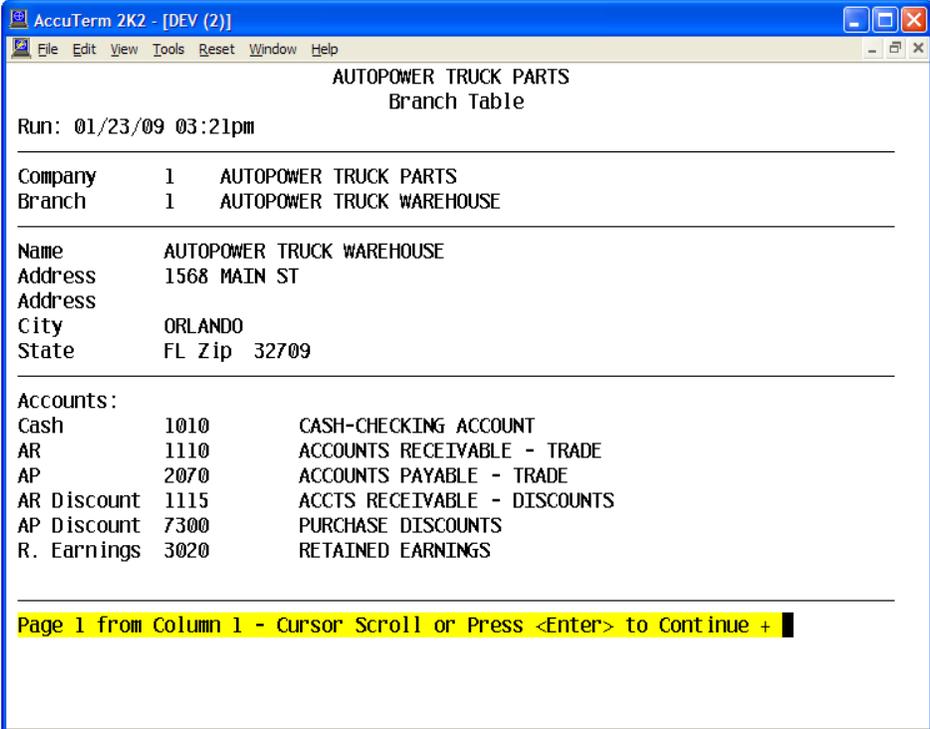
Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Once you have selected how you would like to print the Branch Information, the information will print or display. Below is a screen print of what will print to the printer.



```
AccuTerm 2K2 - [DEV (2)]
File Edit View Tools Reset Window Help
AUTOPOWER TRUCK PARTS
Branch Table
Run: 01/23/09 03:21pm
-----
Company      1    AUTOPOWER TRUCK PARTS
Branch       1    AUTOPOWER TRUCK WAREHOUSE
-----
Name         AUTOPOWER TRUCK WAREHOUSE
Address      1568 MAIN ST
Address
City         ORLANDO
State        FL Zip 32709
-----
Accounts:
Cash         1010    CASH-CHECKING ACCOUNT
AR           1110    ACCOUNTS RECEIVABLE - TRADE
AP           2070    ACCOUNTS PAYABLE - TRADE
AR Discount  1115    ACCTS RECEIVABLE - DISCOUNTS
AP Discount  7300    PURCHASE DISCOUNTS
R. Earnings  3020    RETAINED EARNINGS
-----
Page 1 from Column 1 - Cursor Scroll or Press <Enter> to Continue + █
```

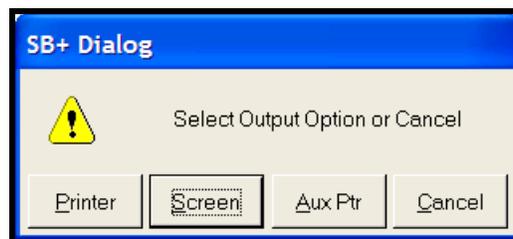
SECTION 8.7 SOURCE CODES

The Source Codes option will print a report of how the Source Codes has been set up.

To access Source Codes, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Tables.
- From the Tables Menu, select Source Codes.

The following prompt will display:



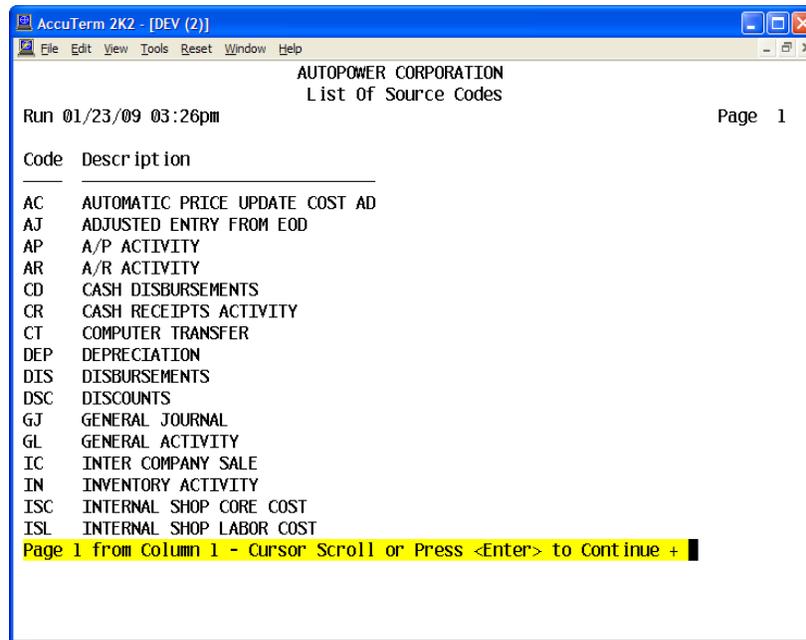
Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Once you have selected how you would like to print the Source Codes, a listing will print or display. Below is a screen print of what will print to the printer.



```
AccuTerm 2K2 - [DEV (2)]
File Edit View Tools Reset Window Help
AUTOPOWER CORPORATION
List Of Source Codes
Run 01/23/09 03:26pm Page 1
Code Description
AC AUTOMATIC PRICE UPDATE COST AD
AJ ADJUSTED ENTRY FROM EOD
AP A/P ACTIVITY
AR A/R ACTIVITY
CD CASH DISBURSEMENTS
CR CASH RECEIPTS ACTIVITY
CT COMPUTER TRANSFER
DEP DEPRECIATION
DIS DISBURSEMENTS
DSC DISCOUNTS
GJ GENERAL JOURNAL
GL GENERAL ACTIVITY
IC INTER COMPANY SALE
IN INVENTORY ACTIVITY
ISC INTERNAL SHOP CORE COST
ISL INTERNAL SHOP LABOR COST
Page 1 from Column 1 - Cursor Scroll or Press <Enter> to Continue +
```

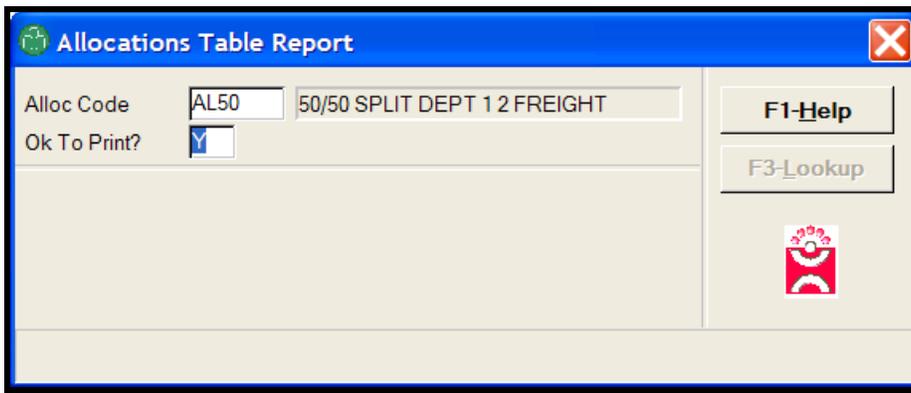
SECTION 8.8 ALLOCATION

The Allocations option will print a report of how the Allocations has been set up.

To access Allocations, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Tables.
- From the Tables Menu, select Allocations.

The following prompt will display:



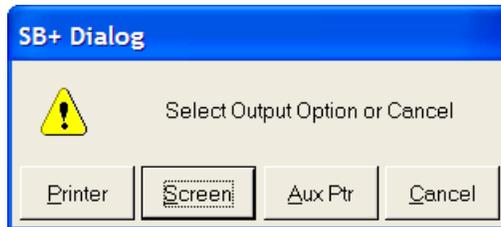
Field Descriptions

Alloc Code:

Enter the Code for the Allocations that are to be printed.

OK to Print?:

Enter **Y** to continue with the Report printing process. The following screen will display.



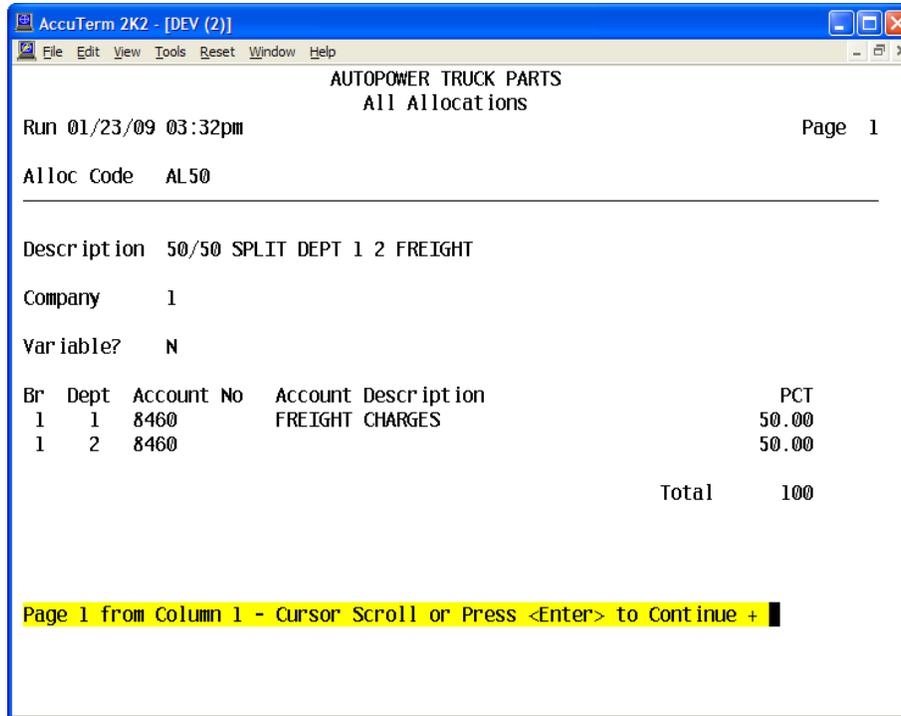
Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Once you have selected how you would like to print the Allocation Code, the detail for how the Allocation Code is setup will print to a printer or display to the screen. Below is a screen print of what will print to the printer.



AccuTerm 2K2 - [DEV (2)]

File Edit View Tools Reset Window Help

AUTOPOWER TRUCK PARTS
All Allocations

Run 01/23/09 03:32pm Page 1

Alloc Code AL50

Description 50/50 SPLIT DEPT 1 2 FREIGHT

Company 1

Variable? N

Br	Dept	Account No	Account Description	PCT
1	1	8460	FREIGHT CHARGES	50.00
1	2	8460		50.00
Total				100

Page 1 from Column 1 - Cursor Scroll or Press <Enter> to Continue + █

SECTION 8.9 TRIAL BALANCE

The Trial Balance is a listing of General Ledger Accounts with the detailed activity for a period to reflect the opening and closing balances.

It is recommended to have previous and current periods closed before printing the Trial Balance, to ensure opening and closing balances include all postings for the 2 periods.

To access the Trial Balance, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Trial Balance.

The following screen will display:

The screenshot shows a software window titled "Trial Balance Report". The window has a blue title bar with a close button (X) on the right. The main area is light beige and contains several input fields and buttons. On the left, there are labels for "Company", "Branch", "Dept", "Year", "Period", "Beg Acct", "End Acct", "Working Tb?", and "OK to Print?". The corresponding values are: Company: 1, Branch: 1, Dept: 1,2,3,4,5,6, Year: 2009, Period: 1, Beg Acct: ALL, End Acct: (empty), Working Tb?: N, and OK to Print?: checked. To the right of these fields, there are two buttons: "F1-Help" and "F3-Lookup". Below these buttons is a small red logo with a white figure. The window also has a standard Windows-style border with a close button (X) in the top right corner.

Field Descriptions

Company:

Enter the Company Number to be printed.

Branch:

Enter the Branch Number. Once you enter the branch number, the branch name will display to the right. You may enter **ALL** to display transactions for ALL branches. You may also specify specific branches by entering them separated with commas. (Example: 2,4,5 will display data for branches 2, 4, and 5 only)

Dept:

Enter the Department Number. Once you enter the department number, the department name will display to the right. You may enter **ALL** to display transactions for ALL departments. You may also specify specific departments by entering them separated with commas. (Example: 2,4,5 will display data for departments 2, 4, and 5 only)

Year:

Enter the Fiscal Year for which the Trial Balance is to be printed.

Period:

Enter the Accounting Period you need to review. Once you have entered the accounting period, the period ending date will display to the right.

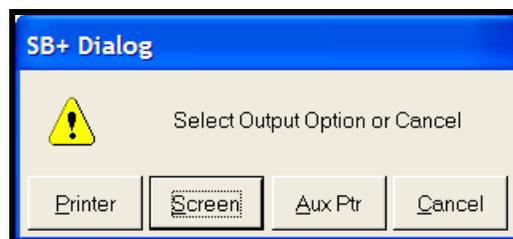
Beg Acct, End Acct:

The range of General Ledger accounts numbers to be included on the Trial Balance. To include all account numbers, type **ALL**.

Working TB:

Enter to print a Working Trial Balance Report. The working trial balance will print with lines to make adjustments and notes for each General Ledger account. Enter if a Working Trial Balance is not required.

The following prompt will display next:



Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Once you have selected how you would like to print the Trial Balance, the report will print to a printer or display to the screen.



The period MUST be closed before printing the Trial Balance. This will be discussed in the next section.

Below is a screen print of what will print to the printer.

Autopower Corporation					
TRIAL BALANCE REPORT					
For Period 9 - 09/30/02					
For all accounts					
For Branches: 1					
For Departments: 1,2					
Run : 10/10/02 11:52am					Page 1
GL Account Description	Opening Bal	Debits	Credits	Closing Balance	
1010 CASH	1,035,881.34	8,895.33	4,702.42	1,040,074.25	
1210 ACCOUNTS RECEIVABLE	2,587.16	7,207.15	3,209.11	6,585.20	
1310 INVENTORY	53,843.01	0.00	5,002.12	48,840.89	
1320 CORE INVENTORY	-578.00	0.00	504.00	-1,082.00	
1330 VEHICLES	0.00	0.00	142.90	-142.90	
1331 EQUIPMENT	0.00	0.00	304.48	-304.48	
2000 ACCOUNTS PAYABLE	-56,300.90	1,950.00	1,950.00	-56,300.90	
2001 SALES TAX PAYABLE	-902.79	4.76	117.67	-1,015.70	
2010 PAYROLL TAXES PAYABLE	21.00	1,002.33	0.00	1,023.33	

Autopower Corporation					
TRIAL BALANCE REPORT					
For Period 9 - 09/30/02					
For all accounts					
For Branches: 1					
For Departments: 1,2					
Run : 10/10/02 11:52am					Page 2
GL Account Description	Opening Bal	Debits	Credits	Closing Balance	
4010 PART SALES	-513,648.25	1,950.00	2,204.61	-513,902.86	
4011 INVENTORY ADJUSTMENT	5,044.44	3,750.00	0.00	8,794.44	
4020 MISC SALES	-150,000.00	0.00	3,000.00	-153,000.00	
4030 LABOR SALES	-250,000.00	0.00	0.00	-250,000.00	
4040 CORE SALES	-100,564.00	0.00	504.00	-101,068.00	
4070 PARTS COST	7,312.30	1,252.12	0.00	8,564.42	
4090 CORE COST	603.00	504.00	0.00	1,107.00	
7400 PURCHASE DISCOUNTS	-32.88	0.00	0.00	-32.88	
7410 SALES DISCOUNTS	2.92	156.18	0.00	159.10	

Autopower Corporation
 TRIAL BALANCE REPORT
 For Period 9 - 09/30/02
 For all accounts
 For Branches: 1
 For Departments: 1,2

Run : 10/10/02 11:52am Page 3

GL Account Description	Opening Bal	Debits	Credits	Closing Balance
7510 FINANCE CHARGE INCOME	-34,187.65	0.00	4,297.69	-38,485.34
8000 FREIGHT	177.45	0.00	5.50	171.95
8010 ENVIRONMENTAL FEE EXPENSE	150.22	0.00	0.00	150.22
8011 VEHICLE REPAIR & MAINTENANCE	1,000.00	0.00	0.00	1,000.00
8015 INCOMING FREIGHT	0.00	0.00	6.75	-6.75
8016 COMPUTER EXPENSES	265.33	0.00	0.00	265.33
8022 DEPRECIATION EXPENSE	0.00	447.38	0.00	447.38
9000 RETAINED EARNINGS	-9.70	0.00	1,168.00	-1,177.70

TRIAL BALANCE REPORT
 For Period 9 - 09/30/02
 For all accounts
 For Branches: 1
 For Departments: 1,2

Run : 10/10/02 11:52am Page 4

GL Account Description	Opening Bal	Debits	Credits	Closing Balance
Totals	664.00	27,119.25	27,119.25	664.00

SECTION 8.10 TRIAL BALANCE BY DEPARTMENT

The Trial Balance by Department is a listing of General Ledger Accounts with the detailed activity for a period and for a specific department for a specific GL account number, you call also print a Trial Balance for just one department to reflect the opening and closing balances.

It is recommended to have previous and current periods closed before printing the Trial Balance, to ensure opening and closing balances include all postings for the 2 periods.

To access the Trial Balance, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Trial Balance by Department.

The following screen will display:

The screenshot shows a software window titled "Trial Balance Report (Departmental)". The window has a blue title bar with a close button (X) in the top right corner. The main area is a form with the following fields and values:

Company	1	AUTOPOWER TRUCK PARTS
Branch	1	AUTOPOWER TRUCK WAREHOUSE
Dept	1,2,3,4,5,6	Multiple Departments
Year	2009	
Period	1	01/31/09
Beg Acct	ALL	
End Acct		
Working Tb?	N	
OK to Print?	<input checked="" type="checkbox"/>	

On the right side of the form, there are two buttons: "F1-Help" and "F3-Lookup". Below these buttons is a small red and white logo.

Field Descriptions

Company:

Enter the Company Number to be printed.

Branch:

Enter the Branch Number. Once you enter the branch number, the branch name will display to the right. You may enter **ALL** to display transactions for ALL branches. You may also specify specific branches by entering them separated with commas. (Example: 2,4,5 will display data for branches 2, 4, and 5 only)

Dept:

Enter the Department Number. Once you enter the department number, the department name will display to the right. You may enter **ALL** to display transactions for ALL departments. You may also specify specific departments by entering them separated with commas. (Example: 2,4,5 will display data for departments 2, 4, and 5 only)

Year:

Enter the Fiscal Year for which the Trial Balance is to be printed.

Period:

Enter the Accounting Period you need to review. Once you have entered the accounting period, the period ending date will display to the right.

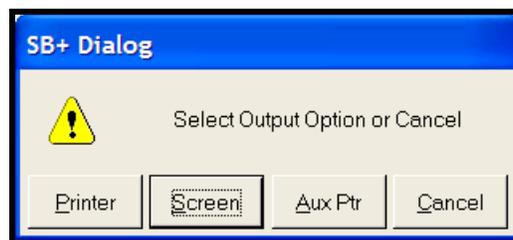
Beg Acct, End Acct:

The range of General Ledger accounts numbers to be included on the Trial Balance. To include all account numbers, type **ALL**.

Working TB:

Enter to print a Working Trial Balance Report. The working trial balance will print with lines to make adjustments and notes for each General Ledger account. Enter if a Working Trial Balance is not required.

The following prompt will display next:



Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

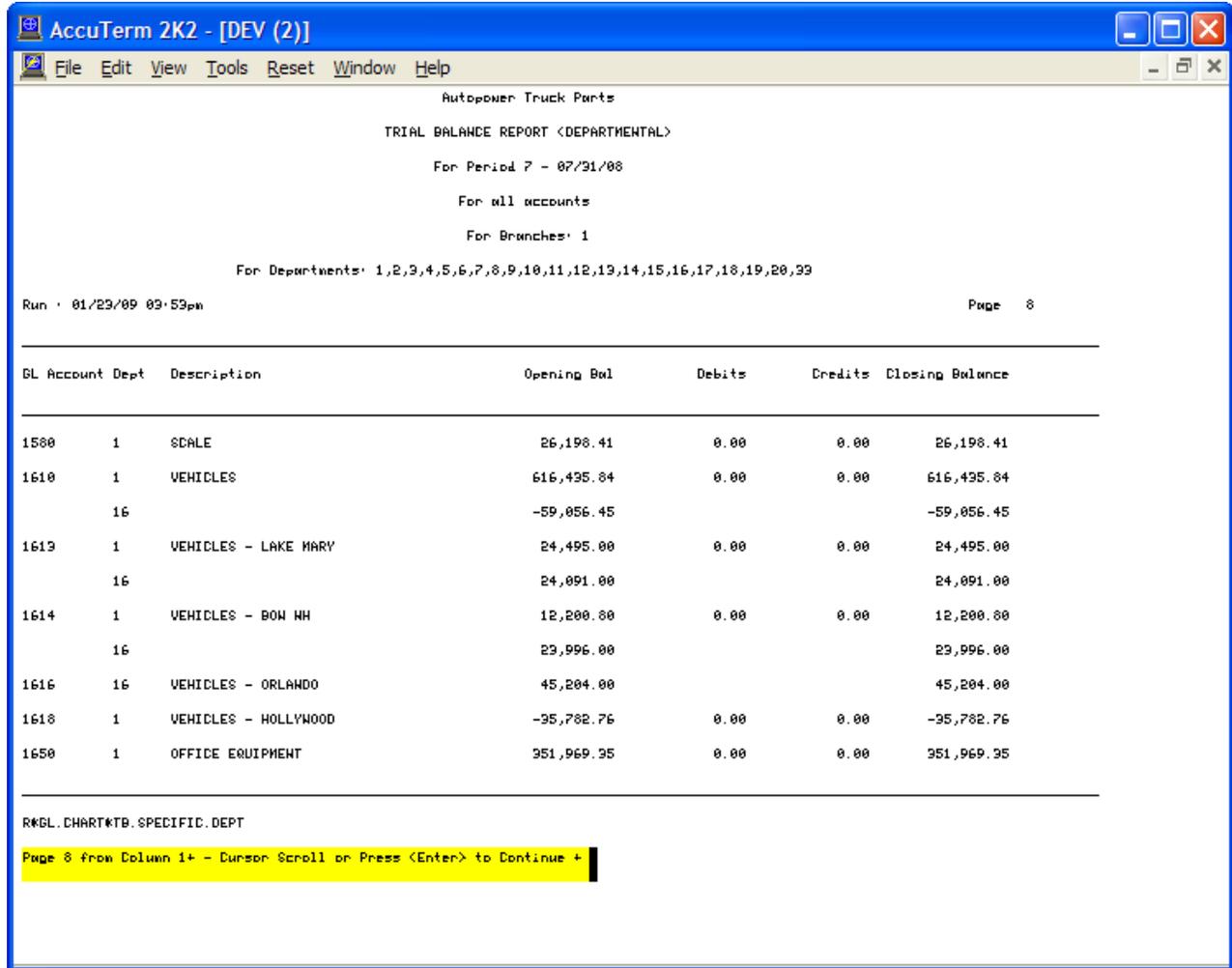
Cancel will abort the print process entirely.

Chapter 8 - Reports

Once you have selected how you would like to print the Trial Balance, the report will print to a printer or display to the screen.

 The period MUST be closed before printing the Trial Balance. This will be discussed in the next section.

Below is a screen print of what will print to the printer.



Autopower Truck Parts
TRIAL BALANCE REPORT <DEPARTMENTAL>
For Period 7 - 07/31/08
For all accounts
For Branches: 1
For Departments: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,29

Run: 01/29/09 09:53pm Page 8

BL Account Dept	Description	Opening Bal	Debits	Credits	Closing Balance
1580 1	SCALE	26,198.41	0.00	0.00	26,198.41
1610 1	VEHICLES	616,435.84	0.00	0.00	616,435.84
	16	-59,056.45			-59,056.45
1613 1	VEHICLES - LAKE MARY	24,495.00	0.00	0.00	24,495.00
	16	24,091.00			24,091.00
1614 1	VEHICLES - BOW NH	12,200.80	0.00	0.00	12,200.80
	16	23,996.00			23,996.00
1616 16	VEHICLES - ORLANDO	45,204.00			45,204.00
1618 1	VEHICLES - HOLLYWOOD	-35,782.76	0.00	0.00	-35,782.76
1650 1	OFFICE EQUIPMENT	351,969.35	0.00	0.00	351,969.35

R*GL.CHART*TB.SPECIFIC.DEPT
Page 8 from Column 1+ - Cursor Scroll or Press <Enter> to Continue +

SECTION 8.11 GENERAL LEDGER

The General Ledger is a listing of all General Ledger Accounts with their opening and closing balances. It also includes the debit and credit amounts for each account.

It is recommended to have previous and current periods closed before printing the Trial Balance, to ensure opening and closing balances include all postings for the 2 periods.

To access the General Ledger, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select General Ledger.

The following screen will display:

Company	1	AUTOPOWER TRUCKPARTS
Branch	1	AUTOPOWER TRUCK WAREHOUSE
Dept	1,2,3	Multiple Departments
Year	2008	
From Period	10	10/31/08
To Period	10	10/31/08
Start Date	10/01/2008	
End Date	10/31/2008	
Source	ALL	All Source Codes
From Account	ALL	
To Account		
Dept Sub-Totals?	Y	
Detail or Summary?	D	
OK?	<input checked="" type="checkbox"/>	

Field Descriptions

Company:

Enter the Company Number to be printed.

Branch:

Enter the Branch Number. Once you enter the branch number, the branch name will display to the right. You may enter **ALL** to display transactions for ALL branches. You may also specify specific branches by entering them separated with commas. (Example: 2,4,5 will display data for branches 2, 4, and 5 only)

Dept:

Enter the Department Number. Once you enter the department number, the department name will display to the right. You may enter **ALL** to display transactions for ALL departments. You may also specify specific departments by entering them separated with commas. (Example: 2,4,5 will display data for departments 2, 4, and 5 only)

Year:

Enter the Fiscal Year the General Ledger Report is to reflect.

From Period, To Period:

Enter the Accounting Period you need to review. You may review more than one accounting period at one time. If you want to review only one accounting period, enter the same accounting period in the From field and the To field.

Start Date, End Date:

Enter the Start and End Transaction Date within the period you want to print on the General Ledger Report.

If you want all transactions within the period, leave these fields blank.

Source:

If you want to print the report for a specific Source Code, enter that source code in this field. However, if you want to print the report for all source codes, type **ALL**.

From Account, To Account:

Enter the range of General Ledger accounts numbers to be included on the General Ledger Report. To include all account numbers, type **ALL**.

Dept Sub-Totals?:

Enter **S** to Sub-total by Department on the General Ledger Report.

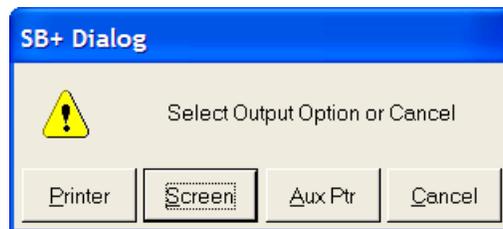
Detail or Summary?:

Enter **D** to print a Detail General Ledger Report. A detailed General Ledger Report will print every transaction that affected each account selected. Enter **S** for a Summary General Ledger Report. The summary General Ledger Report will only print totals.

OK?:

Enter **O** to print the report. This will print specific lines to make adjustments and notes for each General Ledger account. Enter **N** if you have changed your mind and do not want to print the report.

The following prompt will display next:



Select **Printer** to send this report to a printer.

Select **Screen** to display the report to the screen. Remember, before posting you must use the **Printer** option.

Select **Auxiliary Ptr** to print the report to a slave printer.

Cancel will abort the print process entirely.

Once you have selected how you would like to print the General Ledger Report, the report will print to a printer or display to the screen. Below is a screen print of what will print to the printer.

Detail General Ledger Report:

GENERAL LEDGER REPORT									
AUTOPOWER CORPORATION									
Branches: 1									
Departments: 1,2									
Fiscal Year 2002									
Periods 9 thru 9									
All accounts									
Printed on 10-15-2002 at 05:07pm						Page: 1			
Account	Br	Dpt	Per	Src	Batch	Description	Date	Debit	Credit
Account 1010						- CASH			
								Opening Balance Branch 1	1,035,881.34
								Opening Balance Branch 1 Department 1	1,035,881.34
1010	1	1	9	JE	10	PAYROLL EXPENSES	09/18/02	0.00	500.00
1010	1	1	9	AP	199	OC 5027-A & M TRUCK CENTER	09/23/02	0.00	1,950.00
1010	1	1	9	JE	13	DEPOSIT	09/23/02	1,000.00	0.00
1010	1	1	9	JE	13	DEPOSIT	09/23/02	2,000.00	0.00
1010	1	1	9	JE	14	PAYROLL	09/24/02	0.00	502.33
R*GL.TRANS.WORK*REP.DETAIL									

GENERAL LEDGER REPORT									
AUTOPOWER CORPORATION									
Branches: 1									
Departments: 1,2									
Fiscal Year 2002									
Periods 9 thru 9									
All accounts									
Printed on 10-15-2002 at 05:09pm						Page: 2			
Account	Br	Dpt	Per	Src	Batch	Description	Date	Debit	Credit
1010	1	1	9	CR	23	Cash Receipts Posting	09/27/02	150.00	0.00
1010	1	1	9	CR	24	Cash Receipts Posting	09/27/02	0.00	1,750.09
1010	1	1	9	CR	24	Cash Receipts Posting	10/01/02	759.86	0.00
1010	1	1	9	SJ	24	Sales Journal Posting	09/30/02	333.91	0.00
1010	1	1	9	CR	25	Cash Receipts Posting	10/01/02	2,138.31	0.00
1010	1	1	9	SJ	25	Sales Journal Posting	08/07/02	199.71	0.00
1010	1	1	9	SJ	25	Sales Journal Posting	09/30/02	377.29	0.00
1010	1	1	9	SJ	25	Sales Journal Posting	10/01/02	1,272.25	0.00
R*GL.TRANS.WORK*REP.DETAIL									

GENERAL LEDGER REPORT
 AUTOPOWER CORPORATION
 Branches: 1
 Departments: 1,2
 Fiscal Year 2002
 Periods 9 thru 9
 All accounts

Printed on 10-15-2002 at 05:10pm Page: 3

Account Br	Dpt	Per	Src	Batch	Description	Date	Debit	Credit
1010	1	1	9	JE	16 ADJUSTMENT	10/10/02	664.00	0.00
Department Totals							8,895.33	4,702.42
Closing Balance Branch 1 Department 1							1,040,074.25	
Branch Totals							8,895.33	4,702.42
Closing Balance Branch 1							1,040,074.25	

R*GL.TRANS.WORK*REP.DETAIL

GENERAL LEDGER REPORT
 AUTOPOWER CORPORATION
 Branches: 1
 Departments: 1,2
 Fiscal Year 2002
 Periods 9 thru 9
 All accounts

Printed on 10-15-2002 at 05:17pm Page: 4

Account Br	Dpt	Per	Src	Batch	Description	Date	Debit	Credit
Account Totals							8,895.33	4,702.42
Account 1210					- ACCOUNTS RECEIVABLE			
Opening Balance Branch 1 Department 1								2,587.16
1210	1	1	9	CR	23 Cash Receipts Posting	09/27/02	0.00	150.00
1210	1	1	9	SJ	23 Sales Journal Posting	09/25/02	953.38	0.00
1210	1	1	9	SJ	23 Sales Journal Posting	09/27/02	12.41	0.00

R*GL.TRANS.WORK*REP.DETAIL

Summary General Ledger Report:

GENERAL LEDGER REPORT					
AUTOPOWER CORPORATION					
Branches: 1					
Departments: 1,2					
Fiscal Year 2002					
Periods 9 thru 9					
All accounts					
Printed on 10-15-2002 at 05:15pm			Page: 1		
Account Br	Dpt Per	Src Batch Description	Date	Debit	Credit
Account 1010		- CASH			
				Opening Balance Branch 1	1,035,881.34
			Opening Balance Branch 1	Department 1	1,035,881.34
		Department Totals		8,895.33	4,702.42
			Closing Balance Branch 1	Department 1	1,040,074.25
		Branch Totals		8,895.33	4,702.42
R*GL.TRANS.WORK*REP.DETAIL					

GENERAL LEDGER REPORT					
AUTOPOWER CORPORATION					
Branches: 1					
Departments: 1,2					
Fiscal Year 2002					
Periods 9 thru 9					
All accounts					
Printed on 10-15-2002 at 05:15pm			Page: 2		
Account Br	Dpt Per	Src Batch Description	Date	Debit	Credit
				Closing Balance Branch 1	1,040,074.25
		Account Totals		8,895.33	4,702.42
Account 1210		- ACCOUNTS RECEIVABLE			
				Opening Balance Branch 1	2,587.16
			Opening Balance Branch 1	Department 1	2,587.16
R*GL.TRANS.WORK*REP.DETAIL					

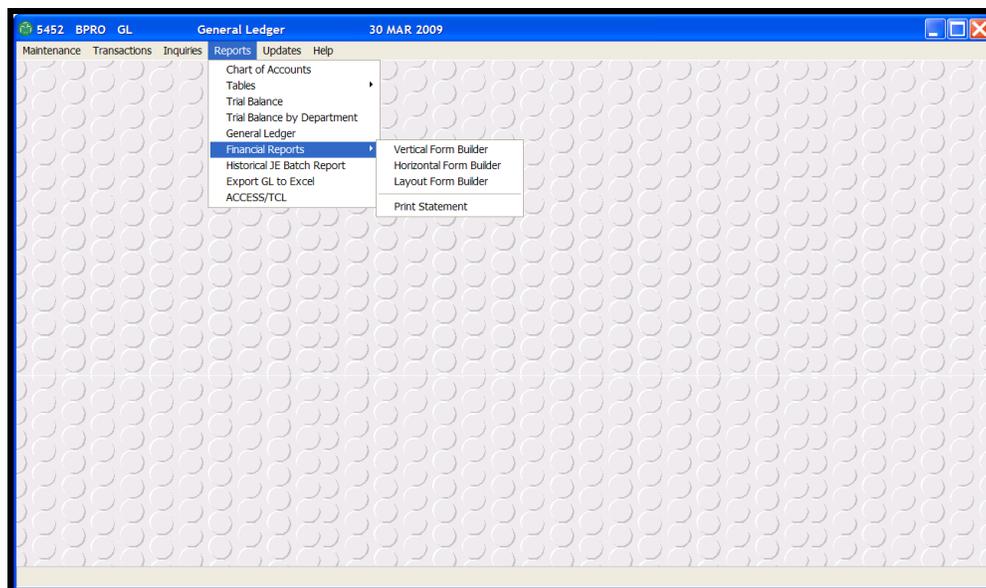
SECTION 8.12 FINANCIAL REPORTS MENU

The purpose of the Financial Reports Menu is to create and print your financial reports. AutoPower has another manual dedicated to Creating Financial Reports only that goes into more depth on this topic.

To access the Financial Reports Menu, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Financial Reports.

The following menu will display:



- **VERTICAL FORM BUILDER:** This option is used to define account numbers to be included on the financial statement.
- **HORIZONTAL FORM BUILDER:** This option is used to define column headings on the financial statement.
- **LAYOUT FORM BUILDER:** This option is used to tie the horizontal and vertical forms for specific financial statements.
- **PRINT STATEMENT:** Use this option to print your statements.

SECTION 8.13 VERTICAL FORM BUILDER

This screen allows you to build the Vertical Form Definition. A vertical form defines the Titles, Headings, Detail lines, Summation or total lines, Comment Lines, Text, and to identify the Account Numbers associated with the Detail lines. Before you start, it would be helpful to have on hand a copy of the Balance Sheet that you will create.

BusinessPro provides the ability to create any variety of financial statement. Each financial statement can have unique and customized rows of account information. You can choose to design a form with account detail, or create another form that summarizes the financial statement by printing totals only.

You may define as many Vertical Form Definitions as you wish. Each Vertical Form Definition can be combined with any Horizontal Form Definition to create a customized financial statement.

To access the Vertical Form Builder, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Financial Reports.
- From the Financial Reports Menu, select Vertical Form Builder.

The following screen will display:

FIELD DESCRIPTION:**Company:**

Enter the Company Number for the Vertical Form being built.

Form No:

Enter the Form Number. Each Vertical Form will have its unique form number.

Description:

Enter the description of this Vertical Form. Make this description easily recognizable by you so that you know the purpose of the form.

Create Date:

The create date is the date this form was originally built. This is a display only field. It will fill in automatically

Change Date:

The change date is the date this form was last modified. This is a display only field. It will fill in automatically.

By:

This field will automatically populate with the user who last modified this form.

Line No:

Enter the line number you need add or modify. To insert a line into an existing form, enter the letter followed by the line number you want insert this line after. The line no (line number) field is used as the vertical pointer as you move from top to bottom of your Balance Sheet. It is important to note that both Assets and Liabilities will appear in the vertical columns.

Line Type:

The first three to four lines will normally be titles that will appear on the top of your report. There are six line types. The valid types are:

Title: This line will be the title of the statement. (Company Name & etc.)

Heading: This type of line will be a heading within the statement. (Assets, Liabilities).

Underline: This line type indicates an underline will print on the statement. (Double or Single)

Detail: A detail line will encompass the detail of the statement. (Cash, Inventories..)

Subtotal: A subtotal line is a total of several detail lines. (Summations including Total Current Assets, etc.)

- Comment: A comment line is a comment about an entry that will print on the statement. (These notes may be for the Auditors or etc.)

Command:

The title command is only valid with Line Type "T". When you select "T" the system will prompt you for a valid entry. These commands tell the system how to pull the data. Valid commands are:

- **&COMMAND:** Company Name
- **&BRANCH:** Branch Name
- **&DEPT:** Department Name
- **&PE.DATE:** Period Ending Date
- **&RUN.DATE:** Run Date & Time
- **&DATE:** Current Date
- **&TIME:** Current Time
- **&TEXT:** User Defined Text

Additional Lines to Skip:

Enter the number of lines to skip. This tells the system how many lines to skip before printing this detail line. You may enter:

- Single Spacing between lines
- Double Spacing between lines
- Triple Spacing between lines
- Quadruple Spacing between lines
- Form Feed Form feed to next page

Underline Type:

You have the ability to tell the system what type of underline to print. This allows you to underscore the horizontal columns with either a S for a single line or D for a double line. Your selections are:

- Single Underline
- Double Underline

Subtotal Accumulator Level:

The Accumulator Level tells the system what lines to group together for a total. You may use accumulator levels 1 through 10. This allows the system to add this level into a higher level. You may accumulate from levels 1 through 10. A level (e.g., 1) is always reset when you use the next level. A level 2 will accumulate all previous level 1 entries. A level 3 will accumulate all previous level 2 entries (which included level 1). This is true up to level 10, with the highest level indicated as your grand total. Example, Cash on hand in Bank through Prepaid Income Taxes are detail lines under the heading "CURRENT ASSETS". These all show accumulator level 1. These become

the subtotal for "TOTAL CURRENT ASSETS" with an accumulator level 2. "TOTAL CURRENT ASSETS", "TOTAL PROPERTY & EQUIPMENT", and "TOTAL OTHER ASSETS" (level 2) are the grand total for "TOTAL ASSETS" (LEVEL 3).

Use In Calculating PCT of Total:

Enter the letter if this detail line is to be the numerator for percentage calculations. Typically, this will be a total field.

Invert Sign On Output?:

If the sign of the computed value is a credit, it will print with a negative sign in front of the number. If you do not want the negative sign to print on the financial statement, enter the letter in the detail line. (Example: if a Y is entered in this field, -23.33 will print as 23.33 OR 45.33 will print as -45.33.)

Text:

Enter the text for this line. The text here is the description that you would like to appear on the printout of the Financial Report.

General Ledger Acct/Description:

Enter the General Ledger Account Numbers that will make up the total for this detail line. Once the General Ledger Account Number has been entered, the Description of the account number will display. You may use the **F3** – Lookup feature to search for the account numbers. There is no limit to how many General Ledger accounts may be associated with each detail line. Additional keys are available to allow you to select a range of account numbers or tag individual account numbers as you prepare the financial statements.

Function Keys for Vertical Form Builder

- F4** The **F4** key will allow you to delete a form. This will delete the ENTIRE form.
- F5** The **F5** key will allow you to delete a line from the form. This will move the lines following up one.
- F6** The **F6** key will allow you to display or print the form's design.
- F7** The **F7** key will allow to copy this form to a different form number.
- F8** The **F8** key will allow you mark a range of accounts to use on a detail line.

SECTION 8.14 HORIZONTAL FORM BUILDER

This screen allows you to build the Horizontal Form definition. The horizontal form defines the columns of a Financial Statement. Each horizontal form can contain any number of columns, with a limit of 132 characters per line.

Common horizontal columns include **MTD Actual, MTD Budget, YTD Actual, YTD Budget, \$ Variances, % Variances, comparisons to previous months and comparisons to previous years.**

Each Horizontal Form definition can be combined with any Vertical Form definition to create a customized financial statement to meet any reporting need.

To access the Vertical Form Builder, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Financial Reports.
- From the Financial Reports Menu, select Horizontal Form Builder.

The following screen will display:

Horizontal Form Builder

Company: AUTOPOWER TRUCK PARTS Create Date:

Form No: Change Date:

Description: By:

Column Number: Type: Width: Spacing:

MONETARY COLUMN	VARIANCE COLUMN	PERCENTAGE COLUMN
Source: <input type="text" value="A"/>	Type: <input type="text"/>	Source Column: <input type="text"/>
Budget Code: <input type="text"/>	Percent Col: <input type="text"/> / Col: <input type="text"/>	
Format: <input type="text" value="DC"/>	Monetary: Col: <input type="text"/> - Col: <input type="text"/>	
Time Line: <input type="text" value="CY"/>	Monetary Format: <input type="text"/>	
Branch: <input type="text" value="ALL"/>		
Dept: <input type="text" value="ALL"/>		

Title Line 1:

Line 2:

Line 3:

Underline Type:

Justification:

Vertical Toolbar: F1-Help, F2-Save, F3-Lookup, F4-Del Form, F5-Del Column, F6-Show Form, F7-Copy

Field Descriptions

Company:

Enter the Company Number for whom this Vertical Form is being built. Once you enter the company number, the company name displays to the right.

Form No:

Enter the Form Number. Each Vertical Form will have a unique form number.

Description:

Enter the description of this Vertical Form. Make this description of the report in detail so that you may recognize the form to make sure that you have the right one.

Create Date:

The create date is the date this form was originally built. This is a display only field. It will fill in automatically

Change Date:

The change date is the date this form was last modified. This is a display only field. It will also fill in automatically.

By:

This field will automatically populate with the user who last modified this form.

Column No:

You will build the Horizontal Form column by column. Enter the column number you need to add or modify. To insert a column into an existing form, enter the letter followed by the line number you want insert this line after. The different columns will be identified using the title lines at the bottom of the screen.

Width:

Enter the desired width of the column. The width field determines the length of the valid input you will accept. A value of 12 will accept the following number as an example 9,999,999.99. The width should be equal to the heading or the value of the field whichever is greater.

Spacing:

Enter the number of spaces between this column and the next. The spacing field determines the distance between the longest text field and the actual numeric data. A space of 5 would leave five character spaces.

Source:

Enter the source of the data for this column:

- A** Pulled from actual figures.
- B** Pulled from a budget that was set up.

Budget Code:

If you entered a **B** in the Source field, enter the Budget Code that was set up via Budget Maintenance.

Format:

➤ Enter how you would like to have the column formatted when it prints the dollar figures.

- **D** Dollars Only
- **DC** Dollars and Cents

Timeline:

The Time Line field is used to identify the period of time (accounting period) for the transactions to be processed and printed in this Column. There are specific types of codes that are entered in this field that define the Time Period to be referenced. For example, to specify the Current Period, **CP** would be entered into this field. If the Current Year (year-to-date) were to be specified, then the code **CY** would be entered. If you wanted to reference last month, then enter **CP-1**. Or six months ago, enter **CP-6**. Last year would be **CY-1**. Consider these.

- CP** Current Period
- CP-N** Current Period Less "n" periods
- CQ** Current Quarter
- CQ-N** Current Quarter less "n" quarters
- CY** Current Year
- CY-n** Current Year less "n" years

Branch:

Enter the Branch Number or ALL

Dept:

Enter the department number or ALL.

Variance Column:

The variance could have a type "P" for percentage or "M" for Monetary. Enter the column number/column number to calculate the "P" percentage or the monetary column-monetary column for the "M" monetary variance. The monetary format will be "D" for Dollars or "DC" for Dollars and cents.

Type:

Each column will represent different types of information. At the Type field, enter the type of information that will be contained in this column. Valid entries are:

Percentage
Monetary

Percent: Col/Col:

Specify the source column that you wish to be used in the calculation of the percentages.

Monetary: Col/Col:

Enter the column numbers that will be used to calculate a monetary variance.

Monetary Form:

Enter how you would like to have the column formatted when it prints the dollar figures.

Dollars Only
 Dollars and Cents

PERCENTAGE COLUMN:**Source Column:**

Enter the Source column to calculate a percentage.

Title Line 1:

Enter the title that will print at the top of this column. This will be the first line of the title.

Line 2:

Enter the second line of the title for this column, if applicable.

Line 3:

Enter the third line of the title for this column, if applicable.

Underline Type:

You have the ability to tell the system what type of underline to print. Your selections are:

- Single Underline
- Double Underline

Justification:

The justification field determines how the column will be aligned when printed. Valid entries are:

- Right Justified
- Centered
- Left Justified

Function Keys for Horizontal Form Builder

- The key will allow you to delete a Horizontal form. Once deleted you cannot recover.
- The key will allow you to delete a column from the form. This will move the lines following over one.
- The key will allow you to display or print the form's design.
- The key will allow you to copy this form to a different form number.

SECTION 8.15 LAYOUT FORM BUILDER

The Layout Form Builder allows you to create a layout based on a combination of a Horizontal and Vertical Definition. The Layout Form Number is very important because it will be used to print of the Balance Sheet or the Income Statement. The numbers will be unique for each application. Enter the number that you would like to use for the Balance Sheet or Income Statement. The layout definition facilitates the customization of a statement by the user, providing maximum flexibility of the format of the financial statements produced by the General Ledger.

It is recommended to have previous and current periods closed before printing the Trial Balance, to ensure opening and closing balances include all postings for the 2 periods.

To access the Vertical Form Builder, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Financial Reports.
- From the Financial Reports Menu, select Layout Form Builder.

The following screen will display:

Layout Form No	1	BALANCE SHEET	F1-Help
Company No	1	AUTOPOWER TRUCK PARTS	F2-Save
Horizontal Form No	1	BALANCE SHEET	F3-Lookup
Vertical Form No	1	BALANCE SHEET CURRENT PERIOD	F4-Del
Text On Overflow Pages?	<input checked="" type="checkbox"/>		F5-HorizForm
			F6-VertForm

Field Descriptions

Layout Form No:

Enter a Layout Form number up to two digits in length. This layout form will represent one Vertical Form and one Horizontal Form to develop a Financial Statement.

Description:

Enter a description of this Layout.

Company No/Name:

Enter the Company Number for whom this Layout is being built. When you enter the company number, the company name displays to the right.

Horizontal Form No/Desc:

Enter the Horizontal Form Number to be contained in this Layout. Once you have entered the Horizontal Form Number, the form name description will display to the right.

Vertical Form No/Description:

Enter the Vertical Form Number to be contained in this Layout. Once you have entered the Vertical Form Number, the form name description will display to the right.

Text on Overflow Pages?:

If text for each line is to be printed on all overflow pages, then enter for Yes, otherwise, enter for No.

Function Keys for Horizontal Form Builder

- F4** The **F4** key will allow you to delete a layout.
- F5** The **F5** key will allow you access the Horizontal Form Builder.
- F6** The **F6** key will allow you to access the Vertical Form Builder.

SECTION 8.16 PRINT FINANCIAL STATEMENT

In order to print the Balance Sheet or Income Statement you must have completed creating a Vertical, Horizontal and Form Layout.

To access the Print Financial Statement option, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Financial Reports.
- From the Financial Reports Menu, select Print Statement.

The following screen will display:

Layout Form No	1	BALANCE SHEET	F1-Help F3-Lookup
Horizontal Form No	1	BALANCE SHEET	
Vertical Form No	1	BALANCE SHEET CURRENT PERIOD	
Company No	1	AUTOPOWER TRUCK PARTS	
Year	2008		
Period	8		
Output Option	P	Print Job	
Landscape?	N		
Paper Size	8.5" x 11" Paper		
Pitch	10 Pitch		
Printer No	0	System Printer	
No Of Copies	1		
User Text			
Ok To Continue?	<input checked="" type="checkbox"/>		

Field Descriptions

Layout Form No:

Enter a Layout Form number you need to print. Once you have entered the form number, the form description will display to the right.

Horizontal Form No/Desc:

The Horizontal Form Number and Description will display. This cannot be changed here.

Vertical Form No/Desc:

The Horizontal Form Number and Description will display. This cannot be changed here.

Company No/Name:

The Company Number for whom this Layout was built will display. This cannot be changed here.

Year:

Enter the Fiscal Year this statement will reflect.

Period:

Enter the Accounting Period this statement will reflect.

Branch/Branch Name:

Enter the Branch Number for which this statement will be printed. To print for all branches, enter **ALL**.

Dept/Dept Name:

Enter the Department Number for which this statement will be printed. To print for all departments, enter **ALL**.

Display/Printer/Aux:

You have the option to print or display the statement. Valid entries are:

- Display to the Screen
Print the statement to a printer
Print to Auxiliary printer attached directly to your PC.

Landscape?:

You have the option to print financial statements landscape or portrait. The cursor will skip this field if you select to Display. Valid entries are:

- Yes, print the statement landscape.
- No, do not print landscape. This will print in portrait.

Paper Size:

Enter the size of the paper that is being use to print the statements. The cursor will skip this field if you selected to Display. Valid entries are:

- 8.5" x 11" Paper

2 14" x 11" Paper

Pitch:

Enter the pitch. The pitch is the size of the print. The cursor will skip this field if you selected D to Display. Valid entries are:

1 10 Pitch

2 12 Pitch

3 17 Pitch

Printer No:

Enter the Printer Number where the statement is to be printed. The cursor will skip this field if you selected D to Display. Once you have entered the printer number, the name of the printer will display to the right.

No Of Copies:

Enter how many copies you want to print.

User Text:

You may enter some text that will print in the heading of the statement. This text will print only for this printing of the statement.

Ok to Continue?:

If you are ready to continue, enter a to continue.

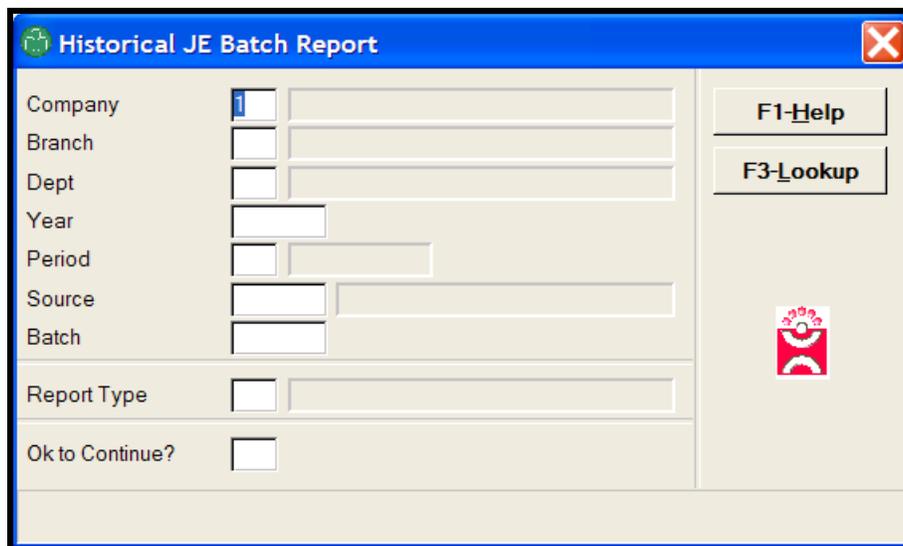
SECTION 8.17 HISTORICAL JE BATCH REPORT

The purpose of the Historical JE Batch Report is to

To access the Historical JE Batch Report, make the following menu selections:

- From the Main Menu, select Reports.
- From the Reports Menu, select Historical JE Batch Report.

The following screen will display:



Field Descriptions

Company:

Enter the Company Number that should be printed.

Branch:

Enter the Branch Number.

Dept:

Enter the Department number.

Year:

Enter the Year.

Period:

Enter the Period of the original batch.

Source:

Enter the Source of the original batch or the word "ALL" for all sources in the batch.

Batch:

Enter the number of the batch or the word "ALL" for the report that is to be printed.

Report Type:

Enter the Report Type. Press enter on the word Report if you wish to print the report or if you would like to export the report to Excel, press enter on the word Excel.

Ok to Print?

Enter or .

Below is an Example of the Historical Journal Entry Batch Report.

AccuTerm 2K2 - [DEV (2)]

File Edit View Tools Reset Window Help

Historical Journal Entry Batch Report

Company 1 Autopower Truck Parts

Branch 1 Orlando

Dept 1 SALES

For The Year 2008 And Period 10

Source Included : All Sources

Run : 02/16/09 11:45am Page 9

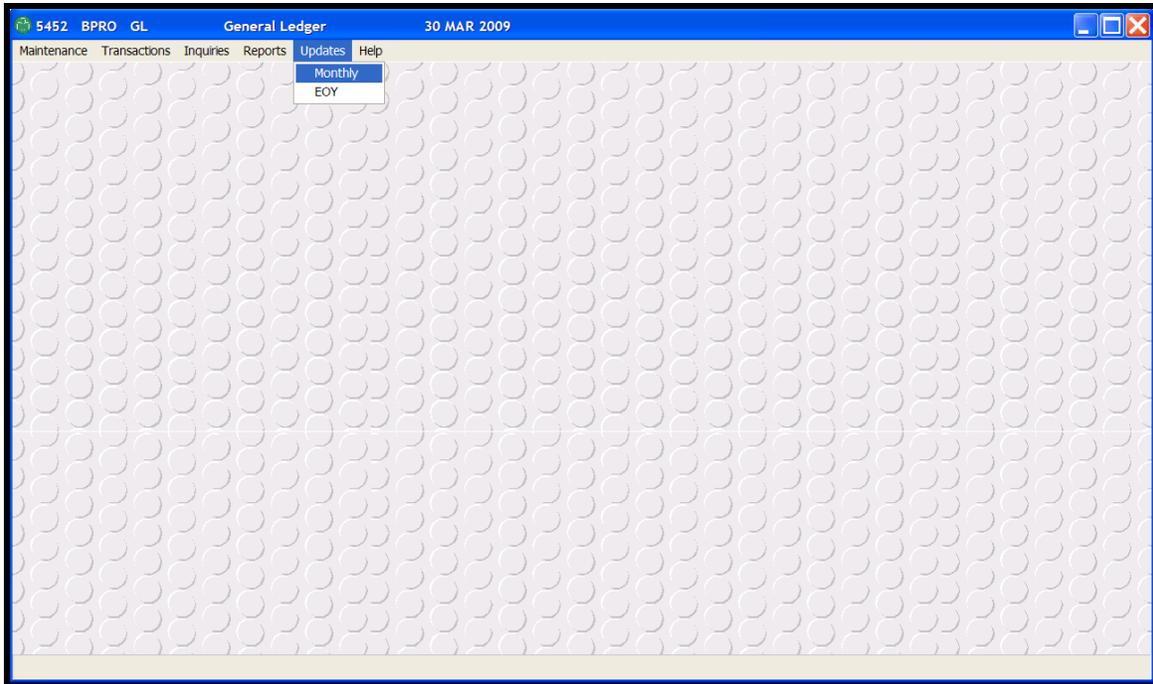
Br	Dept	GL	Account	Src	Description	Batch	TrnDate	PstDate	Debit	Credit	Net Balance
1	1	1010	AP		Void check run 50	2522	10/09/08	10/13/08	22.99	0.00	22.99
1	1	2070	AP		Invoice 1013#DHPENTRY1 Re	2522	10/13/08	10/13/08	22.99	0.00	22.99
Total for Batch						2522			68.97	68.97	0.00
1	1	2070	AP		Check Run	2528	10/15/08	10/15/08	7.50	0.00	7.50
1	1	1010	AP		Check Run	2528	10/15/08	10/15/08	0.00	7.50	-7.50
Total for Batch						2528			7.50	7.50	0.00

Page 9 from Column 1 - Cursor Scroll or Press <Enter> to Continue +

CHAPTER 9 UPDATES

SECTION 9.1 UPDATES MENU

The purpose of the Updates Menu is to close the month and the year. The Updates menu is accessed directly from the Main Menu. The menu is illustrated below.



- **MONTHLY:** You will select this option to close the month.

- **EOY:** You will select this option when you are ready to close your fiscal year.

SECTION 9.2 MONTHLY

The purpose of the Monthly Update is to perform a Period Close. When you access the screen, the status of each period will display on the screen.

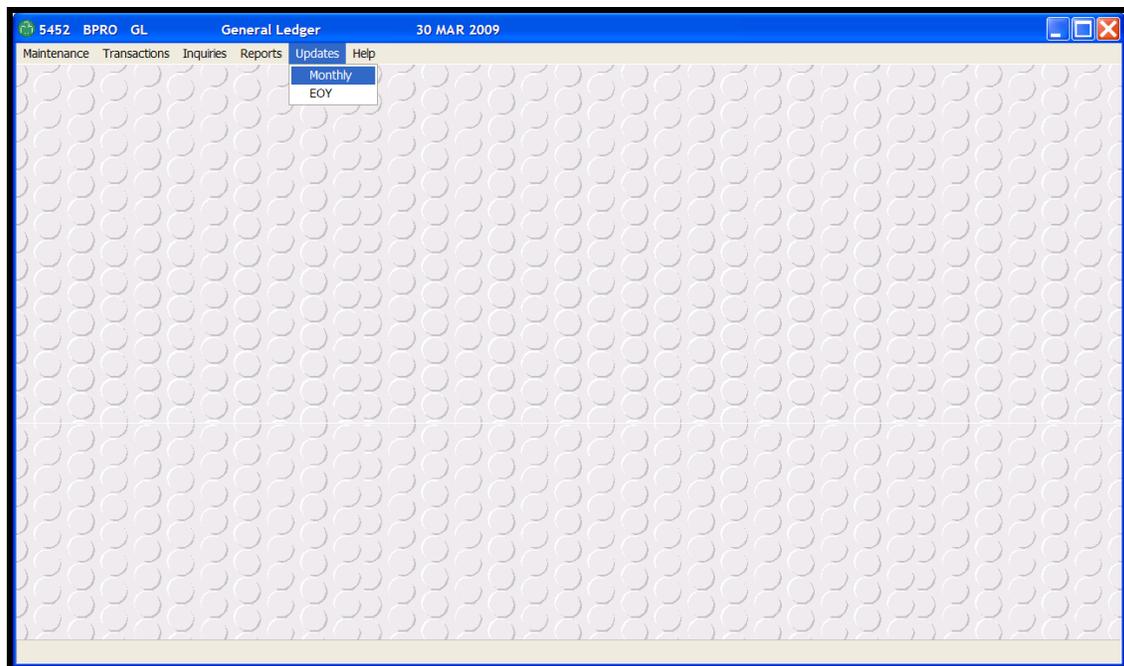
You can close a period multiple times. You will see all periods and their closing status from this screen.

 If the period being updated has already been closed, then the closed period will automatically reopen. It will be mandatory to re-close any subsequent periods thereafter.

To access the Monthly Update option, make the following menu selections:

- From the Main Menu, select Updates.
- From the Updates Menu, select Monthly.

The following screen will display:



Field Descriptions

Company/Company Name:

Enter the company number. It is a required field. Once the company number has been entered, the company name will display to the right.

Year:

Enter the fiscal year.

Period:

Enter the period that needs to be closed.

Close:

Valid entries are:

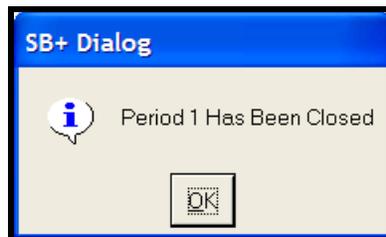
Yes, close the period.

No, do not close the period. If you select No, you will return to the Main Menu.

Periods/Status:

The bottom of the screen displays the period ending dates and the status of each period. The status field will display **Closed or Open**.

Once the Monthly Update Process is complete, the following message will display on the screen.



CHAPTER 10 - EOY

The purpose of the End-of-Year Update is to close the fiscal year. When you access the screen, the status of each period will display on the screen.



All periods MUST be closed before you can run the EOY process.

To access the EOY Update option, make the following menu selections:

- From the Main Menu, select Updates.
- From the Updates Menu, select EOY.

The following screen will display:

Company	Year	Close?
1	2008	Y

Period	End Date	Status
Period 1	01/31/08	Closed
Period 2	02/29/08	Closed
Period 3	03/31/08	Closed
Period 4	04/30/08	Closed
Period 5	05/31/08	Closed
Period 6	06/30/08	Closed
Period 7	07/31/08	Closed
Period 8	08/31/08	Closed
Period 9	09/30/08	Closed
Period 10	10/31/08	Closed
Period 11	11/30/08	Closed
Period 12	12/31/08	Closed

Field Descriptions

Company/Company Name:

Enter the company number. It is a required field. Once the company number has been entered, the company name will display to the right.

Year:

Enter the fiscal year to be closed.

Close:

Valid entries are:

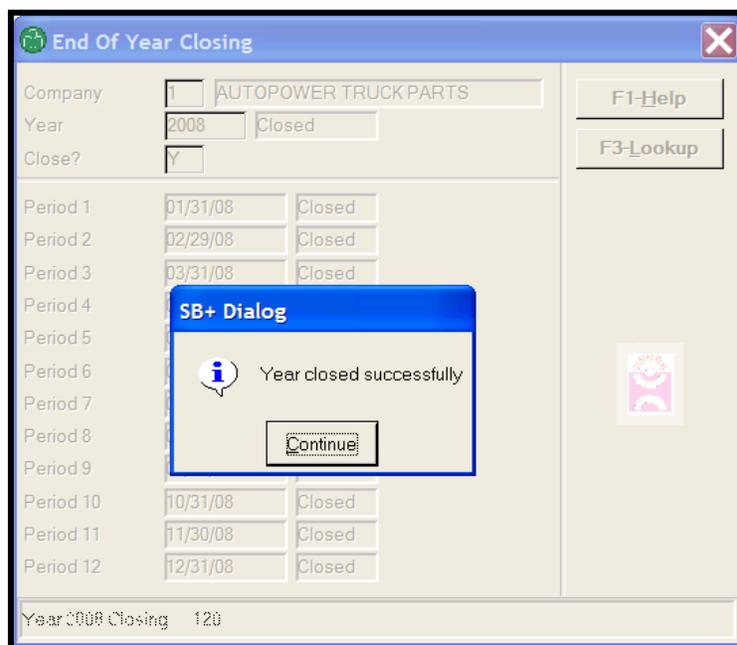
Yes, close the year.

No, do not close the year. If you select No, you will return to the Main Menu.

Periods/Status:

The bottom of the screen displays the period ending dates and the status of each period. The status field will display **Closed or Open**.

Once the End-of-Year Update Process is complete, the following message will display on the screen.



After closing the year, you must close period 1 of the new year to build the opening balance for retained earnings in period 1 of the new year.

TIPS

Notes: To use the SBClient calculator you can type in a /CALC in any field and a calculator will appear on the screen.

Also, if you wish to use the SBClient calendar, you can type in /DATE in any field and a calendar will appear on the screen.

If you type in "/" it will take you back to the main menu.

If you type in "\" it will delete a line.

CHAPTER 11 - FINANCIAL SAMPLE REPORTS APPENDIX

This appendix contains 2 worksheet styles of forms that will be helpful in laying out your report. It can be used as a guideline for preparing the detail entries to be made when working with both the Vertical and Horizontal Form Builder programs.

There is a worksheet for the Vertical Form builder and another for the Horizontal Form Builder. While both of these forms may not work for everyone, they will provide a good starting point for beginners who may need a jumpstart in building their first few reports.

You are invited to make as many copies of these worksheet forms for your use. There are 3 copies of each form just in case you mess up any of them and would like to start over. So make as many copies as you like.

Also, Vertical Form and Horizontal Form worksheets have been included and filled out with data representing a simple Income Statement. Follow these samples when creating your own report.

Vertical Form – Sample Template

Vertical Form 1 - Income Statement – Detail

Date 04/23/03 04:15pm

Page 1

Line	Type	Skip	Accum	PCT	Inv	Text	Title	GL Account
001	T		0			N N	INCOME STATEMENT	&TEXT
002	T	0				N N		&COMPANY
003	T	0				N N		&BRANCH
004	T	0				N N		&DEPT
005	T	0				N N		&PE.DATE
006	T	0				N N		&RUN.DATE
007	H	0				N N	SALES	
008	D	0	1			N Y	EQUIPMENT SALES	30100
009	D	0	1			N Y	PARTS SALES	30200
010	D	0	1			N Y	RETURNS & ALLOWANCES	30300
011	U	0				N N		
012	S	0	2			Y Y	TOTAL SALES	
013	H	0				N N	COST OF SALES	
014	D	0	1			N N	EQUIPMENT COST	40100
015	D	0	1			N N	PARTS COST	40200
016	U	0				N N		
017	S	0	2			Y N	TOTAL COST OF SALES	
018	S	1	3			Y Y	GROSS PROFIT:	
019	H	1				N N	OPERATING EXPENSE	
020	D	0	1			N N	ADV & PROMO	50100
021	D	0	1			N N	TELEPHONE	50200
022	D	0	1			N N	OFFICE EXPENSE	50300
023	D	0	1			N N	RENT & UTILITIES	50400
024	D	0	1			N N	WAGES	50500
025	D	0	1			N N	TAXES	50600
026	U	0				N N		
027	S	0	2			N N	TOTAL EXPENSES	
028	S	1	4			N Y	NET PROFIT:	
029	U	0				N N		

Horizontal Form Worksheet

AUTOPOWER CORPORATION																			
Horizontal Form 91 - YTD INCOME STMT, VARIANCES																			
Date 04/25/03 04:12pm											Page 1								
MONETARY				VARIANCE				PERCENT											
Col	Type	Width	Spac	Src	Bud	Form	Timeline	Br	Dept	Type	%COL1	%COL2	#COL1	#COL2	Form	Column	TITLE	U	J
001	M	12	3	A		DC	CY		1	1							CURRENT, Y-T-D,,	D	C
002	P	10	3													1	CURRENT, Y-T-D,,	D	C
003	M	12	3	A		DC	CY-1		1	1							PREVIOUS, Y-T-D,,	D	C
004	P	10	3													3	PREVIOUS, Y-T-D,,	D	C
005	V	12	3							M			1	3			YTD-VS-PYTD,,	D	C
006	V	11	3							P	1	3					YTD-VS-PYTD,,	D	C

INCOME STATEMENT
 POWER PARTS & EQUIPMENT CO
 ORLANDO – PP&E CO
 PP&E CO. Department
 For the Year 2009, period 03 ending
 Run date: 11:49:21 26 Sept 2009

	2009-Q4 Actual QUARTER	2009-Q3 Actual QUARTER	2009-Q2 Actual QUARTER	2009-Q1 Actual QUARTER	2008-Q4 Actual QUARTER	2008-Q3 Actual QUARTER
SALES						
EQUIPMENT SALES	886,500.00	787,440.00	777,440.00	776,440.00	681,650.00	770,850.00
PARTS SALES	743,510.00	601,420.00	790,180.00	727,180.00	660,890.00	647,130.00
RETRNS & ALLOW	<u>-49,990.00</u>	<u>-44,290.00</u>	<u>-49,250.00</u>	<u>-55,020.00</u>	<u>-51,160.00</u>	<u>-64,150.00</u>
TOTAL SALES	1,560,020.00	1,344,570.00	1,518,590.00	1,448,600.00	1,291,380.00	1,353,830.00
COST OF SALES						
EQUIPMENT COST	433,530.00	408,820.00	399,360.00	414,940.00	426,990.00	406,480.00
PARTS COST	<u>378,070.00</u>	<u>475,510.00</u>	<u>372,860.00</u>	<u>423,110.00</u>	<u>425,370.00</u>	<u>404,610.00</u>
TOTAL COST OF SALES	811,600.00	884,330.00	772,220.00	838,050.00	852,360.00	811,090.00
GROSS PROFIT:	748,420.00	460,240.00	746,370.00	610,550.00	439,020.00	542,740.00
OPERATING EXPENSES						
ADV & PROMO	1,750.00	1,530.00	1,650.00	1,480.00	1,900.00	1,550.00
TELEPHONE OFFICE EXPENSE	3,450.00	2,450.00	3,300.00	3,050.00	4,040.00	3,520.00
RENT & UTILITIES	4,820.00	4,890.00	5,050.00	5,220.00	4,820.00	5,570.00
WAGES	12,130.00	10,930.00	14,090.00	13,700.00	14,590.00	13,270.00
TAXES	206,170.00	244,410.00	280,280.00	247,690.00	283,150.00	227,200.00
	<u>42,340.00</u>	<u>52,440.00</u>	<u>40,370.00</u>	<u>46,370.00</u>	<u>57,790.00</u>	<u>45,310.00</u>
TOTAL EXPENSES:	270,660.00	316,650.00	344,740.00	317,510.00	366,290.00	296,420.00
NET PROFIT:	477,760.00	143,590.00	401,630.00	293,040.00	72,730.00	246,320.00
	=====	=====	=====	=====	=====	=====

Horizontal Form Worksheet

Report Columns

Monetary Column with Actual Balances	Monetary Column with Previous YR Actual Balances	Percent of Total Sales	Monetary Variance This Yr vs. Last Yr	Percent Variance This Yr vs. Last Yr
--------------------------------------	--	------------------------	---------------------------------------	--------------------------------------

Col #: _____				
Type: M, V, P	Type: M,V,P	Type: M,V,P	Type: M,V,P	Type: M,V,P
Width: _____				
Spacing: _____				

Monetary Column (M)

Variance Column (V)

Percent Column (P)

Source: A, B

Type: M, P

Source Col# _____

Budget Code: _____

Monetary Variance (M)

Monetary Format: DC, D

Col#1 _____ - Col#2: _____

Title Line#1: _____

Title Line#2: _____

Title Line#3: _____

Time Line: _____

Monetary Format: DC, D

Branch#: _____

Percent Variance (P)

Underline Type: S, D

Justification: L, R, C

Dept#: _____

Col#1 _____/Col#2: _____

Title Line#1: _____

Title Line#1: _____

Title Line#2: _____

Title Line#2: _____

Title Line#3: _____

Title Line#3: _____

Underline Type: S, D

Justification: L, R, C

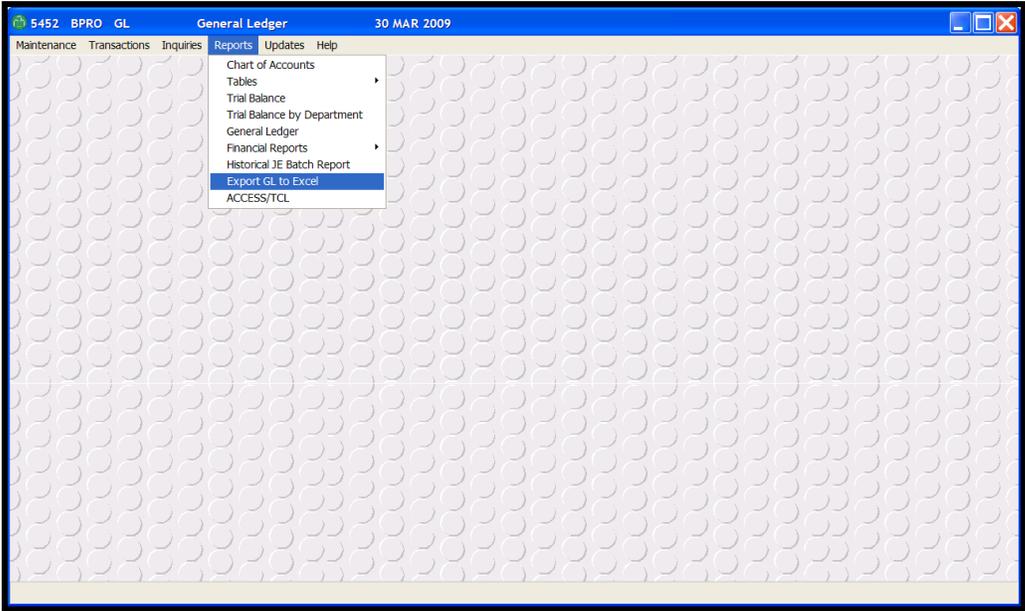
Underline Type: S, D

Justification: L, R, C

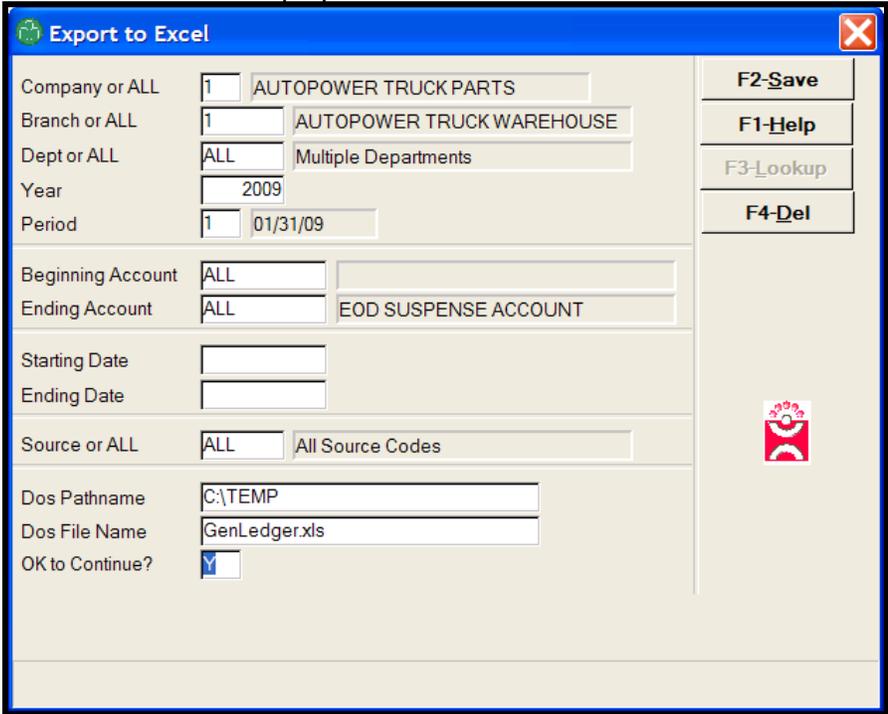
BPRO GENERAL LEDGER EXPORT TO EXCEL

This feature is used to export the General Transactions to an Excel Spreadsheet. You cannot export your General Ledger Financials using this feature.

From the General Ledger Menu >Reports>Export to Excel >Press Enter.



The Export to Excel screen will display.



Field Descriptions

Company, Branch, Department

Type in the Company, Branch and Department that you wish to export the General Ledger Transactions from and press enter.

Year

Type in the year and press enter.

Period

Type in the period that you wish to transfer the General Ledger transactions to Excel.

Beginning Account

Type in the Beginning General Ledger Account and press enter. If you would like to export the "Accounts Payable" transactions type in the General Ledger Account number for Accounts Payable for the beginning and ending Account # fields. If you would like to export the Accounts Payable and end with the Freight General Ledger account enter the Accounts Payable General Ledger Account # as the beginning and then the Freight General Ledger Account # as the Ending Account #.

Ending Account

Type in the Beginning General Ledger Account and press enter. If you would like to export the "Accounts Payable" transactions type in the General Ledger Account number for Accounts Payable for the beginning and ending Account # fields. If you would like to export the Accounts Payable and end with the Freight General Ledger account enter the Accounts Payable General Ledger Account # as the beginning and then the Freight General Ledger Account # as the Ending Account #.

Starting Date

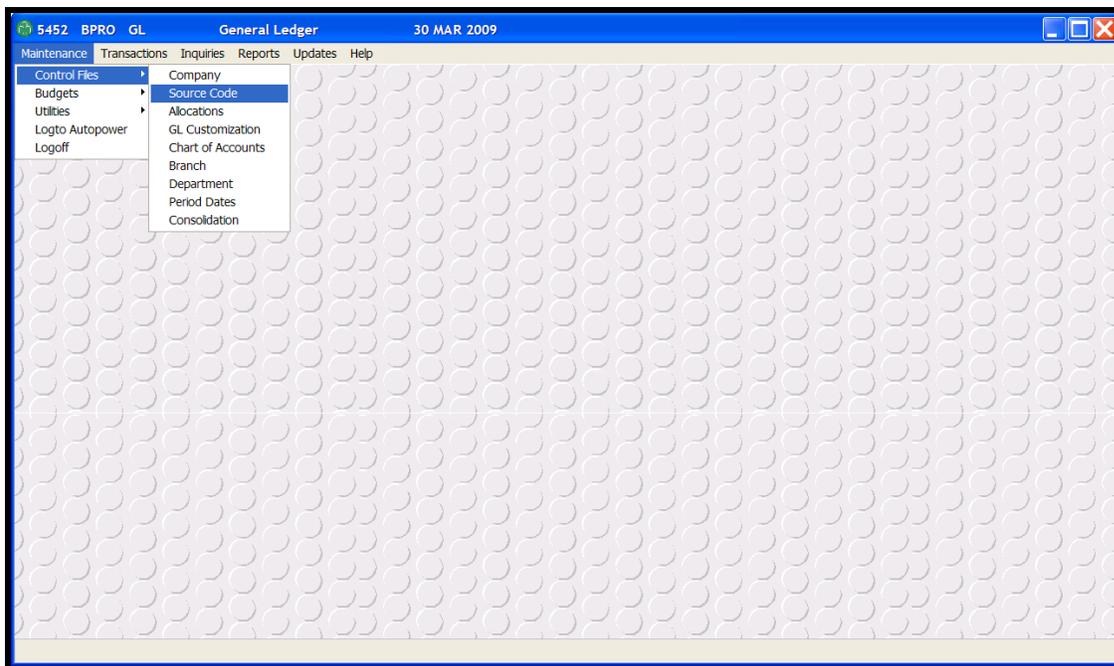
Type in the Starting date for the transactions for the period that you entered in the top of this screen. Example if you would like to export transactions for period 5 and you would like to only see transactions for the 5/10/05 type in 5/10/05 as the starting and ending date. You must enter a starting and ending date.

Ending Date

Type in the Ending date for the transactions for the period that you entered in the top of this screen.

Source Code

Type in the Source Code that you would like to export from the General Ledger transactions. For the Accounts Payable type in AP and press enter. If you would like to only export General Ledger Transactions that were Journal Entries for a certain period type in JE. These are the source codes that are setup in General Ledger File Maintenance. You can use any valid source code that exists in the General Ledger.



Dos Pathname

Type in the Dos Pathname where the General Ledger Transactions will be copied. Example type in C:/ the General Ledger Transactions will be stored on your C:/ drive. If you would like to copy the transactions to an existing folder, type in C:/ and the name of the folder. (C:/ must always be a capital letter)

Dos Filename

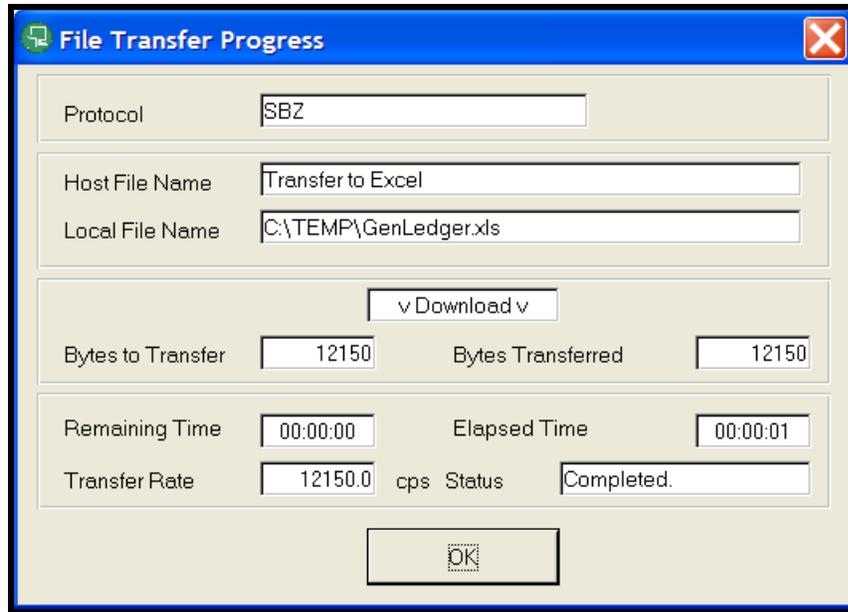
Type in name of the file with its extension, Example GL041505, you can add an extension of .txt or .xls or nothing at all. Since I will use the transactions in Excel so I will name the file GL041505.XLS. It will open in the Excel program.

OK to Continue?

Type in **Y** and press enter to proceed with exporting the General Ledger Transactions to the Excel.

Type in **N** and press enter to go back to the menu.

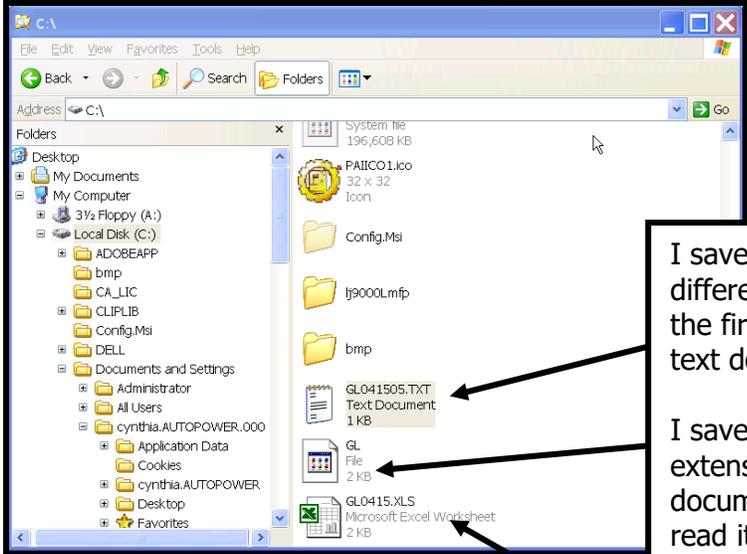
After entering **Y** to continue a File Transfer Status screen will display. This screen will display until the transfer has completed.



When the file transfer has completed this screen will no longer display. There will be a quick message Kermit File Transfer has completed. This display will close.

Go to Excel or where you copied to the file to and open it.

You have now completed transferring the General Ledger Transactions from BusinessPro to Excel.



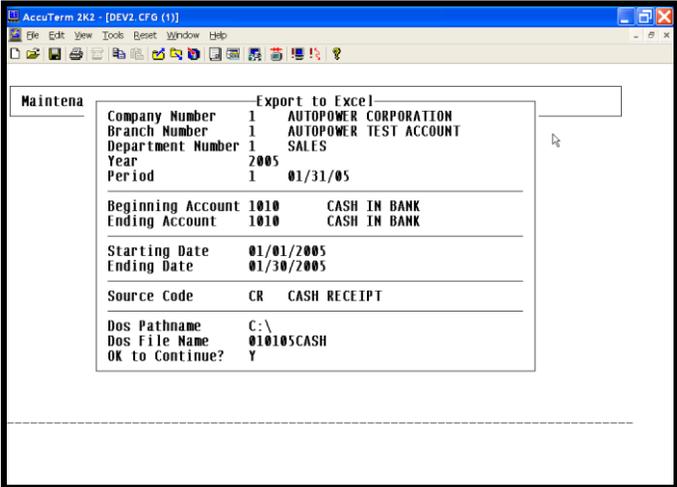
I saved my GL transactions with 3 different file extensions. I added .TXT for the first filename. I can only open it as a text document.

I saved the second example with no extension, so now when I open this document; I must select a program to read it.

I saved the third example with a .XLS extension so when I open it, I will directly go into Excel.

Example:

I would like to export the transactions for the source code of CR (Cash Receipts) for period 1, year 2005, general ledger #1010, starting date 01/01/05 and ending date 01/30/05. I will name this file 010105CASH. I can type in 010105CASH.XLS to open directly in Excel.



When the file is opened in Excel below is an example of what will display. The column descriptions are the GL posting batch #, company, branch, department, year, period, general ledger account, source code, date of entry, description of source code, Cash Receipts batch entry number, debit and credit entry. Just like you would see in the General Ledger Account Inquiry.

Chapter 11 – Financial Sample Reports

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	241	1	1	1	2005	1	1010	CR	1/11/2005	Cash Receipt	5	500000	0
2	247	1	1	1	2005	1	1010	CR	1/11/2005	Cash Receipt	6	2000000	0
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													

[F1] HELP	4
[F2] SAVE.....	4
[F3] LOOKUP	4
[F4] DELETE	4
ACCOUNT NO	16, 31
ACTUAL YR.....	37
ALLOCATION CODE.....	23, 30, 31, 32, 100
ALLOCATIONS.....	5, 11, 30, 32, 109
AP DISCOUNT	19
AR DISCOUNT.....	19
AUTO RATIO UPDATE	24
[B] BUDGETS	12
BEGINNING OF THE YEAR, YOU WILL ALWAYS WANT TO CHANGE THE DEFAULT YEAR BECAUSE IT SHOWS UP ON ALMOST ALL THE SCREENS IN BUSINESSPRO.....	14
BRANCH	5, 6, 18, 19, 21, 23, 26, 31, 37, 41, 51, 63, 79, 88, 89, 92, 95, 100, 105, 106, 111, 115, 119, 127, 131, 137, 139, 154, 157
BUDGETS	35, 36, 37, 41, 42, 91, 92, 93, 131
BUDGET CODE.....	37, 41, 92, 131, 154
BUDGET INQUIRY	5, 35, 40, 86
BUDGET VALUES	37, 38
BUDGET YR.....	37
BUILD BUDGET	5, 35, 36, 38
[C] CONTROL FILES.....	12
CHART OF ACCOUNTS	5, 6, 11, 15, 16, 19, 20, 31, 37, 42, 92, 97, 98
COMPANY... 5, 6, 13, 15, 19, 21, 22, 26, 28, 31, 35, 36, 37, 40, 41, 49, 52, 58, 59, 62, 66, 74, 75, 78, 82, 87, 89, 91, 94, 98, 100, 103, 104, 105, 111, 115, 119, 126, 127, 130, 135, 137, 139, 144, 146, 157	
CONSOLIDATED GROUP.....	34
CONSOLIDATION	33
CONTROL	5, 6, 11, 12, 13, 15, 18, 21, 22, 26, 28, 30, 48, 51, 61, 64, 80, 100, 101
CURRENT PERIOD	14
CURRENT YEAR	14, 131

INDEX

DAILY OR MONTHLY.....	25
DEPARTMENT 5, 12, 21, 23, 31, 33, 37, 42, 51, 63, 79, 88, 89, 92, 95, 112, 115, 116, 119, 120, 127, 137, 139, 151, 157	
ELIGIBLE FOR DISCOUNT?	16
FED ID, STATE ID.....	14
GL CUSTOMIZATION.....	5, 22, 24
INQUIRIES	9
LOGOFF.....	12
LOGGING ON	7
MAINTENANCE.....	9
NO OF COMPANIES.....	22
NORMAL BALANCE.....	16
NORMAL BALANCE OF THIS ACCOUNT	16
NOTES	17, 50, 63, 78, 95, 147
PASSWORDS BELOW WILL LOG YOU ONTO BUSINESSPRO	8
PASSWORDS WILL LOG YOU ONTO THE NETWORK	8
PERCENTAGE CHANGE	39
PERCENTAGE TO ALLOCATE.....	31
PERIOD 5, 11, 28, 29, 36, 38, 49, 53, 59, 62, 66, 70, 75, 78, 82, 88, 89, 92, 95, 112, 116, 119, 127, 131, 137, 140, 143, 144, 157	
PERIOD DATES.....	5, 28
PERIOD ENDING DATES.....	11, 28
PRIMARY ACCOUNT LENGTH.....	25
PRINT BUDGET	5, 35, 41
PRINT ZERO BALANCES.....	24
REPORTS.....	9
RETAINED EARNINGS	18, 20
SB-CLIENT MUST BE LOADED ON YOUR PC FOR THE GUI SCREENS TO DISPLAY. YOU MUST BE SETUP AS A USER IN SYSTEM BUILDER TO USE THE GUI SCREENS.....	3
SECONDARY ACCOUNT LENGTH.....	25
SOURCE 5, 6, 23, 25, 26, 27, 38, 49, 52, 58, 62, 65, 74, 77, 81, 89, 100, 107, 108, 119, 131, 132, 140, 154, 158	
SOURCE CODE	26, 89

SOURCE CODES	26, 119, 158
STATUS	16, 29, 144, 146, 159
TRANSACTIONS	9
TOTAL ACTUAL	38
TOTAL BUDGET	38
TYPE	16, 33, 53, 66, 70, 71, 75, 85, 126, 127, 132, 133, 140, 149, 152, 154, 155, 157, 158, 159
TYPE OF ACCOUNT	16
UPDATES	9, 12
UTILITIES	12
UPDATE BANK REC	16
USER, FLAG	23
VARIABLE	31
YEAR	23
YRS IN SUMMARY FILE	24
YRS IN TRANS DETAIL	24