

# BUSINESSPRO

## GENERAL LEDGER - GUI

### How - To Workbook

The screenshot displays the BusinessPro software interface with several windows open:

- Maintenance Transaction Inquiries:** A menu with options: Reports, Updates, Help. A sub-menu is open showing: Chart of Accounts, Tables, Trial Balance, Trial Balance by Department, General Ledger, **Financial Reports** (highlighted), Export to Excel via AccuTerm, ACCESS/TCL. Below this is a box with: Vertical Form Builder, Horizontal Form Builder, Layout Form Builder, and **Print Statement** (highlighted).
- Journal Entry:** A window for entering journal entries with fields for Batch No, Operator, Company, Year, Period, Reversal, and Recurring. It includes a table with columns: Acct No, AC, Br, Dept, Description, Debit, Credit. A sidebar on the right contains function keys: F1-Help, F2-Save, F3-Lookup, F5-GotoLine, F6-DelLine, F7-AcctInq, F8-Allgc, F9-Notes.
- Company Budget Builder:** A window for budgeting with fields for Budget Code, Company, Branch, Dept, GL Acct. It features a table with columns: Period, Actual Yr., Budget Yr., and a sidebar with function keys: F1-Help, F2-Save, F3-Lookup, F4-Del, F5-Copy, F6-Dup.
- Vertical Form Maintenance:** A window showing form details for 'AUTOPOWER CORPORATION' and 'PROFIT & LOSS STATEMENT'. It includes fields for Line No (48), Line Type, Command, and various options like 'Additional Lines To Skip', 'Subtotals Accumulator Level', 'Marker Name to Calc', 'Invert Sign on Output?'. A sidebar contains function keys: F1-Help, F2-Save, F3-Lookup, F4-DelForm, F5-DelLine, F6-ShowForm, F7-Copy, F8-Range.
- Bottom Window:** A window with fields for Period, Acct No, and a table with columns: Br, Dpt, Trans Date, Post Date, Per, Batch, Sic, Description, Debit, Credit. A sidebar contains function keys: F2-OK, F3-Lookup, F10-EchThru.



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## TRAINING OBJECTIVE

The purpose of this workbook is to help you, the AutoPower end-user, master the basic elements of BusinessPro General Ledger. It is designed as a self-help tool, consisting of step-by-step explanations and examples. Fill-in-the-blank and multiple-choice exercises will follow each topic. This will emphasize the knowledge that is needed to get your job done accurately and quickly.

You are encouraged to use this training book in combination with your AutoPower applications database, or by using the examples in this workbook. However, all the examples may not be hands-on. I will let you know what these examples are when we get to them.

In combination with this workbook, you will need a PC to follow along with the exercises in this workbook. **SB-Client must be loaded on your PC for the GUI screens to display. You must be setup as a User in System Builder.**

When you have completed the exercises in this General Ledger Workbook you will be able to complete the tasks given below with 100% accuracy. You will be measured by short fill-in the blank and multiple choice questions at the end of each lesson. The results will be provided to management upon completion of training.

## TASK LIST:

- Create and Edit General Ledger File Maintenance
- Create, Edit, Proof and Post Journal Entries
- Create, Edit, Proof and Post Recurring Journal Entries
- Create, Edit, Proof and Post Accrual Reversal Journal Entries
- View General Account Inquiries
- Print Chart of Accounts Report
- Print Tables Report
- Print Trial Balance Report
- Print Trial Balance Report with Departments
- Print General Ledger Report
- Export General Ledger Via Accuterm



## SYSTEM OVERVIEW

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.



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.

**BusinessPro is a Double-Sided Entry Accounting Suite software.**

It will provide checks and balances to ensure that your general ledger is always in balance. Every transaction has two journal entries: a debit and a credit. Debits must always equal credits. Because debits equal credits, double-entry accounting prevents some common bookkeeping errors. Errors that aren't prevented are easier to find.

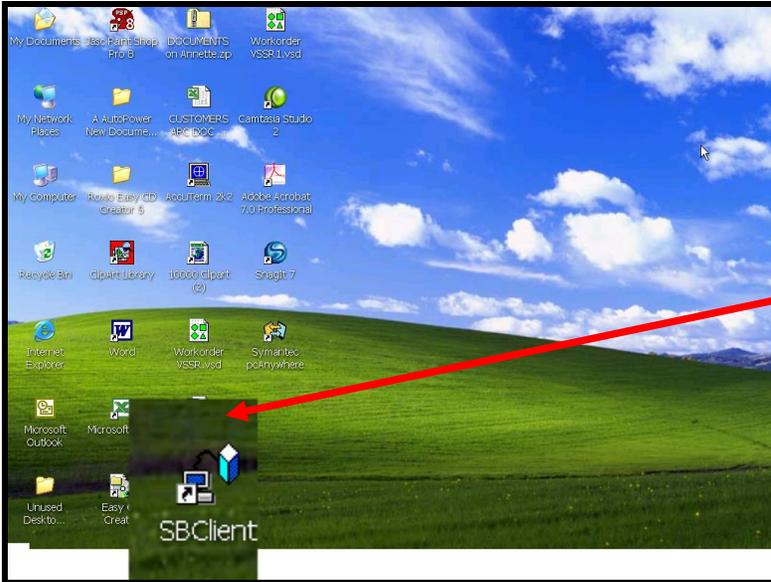
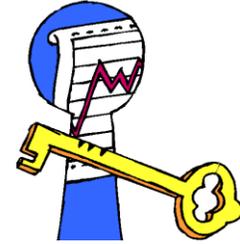
Every transaction in your business affects at least two accounts, since there is at least one debit and one credit for each transaction. Usually, one of the accounts is a balance sheet account. Entries that are not made to a balance sheet account are made to an income account or expense account. Income and expenses affect the net income of the business, which ultimately affects owner's equity. Each transaction (journal entry) is a real life example of the accounting equations (assets = liabilities + owner's equity).

A General ledger groups transactions according to their type, based on the accounts they affect. The general ledger is a collection of all balance sheet, income, and expense accounts used to keep a business's accounting records. At the end of an accounting period or on a daily basis, all journal entries are summarized and transferred to the general ledger accounts. This procedure is called "posting." **So, now that we had a brief accounting 101, let's get started.**

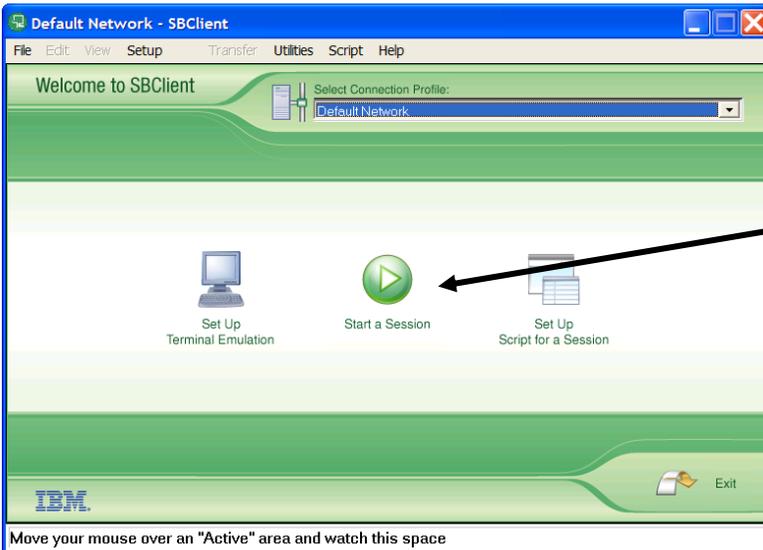
## LOGGING ON

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



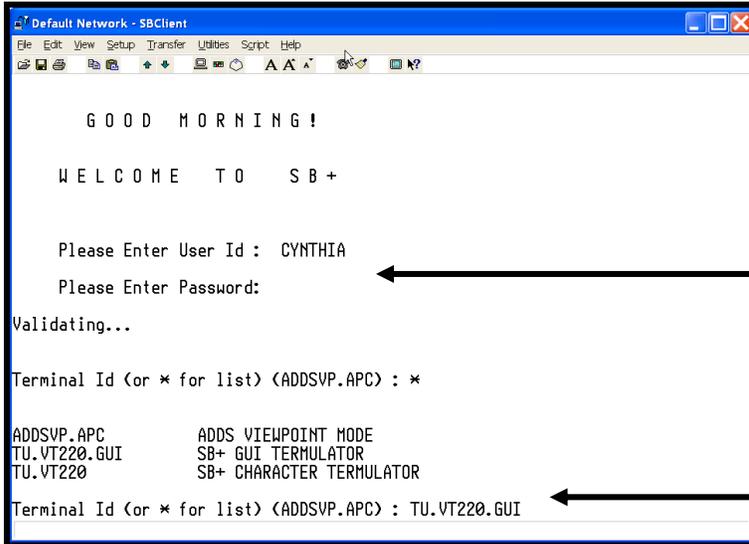
Click on Start a Session



These passwords will log you onto the Network.

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

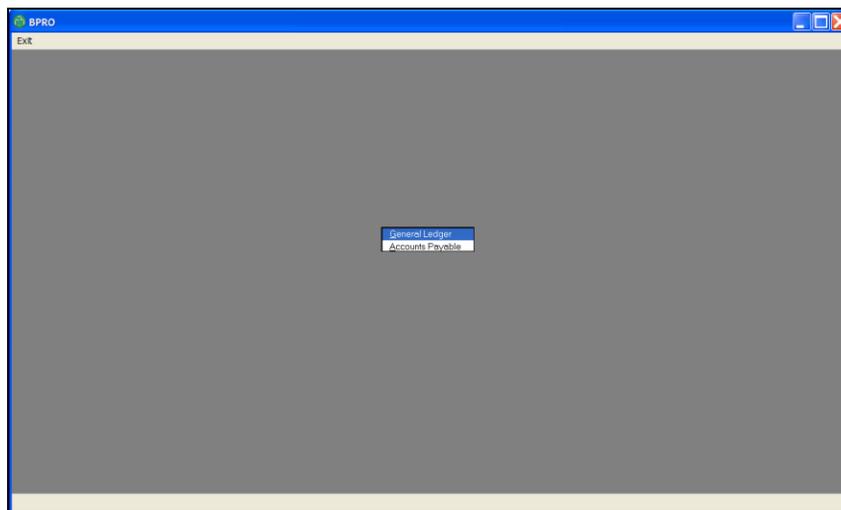
Type in your password and press **Enter**.



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.



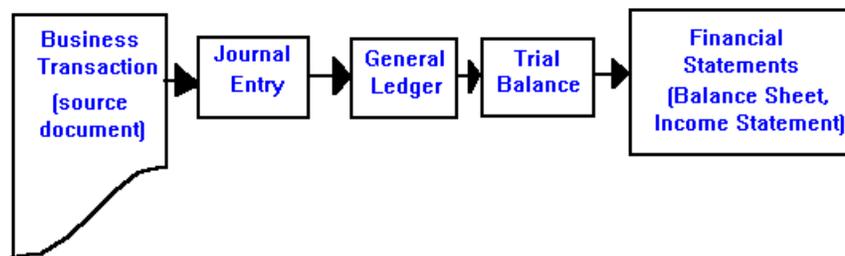
The Business Pro General Ledger constitutes as the central “book” of your system, and every transaction flows through the general ledger from your AutoPower and BusinessPro Accounts on your system. This includes and is not limited to your Sales, Accounts Receivables, Accounts Payable, Journal Entries and Inventory transactions.

There are two main issues to understand when setting up the general ledger. One is its linkage to your financial reports and the other is the establishment of opening balances. Which is discussed in the AutoPower General Ledger Financial Guide. The two primary financial documents of any company are their balance sheet and the profit and loss statement, and both of these are drawn directly from the company’s general ledger. The general ledger accrues the balances that make up the line items on these reports, and the changes are reflected in the profit and loss statement as well.

In order to setup the general ledger we must first perform all the file maintenance. Then we will determine how the opening balances will be entered or transferred from your previous General Ledger. The AutoPower programmer or trainer will help you decide this task. Because as you know, all accounts in the General Ledger do not have a zero opening balance.

It is highly advisable to have your Accountant in-house on the day of the training. If you've had financial statements prepared by an accountant in the past, look at last period’s balance sheet and income statement. You can get started by setting up general ledger accounts for each account title shown on those financial statements. You will probably have questions about the Accounting practices that are specific to your company and only he can answer those.

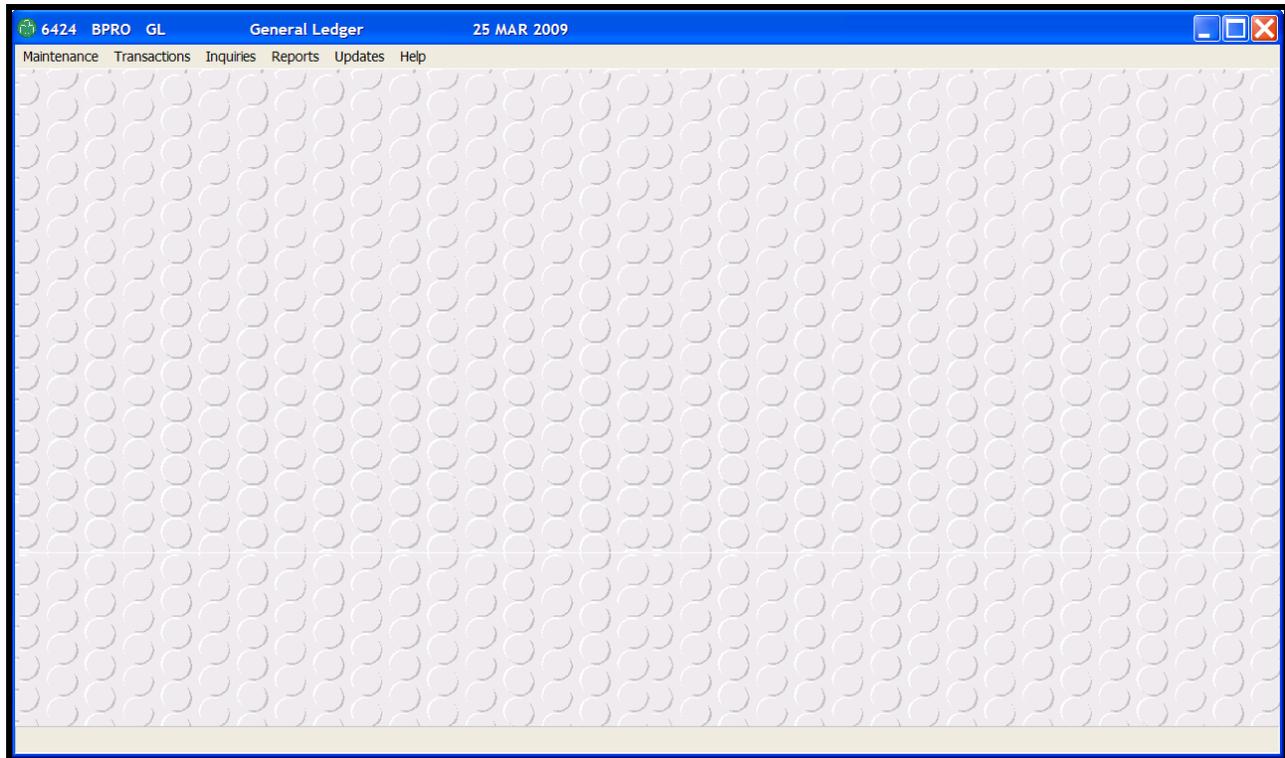
The AutoPower Trainer is great in giving detailed instructions on how the AutoPower Business Pro software functions but will probably not know the Accounting Practices that are specific to your business. They will sure give it their best to insure that you have a smooth transition from your previous General Ledger to your new AutoPower BusinessPro Accounting Suite.



Now let’s get started!

## Main Menu

The Main Menu for General Ledger is illustrated below. I will give you a brief overview.



To select an 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 clicking with your mouse.

**Maintenance:** The Maintenance menu contains the functions that insures proper posting of all transactions.

**Transactions:** The Transaction menu allows you to make different types of journal entries.

**Inquiries** In the Inquiries menu, you can inquire on accounts, previous posted journal entries, and budgets.

**Reports:** The Reports menu will allow you 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:** The Updates Menu is used to close the month and the year in the General Ledger. We will discuss each one of these options.

Our first task will be to master the File Maintenance menus. Let's move on!

**FILE MAINTENANCE**

We will start our General Ledger training with the file maintenance setup. The file maintenance setup must be completed prior to entering invoices into the Accounts Payable system.



**Control Files Menu Requirements**

In order to utilize the General Ledger, it is necessary to do some file maintenance. 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 means of distributing an expense across one or more branches, departments and General Ledger Accounts automatically.

**Notes:**

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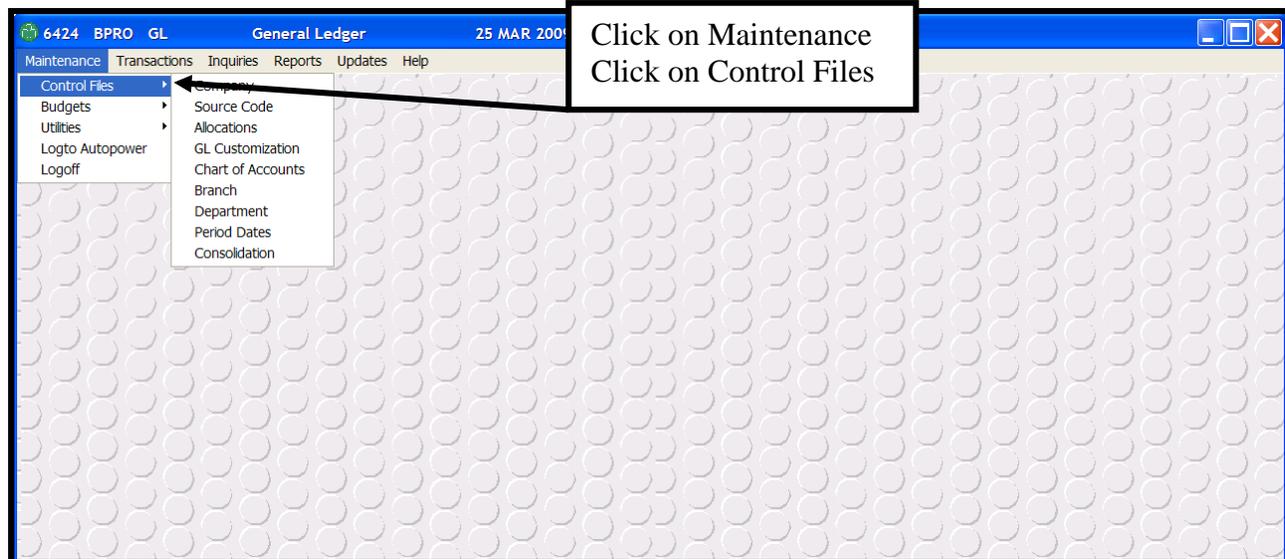
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To access the Control Files, make the following menu selections:

The following screen will display.



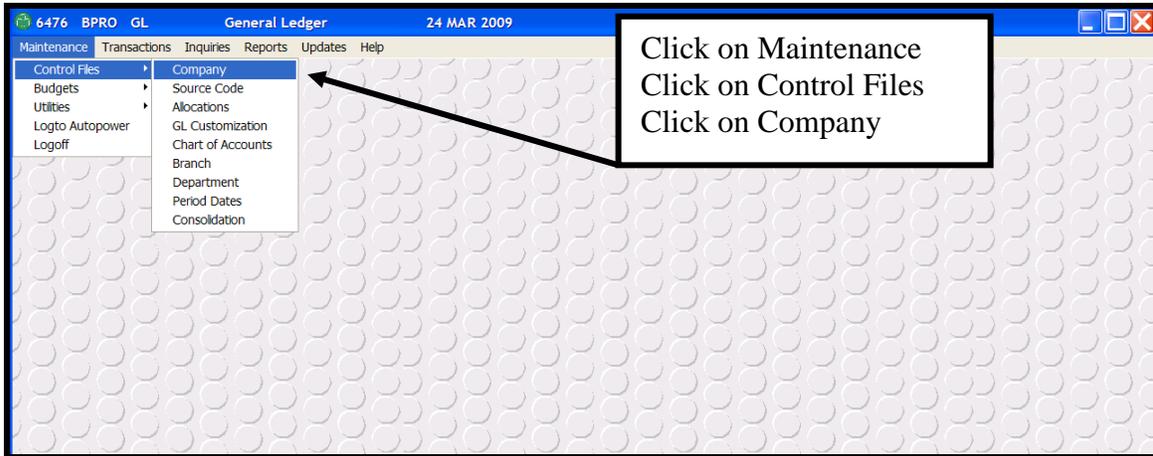
To select an option, use the arrow keys to move around the menu, then press **Enter** when the selection is highlighted or you may select a menu option by clicking with your mouse.

- C** **CONTROL FILES:** The Control Files Menu contains all screens that are necessary to setup the General Ledger.
- B** **BUDGETS:** The Budgets Menu allows you to create budgets and make year-to-date and month-to-date comparisons to actual figures in the General Ledger.  
**UTILITIES:** The Utilities menu will be utilized under the direction of the AutoPower Support Department.
- A** **LOGTO AUTOPOWER:** This option is NOT available in GUI mode.  
**LOGOFF:** This option allows you to log off for the day. You may also use the **Esc** key to log off.

## Company (Required)

The first Control File Maintenance option is the Company File Maintenance.

Select the option 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 treat each as a separate company, you need to follow the maintenance steps for each one. To access the company screen, make the following menu selections:



The following screen will display.

The 'Company Maintenance' screen displays the following fields and values:

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		

On the right side of the screen, there are three buttons: 'F1-Help', 'F2-Save', and 'F3-Lookup'. A small red logo is visible at the bottom right of the form area.

## Field Descriptions:

**Company:**

Type in the company number and press **Enter**. 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:**

Type in your company name, address, city, state and zip code and press **Enter** after each field. 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 codes.

**Phone No, Fax No:**

Type in the phone number and fax number with or without dashes and press **Enter**.

**Fed Id, State Id:**

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

**First Month:**

Type in the number that corresponds to the first month of your fiscal accounting year and press **Enter**. I.e.: Enter the number “4” if your fiscal year begins in April.

**Current Year:**

Type in the current accounting year and press **Enter**. **At the beginning of each accounting year, you will always want to change the default year in this field because it shows up on almost all the screens in BusinessPro.** Type in the new year and click **F2** to save.

**Current Period:**

Type in your current operating period and press **Enter**.

**Branch Balance Sheets: Y/N (Default is usually “N”)**

This is a very important prompt and must be answered correctly the first time. There is no way for you to change the answer to this prompt without contacting the AutoPower support department.

Answering to this prompt means that you would like to print a balance sheet for each branch in the company. In order to accomplish this, the accounts payable functions would have to be performed in a branch specific manner. For example, if you have four

branches in your company, four check runs would be required to pay your bills. There would be no multi-branch distribution of accounts payable allowed. Answering to this prompt means that you are willing to sacrifice the integrity of the per branch balance sheet in the company to gain the use of features such as multi-branch distribution of payables expenses and single check runs for all branches in the company. The combined balance sheet for the company would, of course, be in balance, but branch balance sheets would not, as one branch may incur an expense which is then paid by the main branch.

Remember: Click **F2** to save your current record.

**Notes:**

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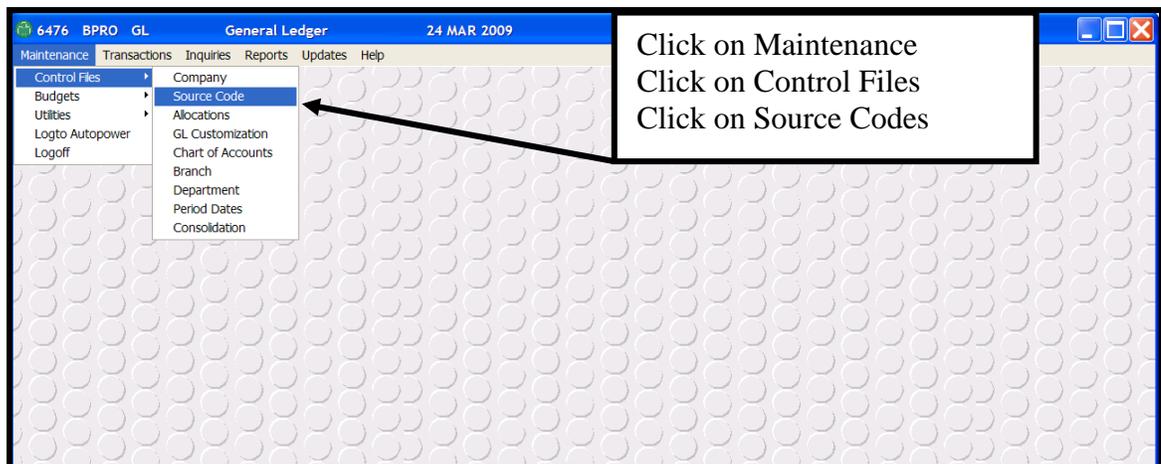
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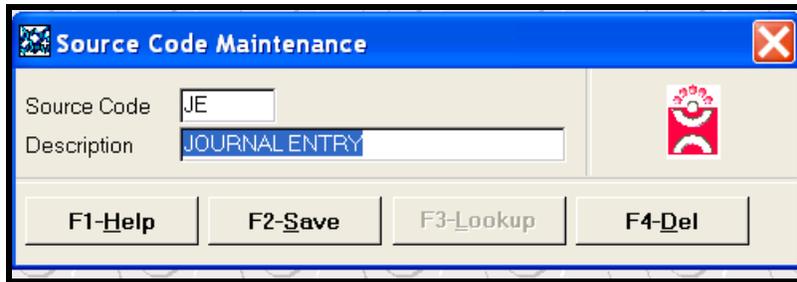
## Source Codes (Required)

The Source Codes must be pre-defined in this screen. These entries will be used during Journal Entry processing in the General Ledger. You may also setup source codes to use for reporting purposes. These are the source codes that will print on your Sales A/R & G/L Activity Summary Report that prints in the End of day postings. Examples of source codes are:

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



The Source Code Maintenance Screen will display as illustrated below.



**Field description:**

**Source Code:**

Type a two or three alpha character for the source code and press **Enter**. (Example: AP, JE, RJE, etc).

**Description:**

Type in the full description of the source code and press **Enter**.

**Notes:**

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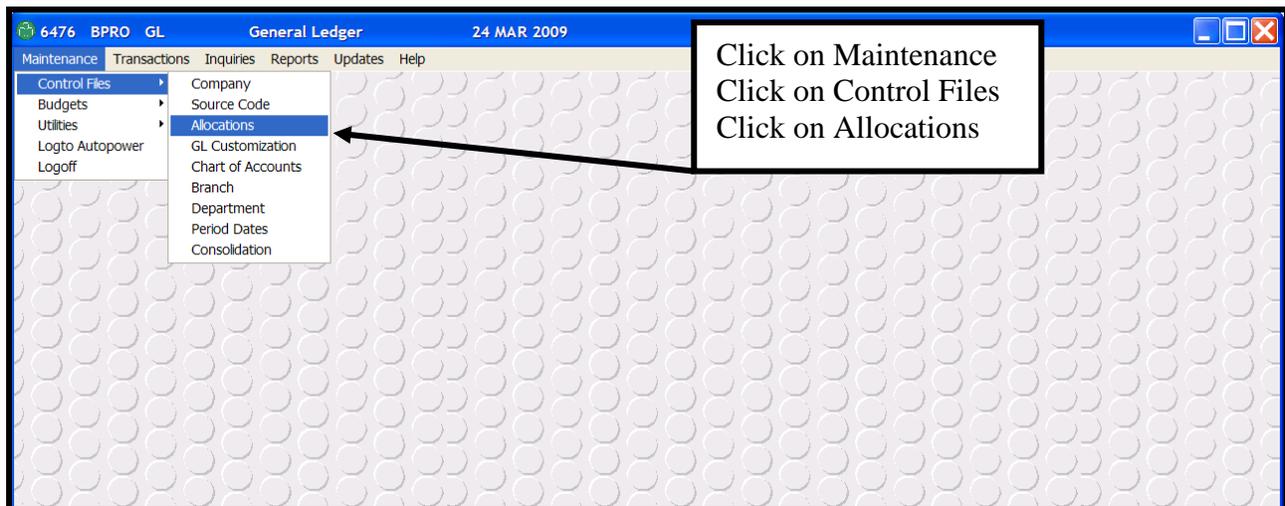
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## Allocations

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.

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



**Allocation Maintenance**

Alloc Code:

Description:

Company:

Variable?:

Br	Dept	Account No	Account Description	PCT
1	1			50.00
2	1			50.00
Total				100

**Field Descriptions:**

**Alloc Code:**

Type in the allocation number and press **Enter**. The allocation is ALnn. Type in the number of the allocation code and press **Enter**. The system will add the prefix “AL”. This is an alphanumeric field up to five characters.

**Description:**

Type in a description for this allocation code and press **Enter**. The field is alphanumeric up to 30 characters.

**Company:**

Type in the company number that has been set up via the company maintenance screen and press **Enter**.

**Variable:**

The variable field determines if the GL Account Numbers will be typed in 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 enter a journal entry and select this allocation, you will decide at that time what General Ledger Accounts are to be updated.

**No:** Each time you use this allocation in a journal entry, the General Ledger Accounts will default to what has been setup in this allocation table.

**Br:**

Type in the branch number and press **Enter**. The branch must be set up via the Branch Maintenance Screen in the Control Files prior to entering it in this field.

**Dept:**

Type in the Department number and press **Enter**. The Department for this branch must be set up via the Department Maintenance Screen in the Control Files prior to entering it into this field.

**Account No, Account Description:**

Type in the General Ledger Account Number and press **Enter**. If you select in the *Variable* field, then you will not enter a General Ledger Account Number here. If you answered in the *Variable* field, you must enter the General Ledger account numbers that will be the default each time you utilize this particular allocation code. 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.

%:

Type in the percentage to allocate for each account and press **Enter** .  
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

**F5** **Copy:** The **F5** Function 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** **Insert:** The **F6** Function key will allow you to insert a General Ledger Account Number in the distribution.

Remember: Press the **F2** Function Key to save your current record or changes.

**We will come back to the next menu option, which is the GL Customization in a moment. We must first complete a Branch and Department Setup prior to completing the GL Customization setup.**



## Chart of Accounts

The Chart of Accounts in the Control File Maintenance 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 to the Chart of Accounts when necessary.**

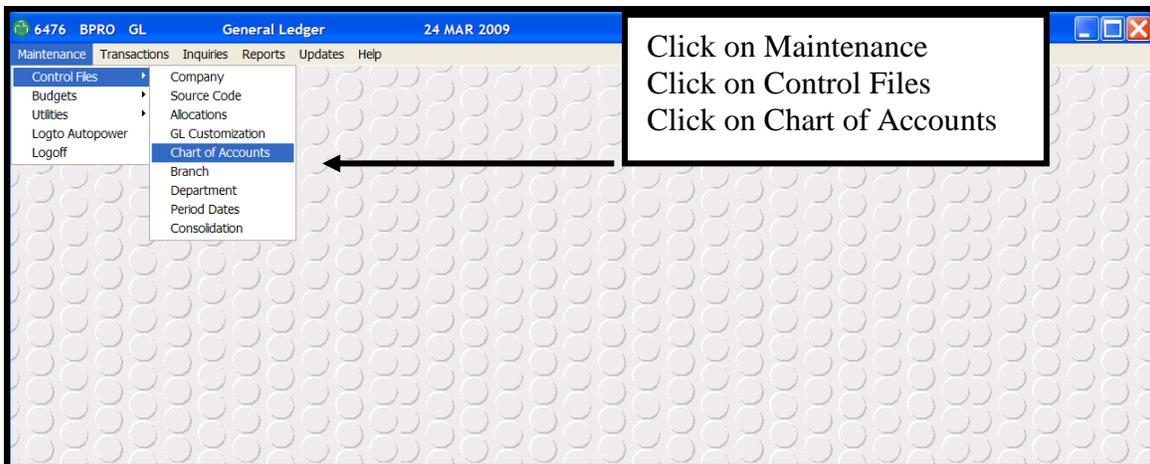
You must set up a Chart of Accounts for each company that is defined in the General Ledger.

The most efficient way to enter your Chart of Accounts from your “old” system will be to print out the Chart of Accounts from that system. Then load them into the BusinessPro Chart of Accounts. Do not skip or eliminate accounts from your old Chart of Account. You or someone else may try to post to this account number and it will not be valid.

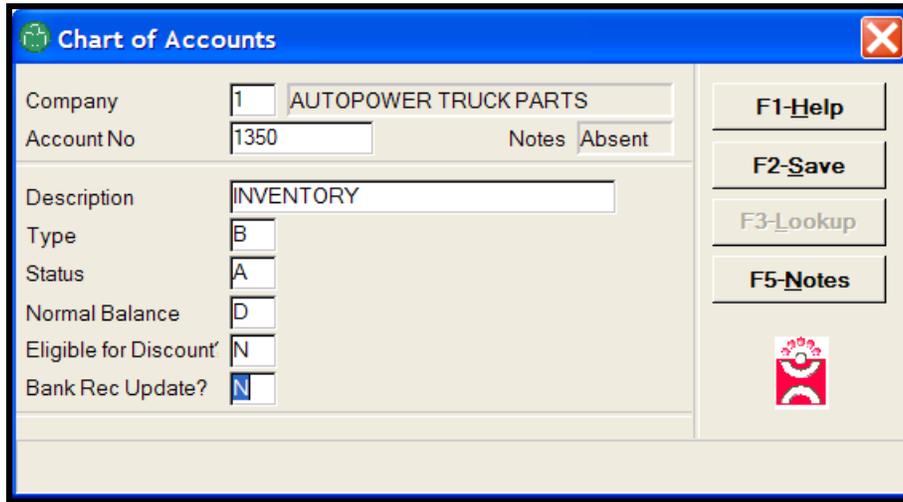
Also, please setup a suspense account of 99999 (however many numbers you have in your general ledger account numbers will determine the number of 9’s to put in this suspense account number.) If you use 5 digits in your general ledger account number, then the suspense account number will be 99999. This suspense account will be used in the cases where the system has discovered an invalid entry into the general ledger in the End of Day process or via manual entry, this entry will be posted to the suspense account so that it maybe researched and corrected.

After setting up the Chart of Accounts you cannot delete account numbers later down the road. You must leave them in the Chart of Accounts. There is a possibility that the account number that you would like to delete could have history postings attached to it. If deleted, those history postings would not be available for calculations in your opening and closing balances for your financial reports!

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



The following screen will display.



**Field Descriptions:**

**Company:**

Type in the company number and press **Enter**. 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:**

Type in the General Ledger account number to be added to the Chart of Accounts and press **Enter**. 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:**

Type in the description of this account number and press **Enter**.

**Type:**

Type in the type of account this account number will be and press **Enter**. Valid entries are:

- B** Balance Sheet
- Income Statement

**Status:**

Type in the status of this account and press . Valid entries for this field are:

- A** 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:**

Type in what the normal balance of this account should be and press . Valid entries are:

- D** This account normally has a debit balance.
- C** 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.

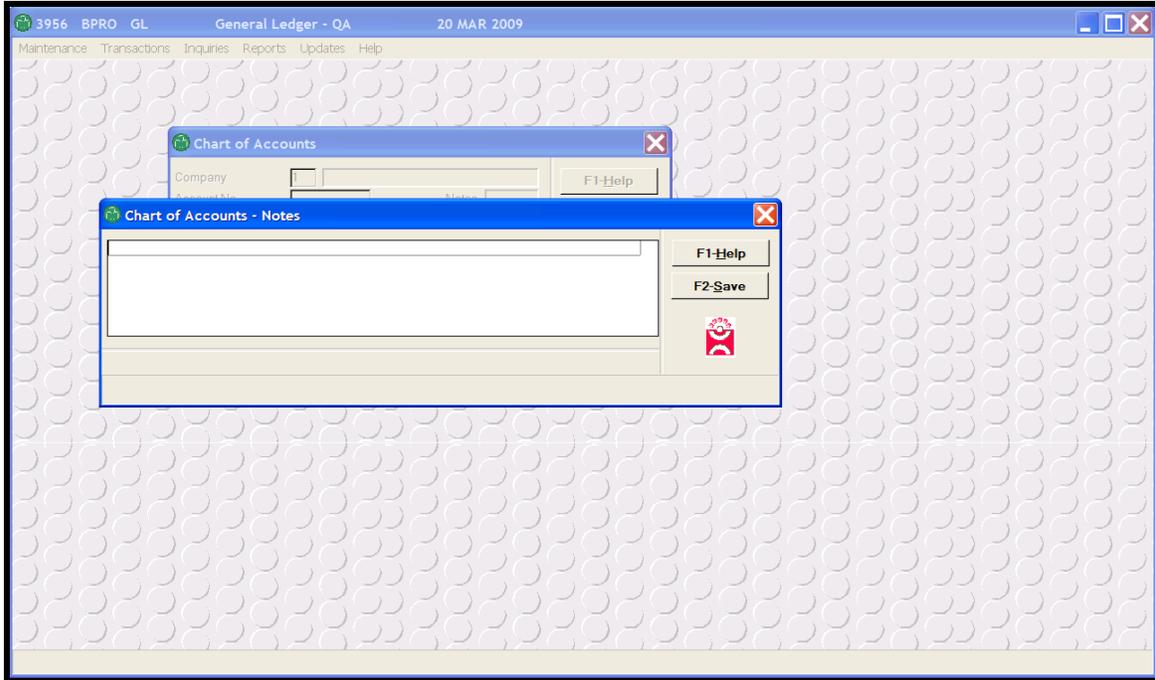
**Bank Rec Update?**

Should this general ledger account number should be shown in the Bank Reconciliation program?

- Yes, this account should be shown in the bank reconciliation program.
- No, this account should not be shown in the bank reconciliation program.

**Function key:**

**F5** **Notes:** To enter notes about this account number, press the **F5**-function key. This will display the following screen. These notes do not print.



## **Branch (Required)**

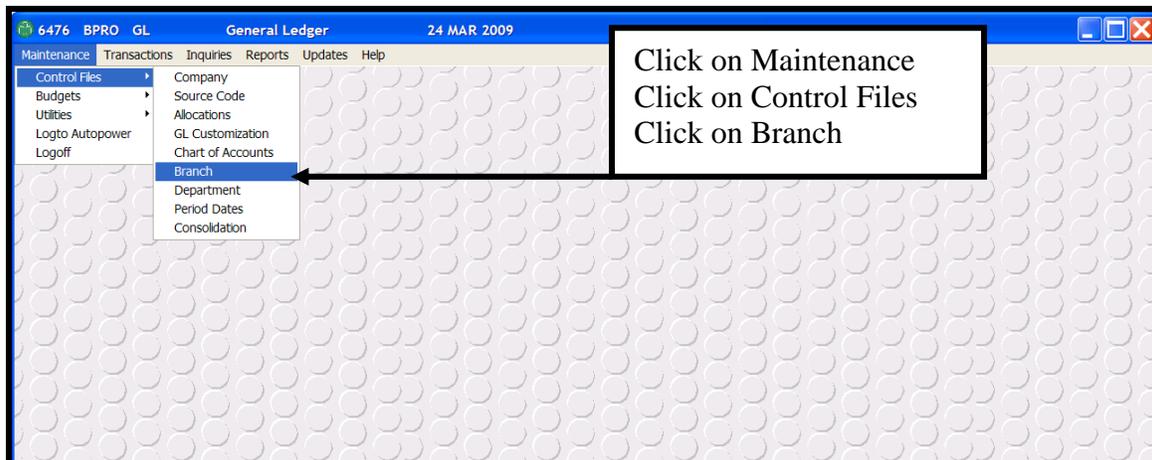
**All GL Account # fields must have a number in it. This screen cannot have an empty field prior to go-live.**

This screen is used to set up the 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. After setting up this screen, please contact AutoPower Support before making any changes to this screen in the future. It could affect how your end of day postings from AutoPower is posted to your general ledger.

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



The following screen will display.

**Field Descriptions:**

**Company:**

Type in the company number and press **Enter**. This field is numeric with a length of two. It is a required field. This company must be setup in the Company Control File Maintenance screen. After the company number has been entered, the company name will display to the right.

**Branch, Name:**

Type in the branch number and the name of the branch and press **Enter**.

**Address, City, State, Zip:**

Type in the branch address, city, state and zip code and press **Enter**. 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 codes.

**Cash: (Required field)**

Type in the Cash account General Ledger number and press **Enter**. This number must be set up in the Chart of Accounts. After the account number has been entered, the account description will display to the right.

**AR: (Required field)**

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

**AP: (Required field)**

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

**AR Discount: (Required field)**

Type in the Accounts Receivable Discount account General Ledger number. This number must already be set up in the Chart of Accounts. After the account number has been entered, the account description will display to the right. This is the discount that you extend to your customers in Accounts Receivable.

**AP Discount: (Required field)**

Type in the Accounts Payable Discount account General Ledger number. This number must already be set up in the Chart of Accounts. After the account number has been entered, the account description will display to the right. This is the discount that you take in Accounts Payable given by your Vendors.

**Retained Earnings: (Required field)**

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

**Remember:** Press **F2** to save your entries.

**Notes:**

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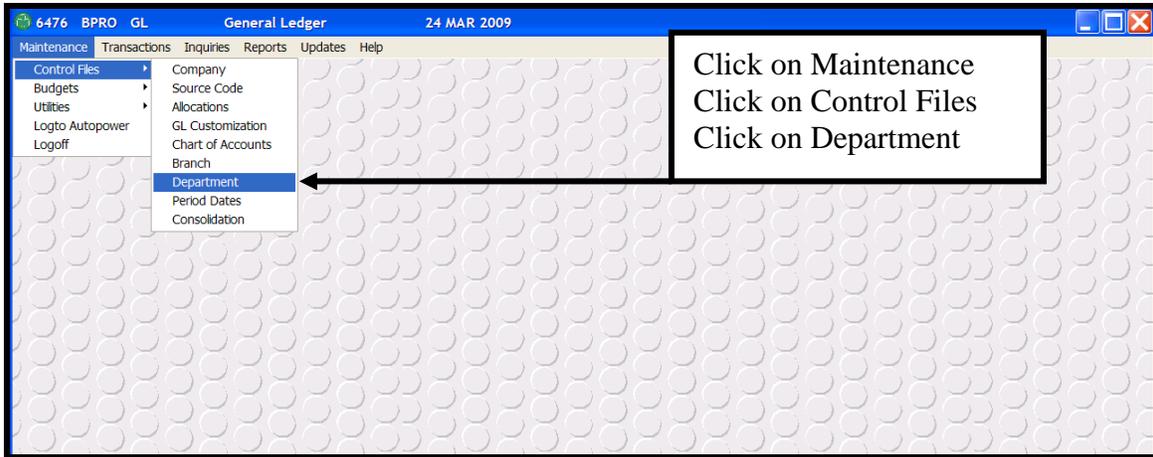
**Department (Required) At least one department must be setup prior to Go-Live.**

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.

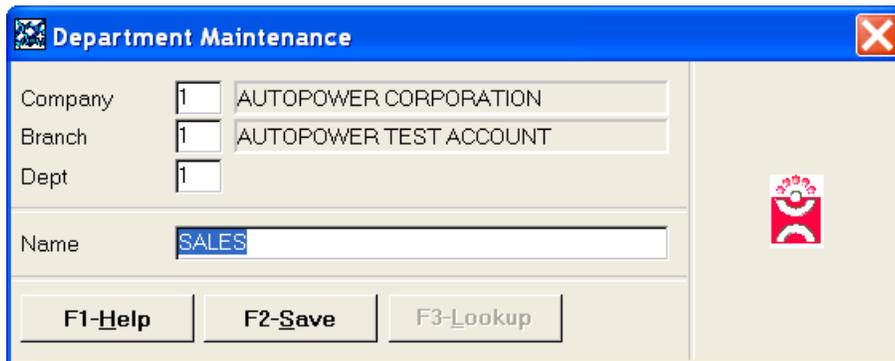
Each company must have at least one department set up.

Each branch must have at least one department set up.

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



The Department Maintenance Screen will display as illustrated below.



## **Field Descriptions**

### **Company**

Type in the company number and press **Enter** . This field is numeric with a field length of two. It is a required field. This company must be setup in the Company Control File Maintenance screen. After the company number has been entered, the company name will display to the right.

### **Branch:**

Type in the branch number and press **Enter** . The branch must be set up via Branch Maintenance. After the branch number has been entered, the branch name will display to the right.

### **Name:**

Type in the name of the department and press **Enter** .



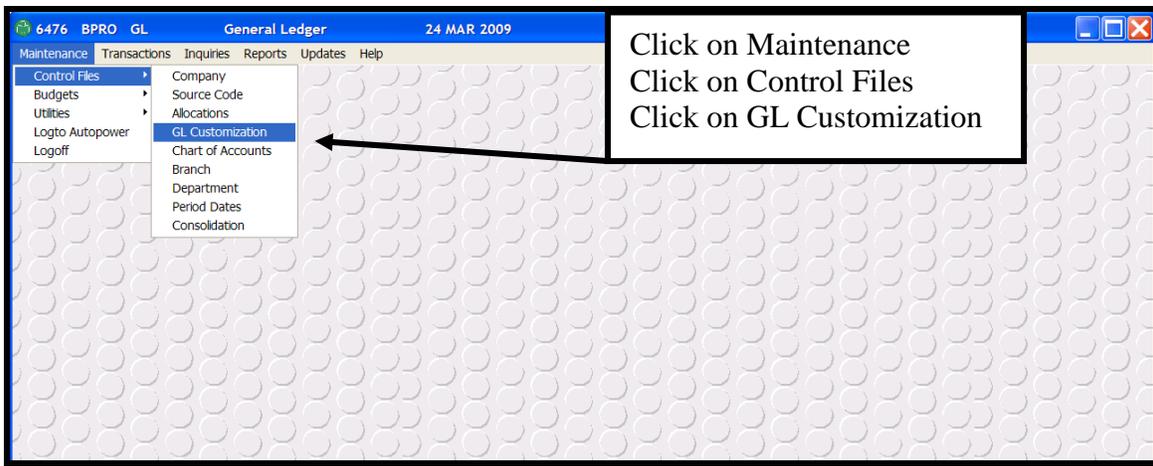
## GL Customization (Required, Very Important)

**\*\*\*\*\*Before you can complete this screen, at least one company, branch and department must be setup in the control files.**

The GL Customization Screen is used to setup the control table that defines the General Ledger defaults and operators security level. This is what makes the General Ledger postings go to the correct defaults.

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:



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

**GL Customization** Screen 1 | Screen 2

No Of Companies:  Screen 1/2

**DEFAULTS**

Company:  AUTOPOWER TRUCK PARTS

Branch:  AUTOPOWER TRUCK WAREHOUSE

Department:  HEAD QUARTERS CORP

Year:

Alloc Code:

Source:  JOURNAL ENTRY

**JOURNAL ENTRY**

User	Flg
SB	3
WALT	3
TM	3
CYNTHIA	3

Print Zero Balances:

Auto Ratio Update:

A/P Posting in (D)etail or (S)ummary?:

F1-Help  
F2-Save  
F3-Lookup

**Field Descriptions:**

**No. of Companies:**

Type in the number of companies you plan to track on the Business Pro system and press **Enter**.

**Company:**

Type in the default company number and press **Enter**. This field defines the default company. This means that when you are prompted for a company number, Business Pro will automatically default to 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:**

Type in the default branch number and press **Enter**. 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 default branch number if necessary.

**Department:**

Type in the default department number and press **Enter**. 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:**

Type in the default year and press **Enter**. (I.e.: 2005). 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. After you enter the allocation code, the description of the allocation code will display to the right.

**Source:**

Type in the default source code and press **Enter** (↵). This field defines the default source code used when entering journal entries. The source code must be set up via the Source Code Maintenance Screen. After you enter the source code, the source description will display to the right.

**User, Flag: (Permissions)**

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:

1. **The user can enter Journal Entries into a batch only.**
2. **The user can enter Journal Entries into a batch and print a Batch Proof Report only.**
3. **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 including the Trial Balance Report, enter the letter **Z**. If you do not want zero balance accounts to print on your General Ledger Reports, enter the letter **N**.

**Auto Ratio Updates (This field is not active)**

**A/P Postings in Detail or Summary:**

This menu option affects the appearance of the postings done to the General Ledger from the Accounts Payable module. In detail means that each invoice will be shown as a line item in the General Ledger. In summary means that only the batch totals will be posted to the General Ledger and a **F10** reach-thru function will be available to view details if needed.

Press **Enter** for the second screen of the GL Customization to display.

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

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

The right section contains three buttons: "F1\_Help", "F2\_Save", and "F3\_Lookup". Below these buttons is a small red and white logo.

### **Field Descriptions**

#### **Yrs In Trans Detail:**

Type in the number of years that you would like to keep transactions detail and press **Enter**. Seven years of historical transactions is recommended.

#### **Yrs In Summary File:**

Type in the number of years that you would like to keep of Summary Information and press **Enter**. Seven years of historical transactions is recommended.

#### **Primary Account Length:**

Type in the length of the primary account number and press **Enter**. 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 were 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: (Field Not Used)**

Type in the length of the secondary account number length as 0 since this field is not currently used and press **Enter**.

**Daily or Monthly:** (After this has been set, you cannot change.)

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 run, the transactions for that day will post to the General Ledger.

**Monthly:** When the AutoPower End-of-Month is run, the transactions for the month will post to the General Ledger.

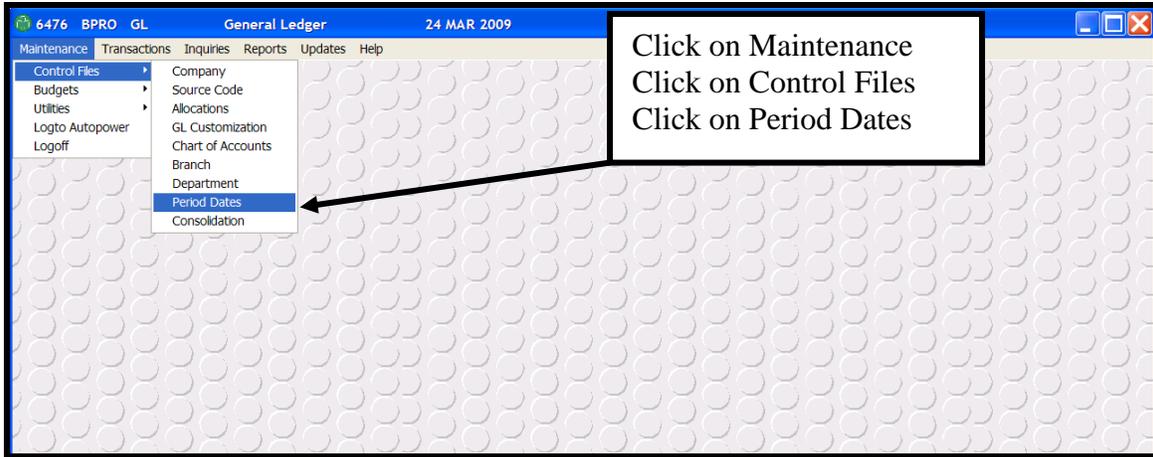
**Sales Source:**

Type in the AutoPower account where the sales are posting from daily or monthly into the General Ledger and press . **The AutoPower Programmer usually has this completed.**

## Period Dates (Required)

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

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



The Period Dates Screen will display as illustrated below.

Company	Year	Period	Date	Status
1	2008	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	Open
		Period 9	09/30/08	Open
		Period 10	10/31/08	Open
		Period 11	11/30/08	Open
		Period 12	12/31/08	Open

## Field Descriptions

### Company Number, Company Name:

Type in the company number and press **Enter**. The company must be set up via the company maintenance. After the company number has been entered, the company name will display to the right.

### Year:

Type in 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:

Type in the period ending date for each period of the fiscal year. If you are using GUI, type in /DATE in this field or any date field and a calendar will display. This will help you out if you are in question as to how many days in a certain month.

The screenshot shows the 'Period Dates' window for 'AUTOPOWER CORPORATION' in the year '2006'. The 'Year' field is set to 'Open'. There are 12 rows for 'Period 1' through 'Period 12'. Each row has a date field (Period 1 contains '/DATE') and a status field, all currently set to 'Open'. On the right side, there are three buttons: 'F1-Help', 'F2-Save', and 'F3-Lookup'.

This screenshot shows the same 'Period Dates' window, but with a calendar overlay for 'June 2005'. The calendar is a grid with columns for 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', and 'Sat'. The dates range from 1 to 30. The 'Period 7' date field is highlighted, and the calendar is positioned over it. The status fields for all periods remain 'Open'.

### 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.

Our first test to see what you have learned.

1. To utilize the GUI screens in BusinessPro you must have what software loaded on your PC.
  - a. Word
  - b. SB Client
  - c. Excel
  - d. Accuterm
  
2. The user name will be setup on the AutoPower Network and in SB+ to logon to the BusinessPro Accounting.
  - a. True
  - b. False
  
3. A BusinessPro Accounting user can be setup with one of three security level privileges.
  - a. Entry
  - b. Entry and Proof
  - c. Entry, Proof and Post
  
4. The first step in logging into BusinessPro General Ledger will be to click on the SB-Client Icon from your PC desktop.
  - a. True
  - b. False
  
5. In BusinessPro you can use your escape key, arrows and your mouse to move around.
  - a. True
  - b. False
  
6. The file maintenance required setups for BusinessPro are:
  - a. 1 or more companies
  - b. 1 or more branch for each company
  - c. 1 or more department for each company
  - d. A chart of accounts for each company
  - e. Period ending dates must be setup for each company
  - f. 1 or more source codes
  - g. All of the Above

7. In the Company Maintenance screen the option Branch Balance Sheet must be answered correctly the first time because:

- a. There is no way for you to change the answer to this prompt without contacting the AutoPower support department.

Answering to this prompt means that you would like to print a balance sheet for each branch in the company. In order to accomplish this, the Accounts Payable functions would have to be performed in a branch specific manner. For example, if you have four branches in your company, four check runs would be required to pay your bills. There would be no multi-branch distribution of Accounts Payable allowed.

Answering to this prompt means that you are willing to sacrifice the integrity of the per branch balance sheet in the company to gain the use of features such as multi-branch distribution of payables expenses and single check runs for all branches in the company. The combined balance sheet for the company would, of course, be in balance, but branch balance sheets would not, as one branch may incur an expense which is then paid by the main branch.

- b. It doesn't make a difference how this prompt is answered.

8. Allocations in the General Ledger cannot be used if you have multiple branches.

- a. True  
b. False

9. When setting up the Chart of Accounts you must have a suspense account consisting of the number 9999's.

- a. True  
b. False

10. You can delete account numbers in the Chart of Accounts in the future.

- a. True  
b. False

11. All General Ledger account number fields must contain a valid account number in the Branch setup file maintenance.

- a. True  
b. False

12. You are not required to setup at least one department in the Department File Maintenance setup.
- a. True
  - b. False
13. In the GL customization screen you will see the prompt “A/P Postings in Detail or Summary” this prompt means that you will always see each A/P invoice as a line item in the General Ledger if (S) is selected.
- a. True
  - b. False
14. The prompt Print Zero Balances gives you the option to have zero balance accounts printed on the General Ledger reports including the Trial Balance Report.
- a. True
  - b. False

## Transactions

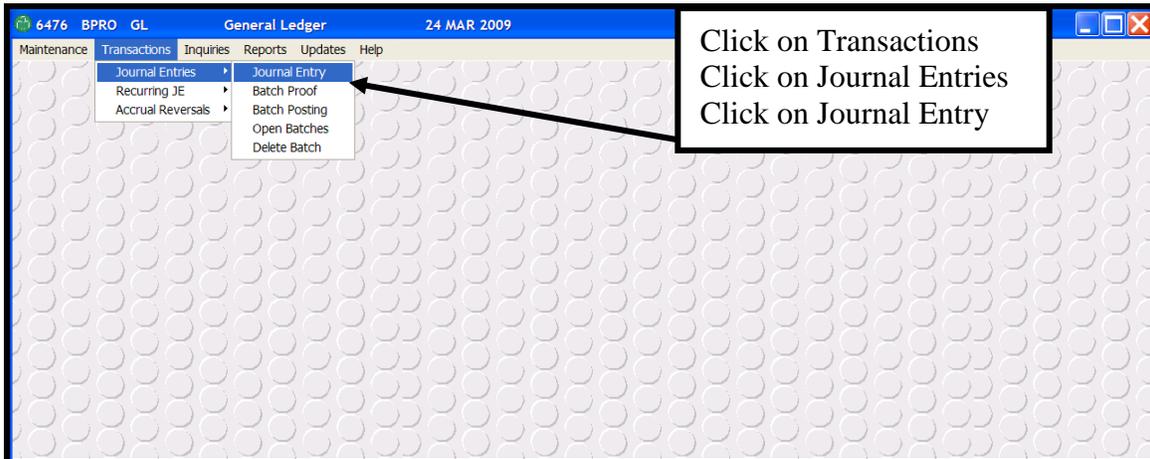


The Journal Entries Menu allows you to make journal entries into the General Ledger.

The Journal Entry Process is **a required 3-step process**.

1. You must enter the journal entry in a batch. This batch will be assigned a batch number.
2. Print a batch proof report using the batch number that will detail the journal entries that you entered into that particular batch.
3. Post the batch using the batch number that you created in step #1.

The Journal Entry menu is illustrated below.



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. Recurring journal entries are used for entering general ledger account transactions that will be posted to general ledger repeatedly each month.

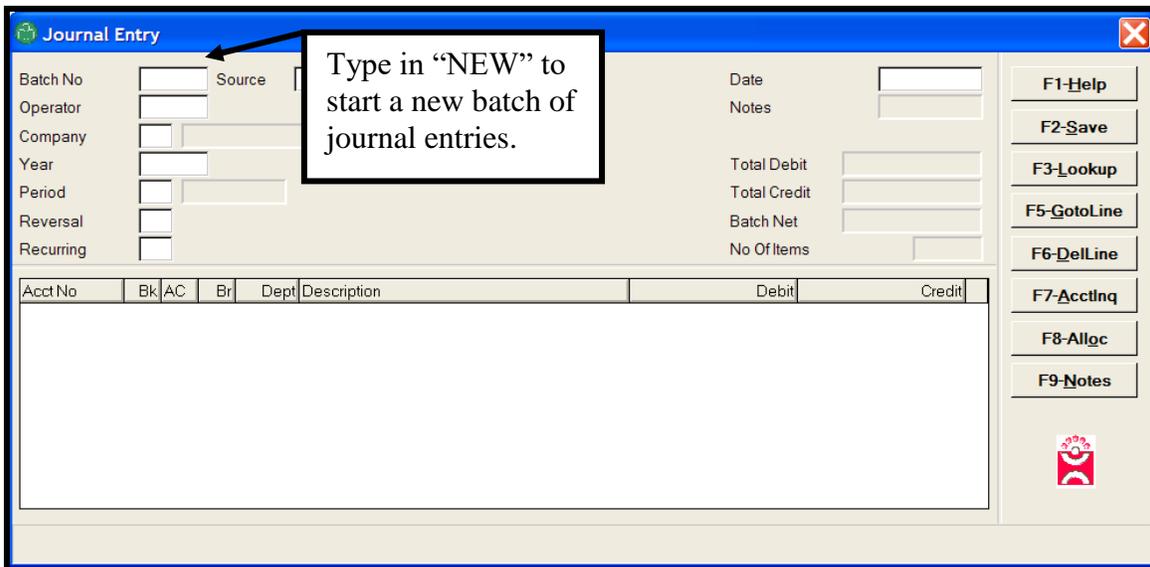
It is possible to save a batch even if it is incomplete. This enables you to save your work and recall the batch at a later date.

**F5** **GOTOLINE** function. Since the transaction screen is unlimited in size, it is possible to have hundreds of transactions listed in one batch. (Which is not suggested.) It is suggested to keep the batches to a minimum so that it is easier to manage in case of errors. The **F5** **GOTOLINE** feature is provided so the user may “jump-to” any line in the batch.

The **F8** **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 **F7** **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. You can also press the **F6- Function Key DelLine** to delete a line entry.



## Field Descriptions

**Batch No:**

Type in 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.

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

**Source:**

Type in the Source Code. This is a required field. The source code of JE will be the default code. You can overwrite this source code.

**Date:**

Type in 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:**

Type in the initials of the person entering this batch.

**Company, Company Name:**

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

**Year, Period, Period End Date:**

Type in 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:** Is this a Reversal Journal Entry?

Valid entries for this field are:

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

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

**Recurring:** Is this a Recurring Journal Entry?

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:**

Type in 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.

**Bank:**

Type in the Bank Number for this journal entry.

**AC:**

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

**Br:**

Type in the branch number for this transaction and press .

**Dept:**

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

**Description:**

Type in 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:**

Type in the amount to debit or credit and press **Enter**. Use decimal points.

**Function Keys**

- F5** The **F5**-function 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**-function key allows you to inquire on an account in the middle of a batch. Enter the account number first, and then press the **F7**-function key.
- F8** The **F8**-function key allows you to use the Allocation Tables that you set up under Control File Maintenance.
- F9** The **F9**-function key will allow you to enter notes about the batch.

**Notes:**

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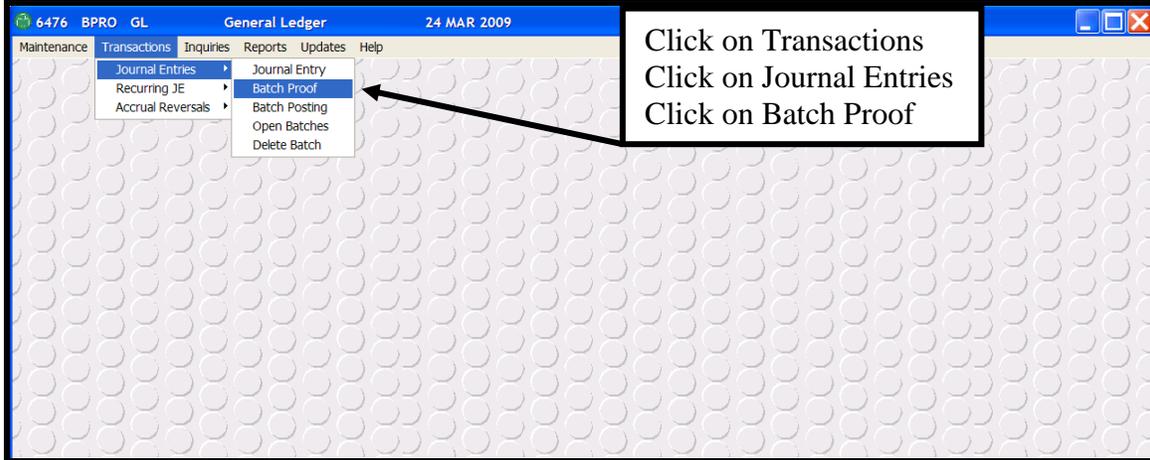
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## **Journal Entry Batch Proof Report (Required)**

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



The Batch Proof Screen is illustrated below.

The 'Print Batch Proof Report' screen displays the following fields and values:

Batch No	98	F1-Help				
Operator	WALT	Source	JE	Date	09/18/08	F3-Lookup
Company	1	AUTOPOWER TRUCK PARTS				
Year	2008					
Period	8	08/31/08				
Print Proof Report?	N					

### **FIELD DESCRIPTIONS**

#### **Batch No:**

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

#### **Operator:**

The person who entered in the batch (operator number) will display.

#### **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 that this batch will post to. This field is display only.

**Period:**

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

**Print Proof Report?**

Type in  to print the Proof Report. Type in  to not print the Proof Report. The Proof Report must be printed if you would like to post this batch. Printing the proof report to the screen will not allow you to post. You must print to a printer.

**Printer Dialogue Box**

In BusinessPro when you send a print job to the printer, the printer dialogue box will display so that you may select the printer, screen, auxiliary printer or cancel.



Your options are:

**Printer:** A printer dialogue box will display so that you may select the correct printer to send your print job to.

**Screen:** Displays the print job to the screen.

**Auxiliary Ptr:** If you have a slave printer attached to your PC and it has been setup in BusinessPro, you may print the report to that printer.

**Cancel:** This will cancel your print request. .

If you answer for no, you will return to the Main Menu.

**Notes:**

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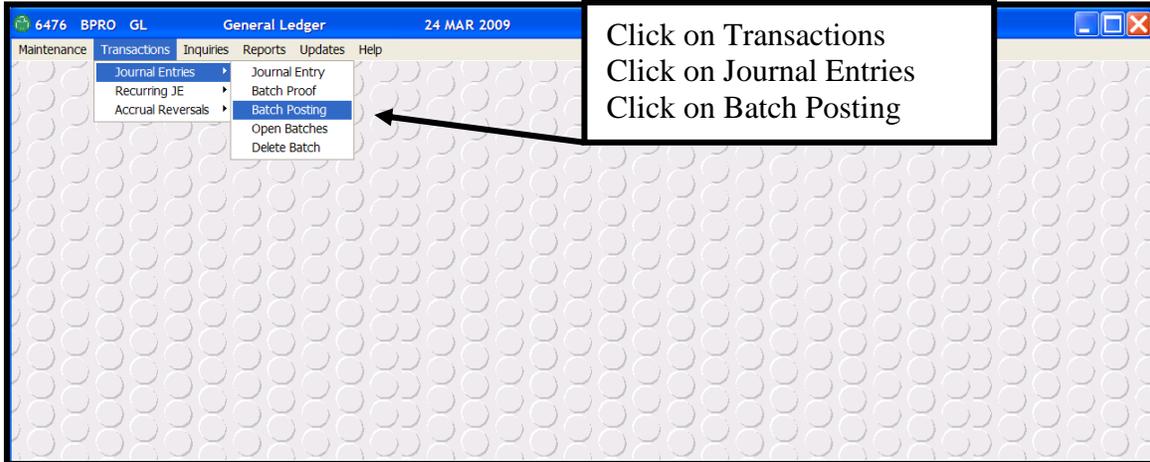
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## Journal Entry Posting

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 will open again. It is mandatory to re-close that 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.

The 'Journal Entry Batch Posting' dialog box contains the following fields and controls:

Batch Number	98	F1-Help
Batch Type	Journal Entry	F3-Lookup
Total Debits	100.00	
Total Credits	100.00	
Difference	0.00	
No Of Transactions	2	
Ok To Proceed?	<input checked="" type="checkbox"/>	

### Field Descriptions

**Batch No:**

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

**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:**

The difference between the Total Debits and Total Credits is the amount that 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:**

Typing in for **Yes** will continue the Posting Process. Type in for **No** 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 **NO** then press **Enter** or click **No**.

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



Press **Enter** or Click continue.

**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.**

**Notes:**

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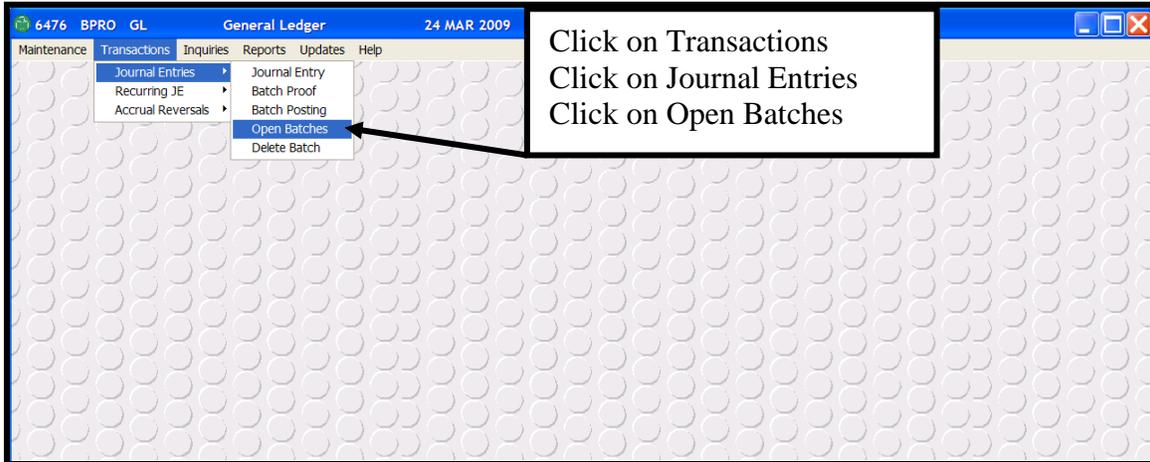
It's time for our second test!

1. Which step is required in posting of a regular journal entry.
  - a. Entry of the batch
  - b. Printing the batch proof report
  - c. Posting the batch of journal entries
  - d. All of the above
  
2. You can save a journal entry batch and re-access it at a later time without posting the batch.
  - a. True
  - b. False
  
3. It is recommended to keep your journal entry batches to a minimum, manageable number of entries. This is helpful in managing errors that may occur in the batch.
  - a. True
  - b. False
  
4. To create a new journal entry the word "NEW" is a required entry in the Batch No. field.
  - a. True
  - b. False
  
5. You must press  after typing in each field to accept your entry.
  - a. True
  - b. False
  
6. All entries must be typed in capital letters in BusinessPro.
  - a. True
  - b. False
  
7. You can enter periods with leading zeroes.
  - a. True
  - b. False

8. The F6 function key will delete the complete batch in journal entry option.
  - a. True
  - b. False
  
9. When posting a journal entry batch you are not required to print a batch proof report to a printer.
  - a. True
  - b. False
  
10. After posting a journal entry to the general ledger you cannot correct an error in that particular posting. This journal entry can only be corrected via an entry of another journal entry.
  - a. True
  - b. False

## Open Batches

The **Open Batches** feature allows you to list all open batches. These are the Journal Entry batches that have been entered but not posted.



When you select **Open Batches**, the following list displays.

The screenshot shows a window titled 'Open Batches' with a menu bar containing 'File', 'Search', 'Tag', and 'Help'. Below the menu bar is a table with the following data:

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

At the bottom of the window, there are three buttons: 'Accept', 'Cancel', and 'Stop'.

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

## Delete Batch

The **Delete Batch** function allows you to delete an entire **UNPOSTED** batch. The batches that are displayed when you press **F3** in the Batch No. field are batches that have not been posted to the General Ledger.



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.

Batch No	89	F1-Help	
Operator	TM	Source	JE
Date	08/05/08		
Company	1 AUTOPOWER TRUCK PARTS		
Year	2008		
Period	8		
Type	Journal Entry		
Delete Batch?	N		

### Field Descriptions

#### **Batch No:**

Type in the Batch Number and press **Enter**. 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.

#### **Source:**

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

#### **Date:**

This field displays the date the Batch was entered.

**Company, Company Name:**

This field will display the Company Number and Name.

**Year:**

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

**Period:**

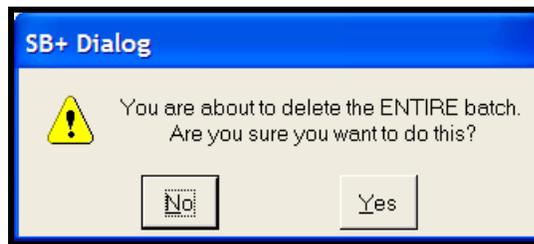
This field displays the period for which this batch was entered.

**Type:**

This field displays the type of batch being deleted.

**Delete Batch?**

Type in 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 **Enter←** or enter the letter .

## **Recurring Journal Entry**

Recurring journal entry is used to enter General Ledger account transaction that will be posted to general ledger repeatedly each month. Examples would be health insurances, rent, and car insurance.

The Recurring Journal entries do not automatically post each month by the system. The operator must physically post these entries at the proper time of the month.

**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.

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



The following screen will display.

**Field Descriptions**

**Batch No:**

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

**Source:**

Type in the Source Code and press **Enter**. This is a required field.

**Date:**

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

**Operator:**

Type in the operator entering this batch and press **Enter**

**Company, Company Name:**

Type in the Company Number and press **Enter**. Once you enter the company number, the company name will display to the right.

**Year, Period, Period End Date:**

Type in the Fiscal Year and Period, which the transactions in the batch are to be posted for the first time and press **Enter** (↵). 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 entry for this prompt is:

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 .**

**Notes:**

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

Type in the General Ledger account number and press **Enter** (↵). 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.

**Bank:**

Type in the Bank Number and press **Enter**. This field will only be accessible if the GL Account Number is marked to update the Bank Reconciliation program.

**AC:**

This field shows you if this General Ledger account is part of an allocation.

**Br:**

Type in the Branch Number and press **Enter**. If this is not the first line item entry in this batch, pressing **Enter** will duplicate the previous line's branch number.

**Dept:**

Type in the Department Number and press **Enter**. If this is not the first line item entry in this batch, pressing **Enter** will duplicate the previous line's department number.

**Description:**

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

**Debit, Credit:**

Type in the amount to debit or credit and press **Enter**. Use decimal points.

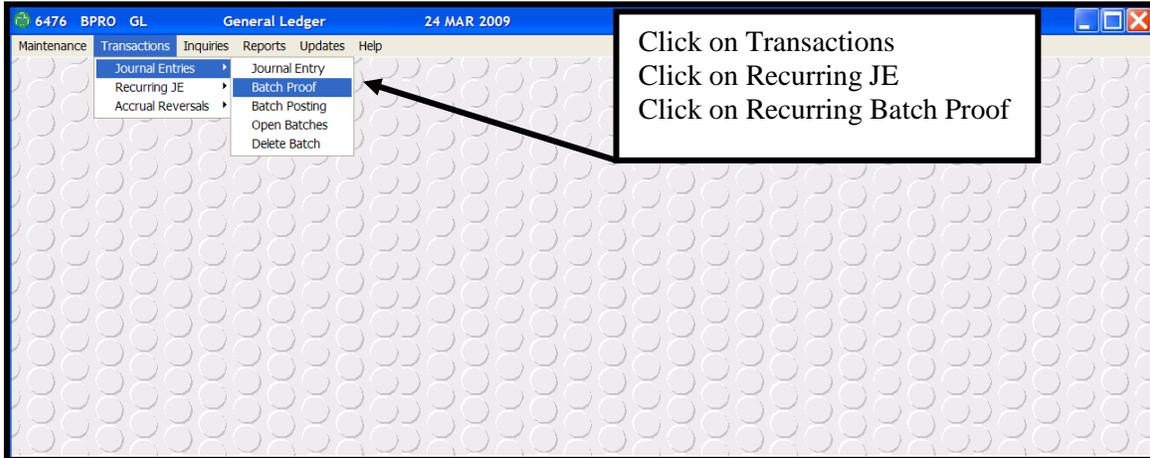
**Function Keys for Recurring Journal Entries**

- F5** The **F5**-function 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**-function key allows you to inquire on an account in the middle of a batch. Enter the account number first, and then press the **F7** function-key.
- F8** The **F8**-function key allows you to use the Allocation Tables that you set up under Control File Maintenance.
- F9** The **F9**-function key will allow you to enter notes about the batch.

## **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:



**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.

The screenshot shows the 'Print Recurring Batch Proof Report' dialog box. It has a blue title bar with the text 'Print Recurring Batch Proof Report' and a close button. The main area contains several input fields and buttons. On the left, there are fields for 'Batch No' (2809), 'Operator' (CP), 'Company' (1), 'Year' (2008), 'Period' (4), and 'Print Proof Report?' (N). In the middle, there are fields for 'Source' (JE) and 'Date' (05/19/08). On the right, there are buttons for 'F1-Help' and 'F3-Lookup', and the AutoPower logo.

### **Field Descriptions**

**Batch No:**

Type in the Batch Number and press **Enter** (↵). 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.

**Date:**

This field displays the date the Batch was entered.

**Operator:**

This field displays the operator who entered the batch.

**Company, Company Name:**

This field will display the Company Number and Name.

**Year:**

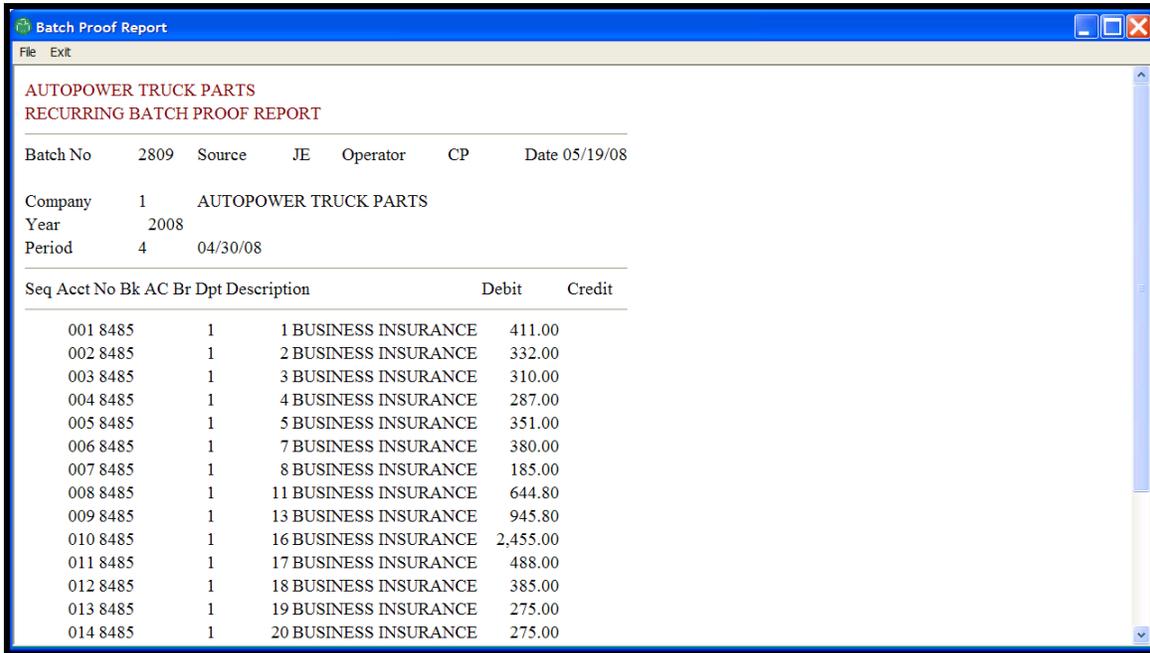
This field displays the fiscal year for which this batch was entered.

**Period:**

This field displays the period for the batch that was entered.

### Print Proof Report?

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



**AUTOPOWER TRUCK PARTS**  
**RECURRING BATCH PROOF REPORT**

Batch No 2809 Source JE Operator CP Date 05/19/08

Company 1 AUTOPOWER TRUCK PARTS  
Year 2008  
Period 4 04/30/08

Seq	Acct No	Bk	AC	Br	Dpt	Description	Debit	Credit
001	8485		1			1 BUSINESS INSURANCE	411.00	
002	8485		1			2 BUSINESS INSURANCE	332.00	
003	8485		1			3 BUSINESS INSURANCE	310.00	
004	8485		1			4 BUSINESS INSURANCE	287.00	
005	8485		1			5 BUSINESS INSURANCE	351.00	
006	8485		1			7 BUSINESS INSURANCE	380.00	
007	8485		1			8 BUSINESS INSURANCE	185.00	
008	8485		1			11 BUSINESS INSURANCE	644.80	
009	8485		1			13 BUSINESS INSURANCE	945.80	
010	8485		1			16 BUSINESS INSURANCE	2,455.00	
011	8485		1			17 BUSINESS INSURANCE	488.00	
012	8485		1			18 BUSINESS INSURANCE	385.00	
013	8485		1			19 BUSINESS INSURANCE	275.00	
014	8485		1			20 BUSINESS INSURANCE	275.00	

## 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 will open. It is mandatory to re-close the period and any subsequent periods thereafter.

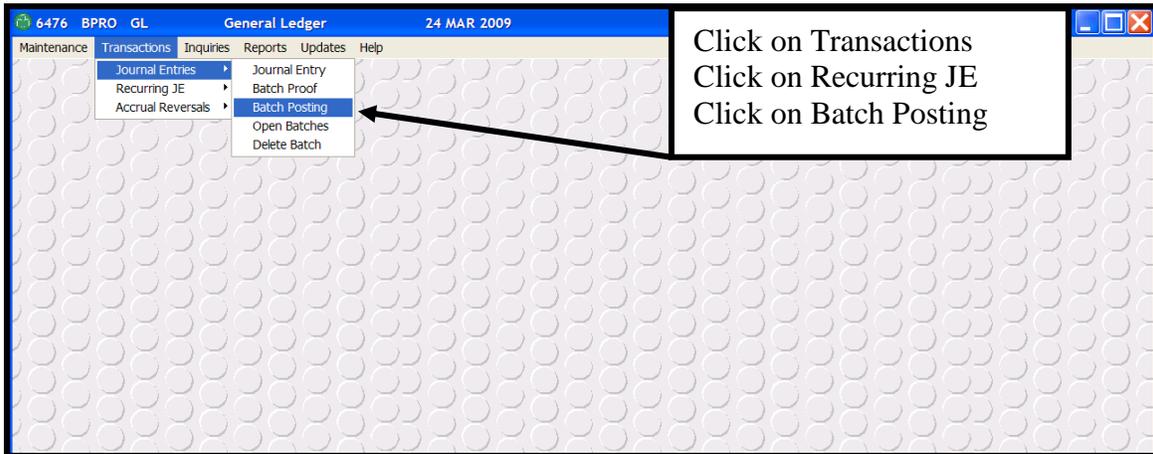
Example: Your current General Ledger period is 10. You have discovered that you need to post a journal entry into period 7. Periods 7, 8 and 9 in the General Ledger have been previously closed. When you post this journal entry, period 7, 8, and 9 will open, requiring you to re-close periods 7, 8, and 9 again. You will also need to reprint your financial reports for these periods because the ending and opening balances will have changed.

### **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 to posting.

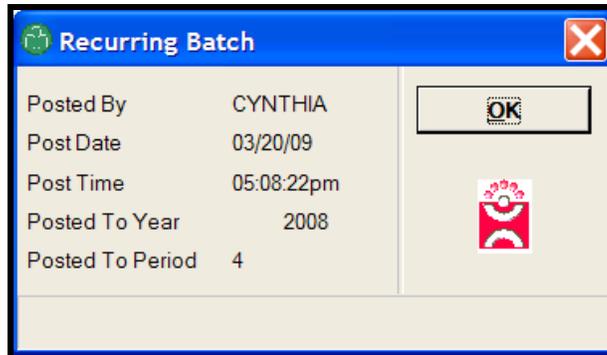
To access the Recurring Batch Posting Screen, make the following menu selections:



Also, the Recurring Batch Posting can be utilized 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.

This screen is important to view so that the same batch is not accidentally posted twice.

The following screen will display.



### **Field Descriptions**

#### **Batch No:**

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

#### **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.

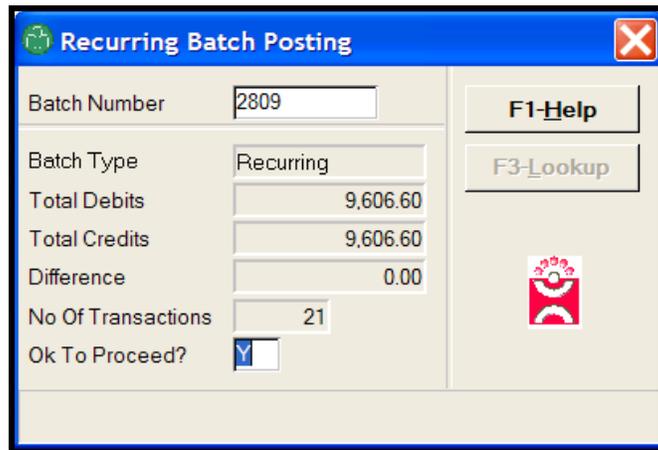
#### **Post To Year:**

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

**Post To Period:**

This field displays the period, which this batch was last posted.

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



**Field Descriptions**

**Batch No:**

Type in the Batch Number and press **Enter**.

**Batch Type:**

The Batch type will display. This is a Recurring Batch Type.

**Total Debits:**

This field displays the Total Debits for this batch.

**Total Credits:**

This field displays the Total Credits for this batch.

**Difference:**

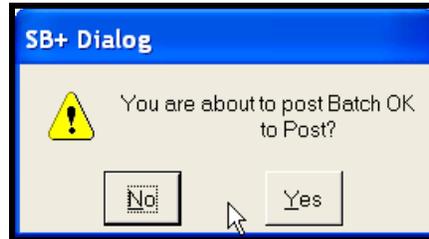
If there is a difference between the Total Debits and Total Credits, that amount will display in this field. However, if there is a difference, the system will not allow the batch to be posted.

**No Of Transactions:**

This field indicates the number of transactions lines in the batch.

**OK to Proceed:**

Type in **Y** to continue with the Recurring Posting Process and press **Enter**. 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 click on **No**.

If it is OK to post the batch, highlight **Yes** then press **Enter** or click on **Yes**. The following prompt will display:

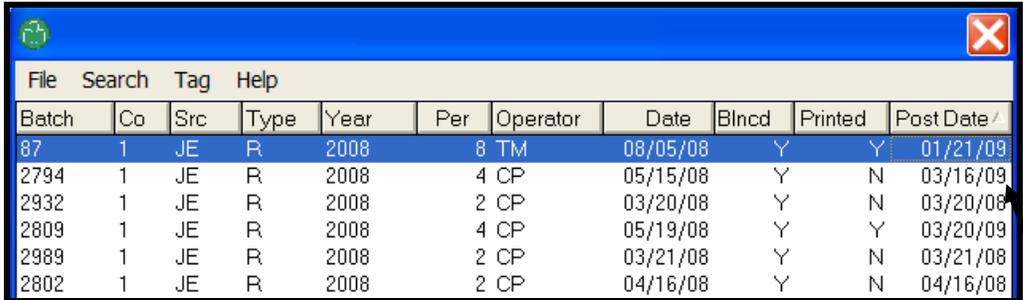


Press **Enter** or Click on continue to advance to your next procedure.

## Open Batches

This feature allows you to list all open batches that have been entered into the Recurring Journal Entry process. Batches that have previously been posted will also display. If so, a post date will display to the right. When you select **Open Batches**, the following list displays.

Remember: These are recurring journal entry batches, so they are available to be posted again and again.



Batch	Co	Src	Type	Year	Per	Operator	Date	Blncd	Printed	Post Date
87	1	JE	R	2008	8	TM	08/05/08	Y	Y	01/21/09
2794	1	JE	R	2008	4	CP	05/15/08	Y	N	03/16/09
2932	1	JE	R	2008	2	CP	03/20/08	Y	N	03/20/08
2809	1	JE	R	2008	4	CP	05/19/08	Y	Y	03/20/09
2989	1	JE	R	2008	2	CP	03/21/08	Y	N	03/21/08
2802	1	JE	R	2008	2	CP	04/16/08	Y	N	04/16/08

Batch Post date

## Delete Batch

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



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

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

Recurring Batch Deletion

Batch No 87

Operator TM Source JE Date 08/05/08

Company 1 AUTOPOWER TRUCK PARTS

Year 2008

Period 8

Type Recurring Journal Entry

Delete Batch?

F1-Help

F3-Lookup

### Field Descriptions

#### **Batch No:**

Type in the Batch Number and press **Enter**. Press **F3** to display any unposted batches

#### **Operator:**

This field displays the operator who entered the batch.

#### **Source:**

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

#### **Date:**

This field displays the date the Batch was entered.

#### **Company, Company Name:**

This field will display the Company Number and Name.

#### **Year:**

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

**Period:**

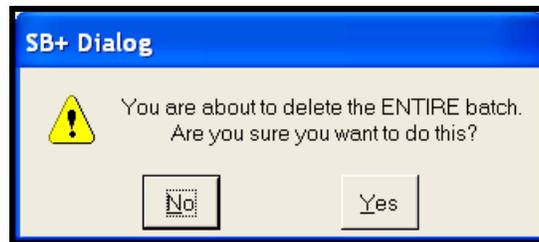
This field displays the period that the batch was entered in.

**Type:**

This field displays the type of batch that will be deleted.

**Delete Batch?**

Type in 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, click **No**.

If it is **OK** to delete the batch, click **Yes**.

You will return to this screen to enter your next batch deletion.

It's time for another small test!

Let's get started.

1. The Delete Batch option will delete the entire posted journal entry batch.
  - a. True
  - b. False
  
2. The Recurring Journal entry option will allow you to post journal entries that have a different credit or debit amount each month.
  - a. True
  - b. False
  
3. A Recurring Journal entry Proof Batch Report is not required to post a Recurring Journal entry.
  - a. True
  - b. False
  
4. Recurring Journal entries can be entered for rent and insurance.
  - a. True
  - b. False
  
5. Recurring Journal entries are posted automatically by the system.
  - a. True
  - b. False

## Accrual Reversals

An Accrual Reversal is a standard journal entry. When batches of Accrual Reversals are 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:



**B** **BATCH PROOF:** The Batch Proof Report option is a required function to print a Batch Proof Report.

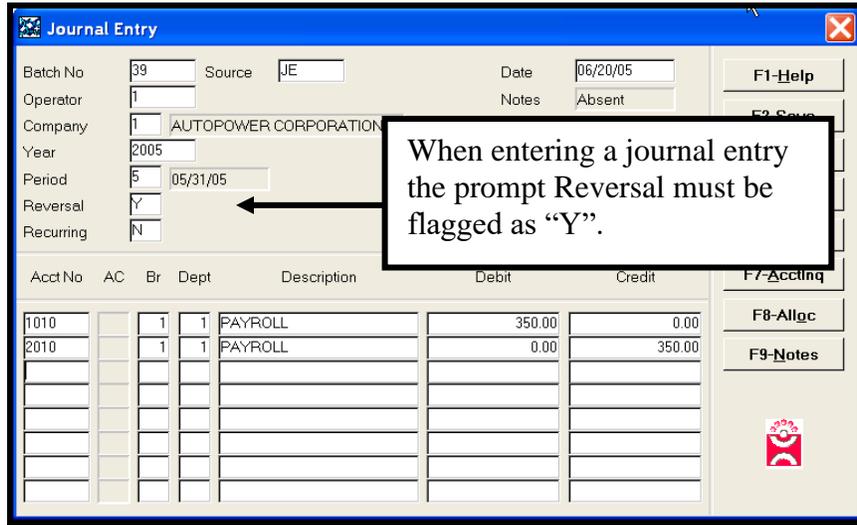
**BATCH POSTING:** The Batch Posting Option will make the entry in the designated period and the reversing entries in the following period.

In general, **accrual** is derived from the verb accrue, which describes the grouping or gathering of things together.

Accrual-basis accounting records financial events based on events that change your net worth (the amount owed to you less the amount you owe others). Standard practice is to record and recognize revenues and expenses in the period, which they incur. Even though cash is not received or paid in a credit transaction, they are recorded because they are consequential in the future income and cash flow of the company.

Example, Payroll: In payroll a common benefit that an employer will provide for employees is a vacation or sick **accrual**. This means that as time passes, an employee accumulates additional sick or vacation time and this time is placed into a bank. Once the time is accumulated, the employer or the employer's payroll provider will track the amount of time used for sick or vacation. Therefore, entering an Accrual Reversal Entry.

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



### Field Descriptions

#### **Batch No:**

Type in the Batch Number or type the word **NEW** to create a new batch and press **Enter**.

#### **Source:**

Type in the Source Code and press **Enter**. This is a required field.

#### **Date:**

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

#### **Operator:**

Type in the initials of the person entering this batch and press **Enter**.

**Company, Company Name:**

Type in the Company number and press **Enter**. Once you enter the company number, the company name will display to the right.

**Year, Period, Period End Date:**

Type in 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.

Type in in this field and press **Enter**. This will tell the system to reverse the entries in the following period.

**Recurring:**

Valid entries for this field are:

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** function - 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:**

Type in the general ledger Account Number and press **Enter**.

**AC:**

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

**Br:**

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

**Dept:**

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

**Description:**

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

**Debit, Credit:**

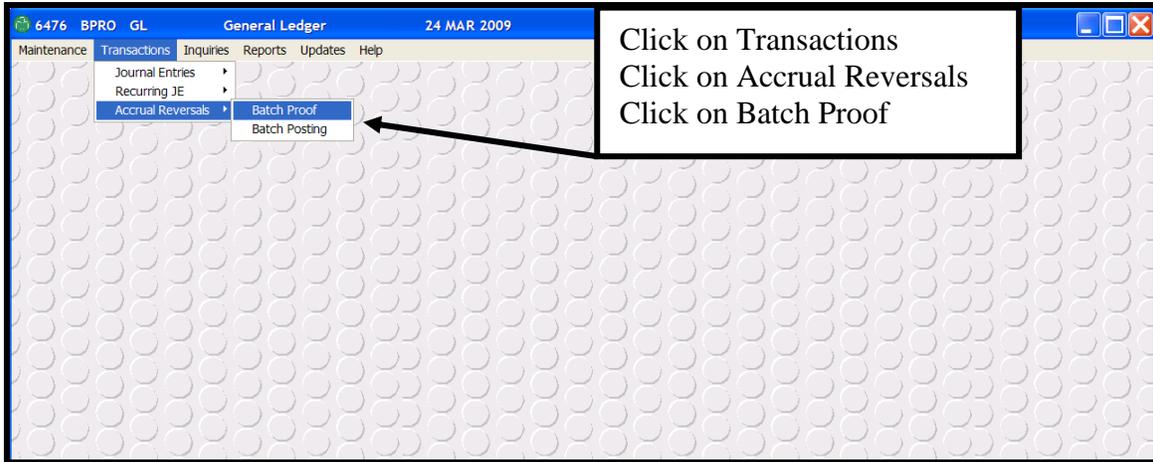
Type in the amount to debit or credit and press **Enter**. Use decimal points.

**Function Keys for Journal Entries**

- F5** **Go To Line:** The **F5**-function 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** **Delete Line:** The **F6**-function key will delete a transaction line. It will delete the line number where the cursor is placed.
- F7** **Account Inquiry** - The **F7**-function key allows you to inquire on an account in the middle of a batch. Enter the General Ledger account number first, and then press the **F7** function key.
- F8** **Alloc:** The **F8**-function key allows you to use the Allocation Tables that you set up under Control File Maintenance.
- F9** **Notes:** The **F9**-function key will allow you to enter notes for this batch.

Now, you must print the Accrual Reversals Batch Proof Report.

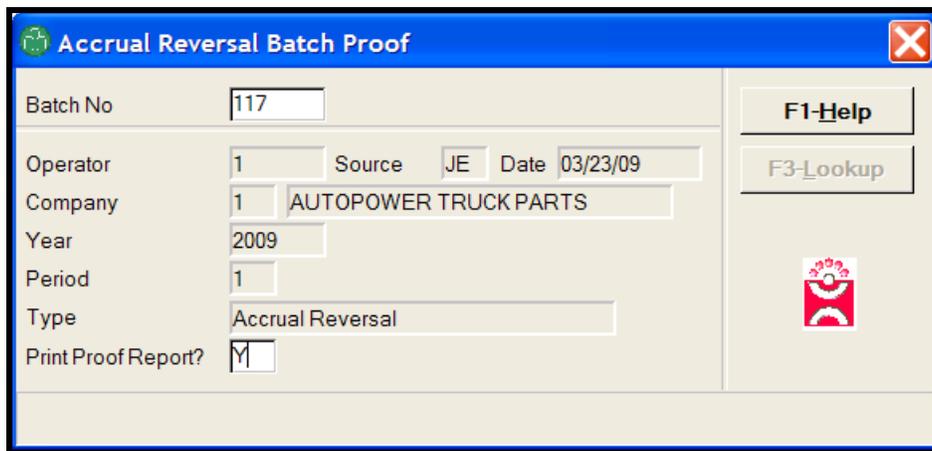
To access the Accrual Reversal Batch Proof Screen, make the following menu selections:



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

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.



**Field Descriptions**

**Batch No:**

Type in the Batch Number and press **Enter** (↵).

**Source:**

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

**Date:**

This field displays the date the Batch was entered.

**Operator:**

This field displays the operator who entered the batch.

**Company, Company Name:**

This field will display the Company Number and Name.

**Year:**

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

**Period:**

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

**Type:**

This field will display the journal entry type. It could be a Recurral, JE or Reversal.

**Print Proof Report?**

Type in to continue with the Report process. You will be prompted with the printer dialogue box to select the correct printer. The following screen will display.

**AUTOPOWER TRUCK PARTS  
REVERSAL BATCH PROOF REPORT**

---

Batch No    117    Source    JE    Operator    1    Date 03/23/09

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		3,500.00
	002 1230				1	16 PAYROLL	3,500.00	
Totals:							3,500.00	3,500.00

---

**\*JE.LOGICAL\*PROOF**

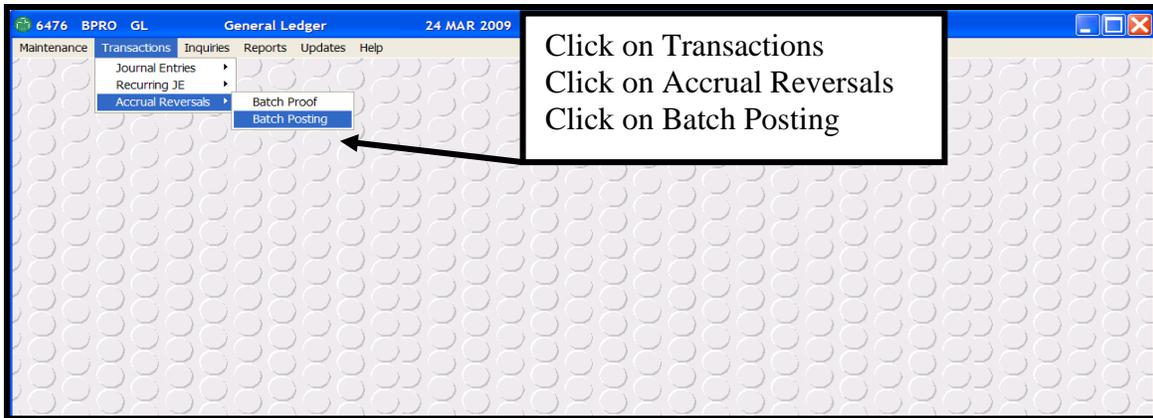
## Accrual Reversal Batch Posting

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

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

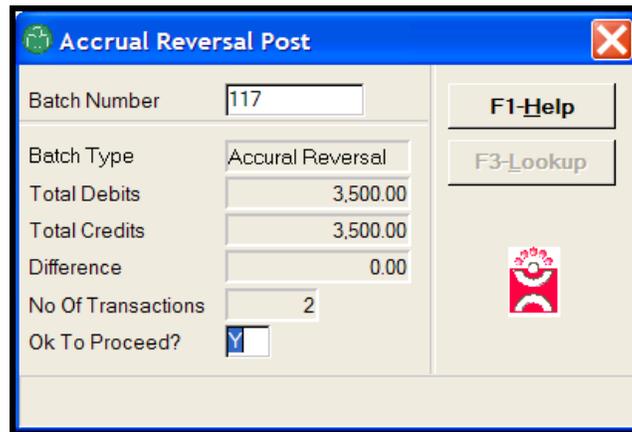
**Batches MUST be in balance before they can be posted.**

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



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 'Accrual Reversal Post' dialog box displays the following information:

Batch Number	117	F1-Help
Batch Type	Accrual Reversal	F3-Lookup
Total Debits	3,500.00	
Total Credits	3,500.00	
Difference	0.00	
No Of Transactions	2	
Ok To Proceed?	<input checked="" type="checkbox"/>	

### Field Descriptions

**Batch No:**

Type in the Batch Number and press **Enter**. Press **F3** to display any unposted batches.

**Batch Type:**

This field displays the batch type. It is a Accrual Reversal Batch.

**Total Debits:**

This field displays the Total Debits for this batch. .

**Total Credits:**

This field displays the Total Credits for this batch.

**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.

**OK to Proceed:**

Type 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 wish to post the batch, highlight **NO** with your arrow keys then press **Enter** click **No**. If it is OK to post the batch, highlight **Yes** with your arrow keys then press **Enter** or click on **Yes**. The following prompt will display:



Press **Enter** or Click on continue to advance to your next procedure.

## **Inquiries Menu**

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

**A) ACCOUNT DETAIL:** This option leads to the Account Inquiry Screen. You can view a specific General Ledger Account Number in detail or summary.

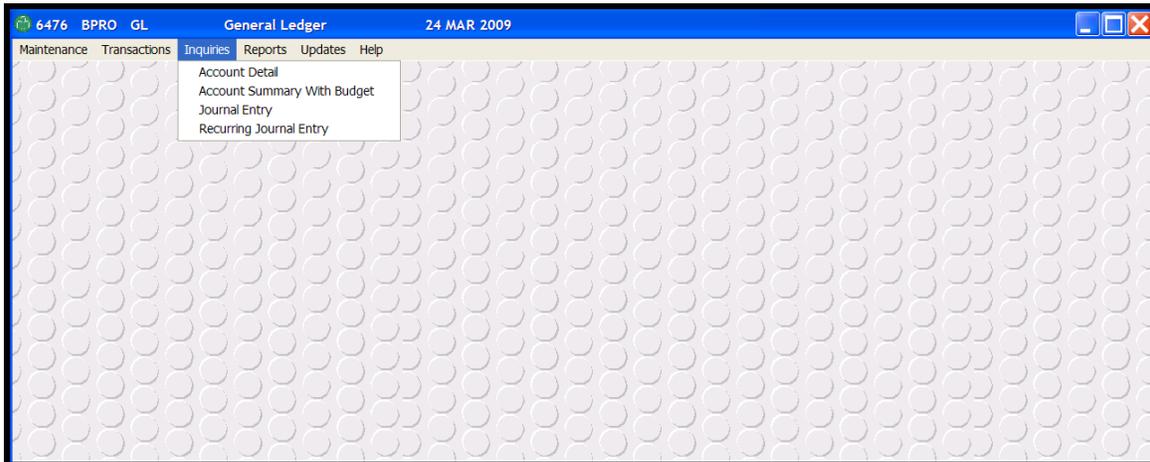
**B) ACCOUNT SUMMARY WITH BUDGET:** The Budget Inquiry screen will allow you to view a budget by select a specific General Ledger Number.

**JOURNAL ENTRY:** This option leads to the Journal Entry Inquiry Screen and enables you to view all transactions that were entered in a specific Journal Entry batch.

**RECURRING JOURNAL ENTRY:** The Recurring Journal Entry screen will allow you to view all transactions that were entered in as Recurring Journal Entries.

To access the Inquiries, make the following menu selections:

The following screen will display:



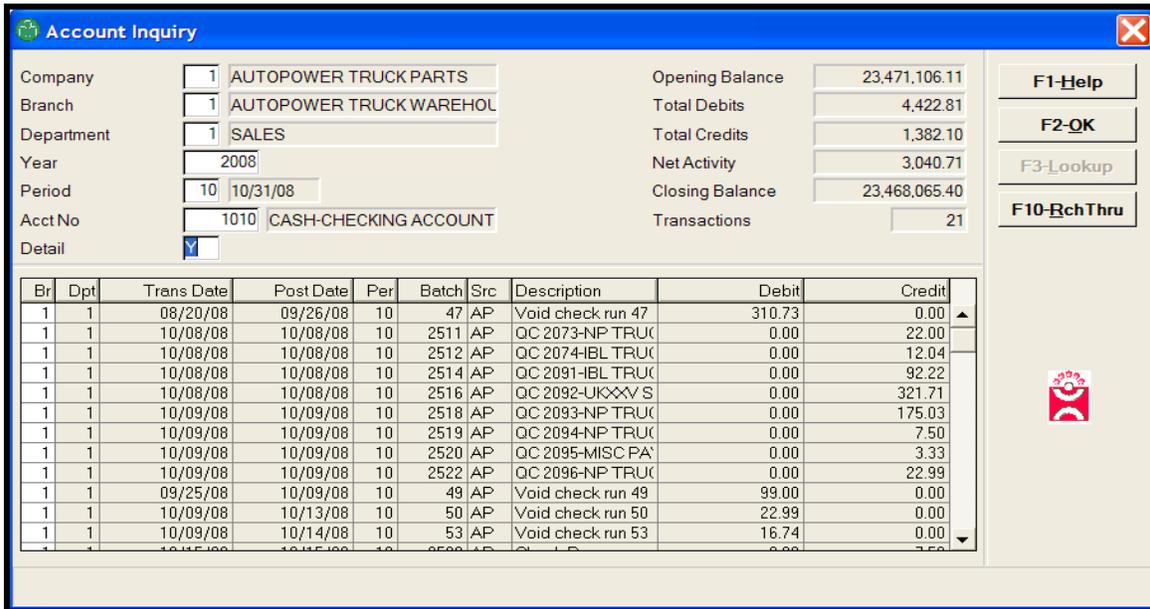
## Account Detail

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:



The following screen will display:



### **Field Descriptions**

#### **Company, Company Name:**

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

#### **Branch, Branch Name:**

Type in 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:**

Type in 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:**

Type in the year that the general ledger entry was posted.

#### **Period, Period End Date:**

Type in 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:**

Type in 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.

**Br:**

This field will display the Branch Number.

**Dpt:**

This field will display the Department Number.

**Transaction Date:**

This field reflects the date of each transaction.

**Post Date**

This field reflects the date that the transaction was posted to the general ledger.

**Pr:**

This field will display the Period Number.

**Batch:**

The Batch field will display a batch 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 number used when posting that process.

**Src:**

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

AP    Accounts Payable  
JE -   Journal Entry  
PR -   Payroll

CR -   Cash Receipts  
SJ -   Sales from Order Entry  
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.

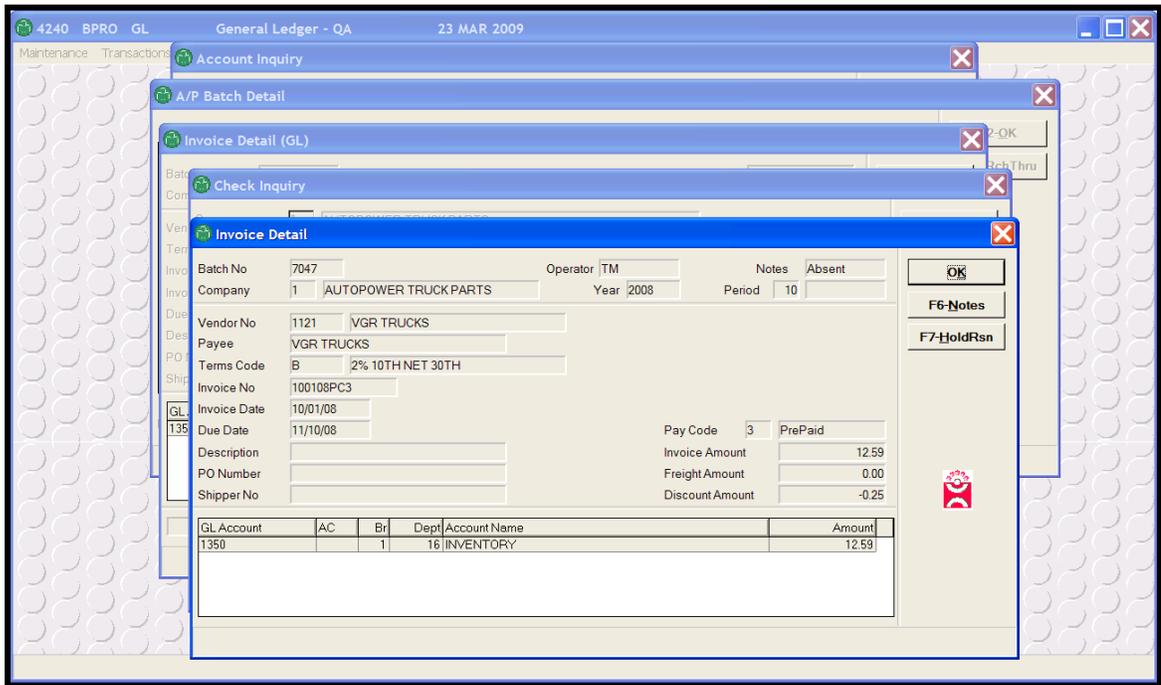
**Credit:**

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 update 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. You can also reach-thru to the Cash Receipts, Credit Card, Stock Adjustments and Physical Inventory postings.

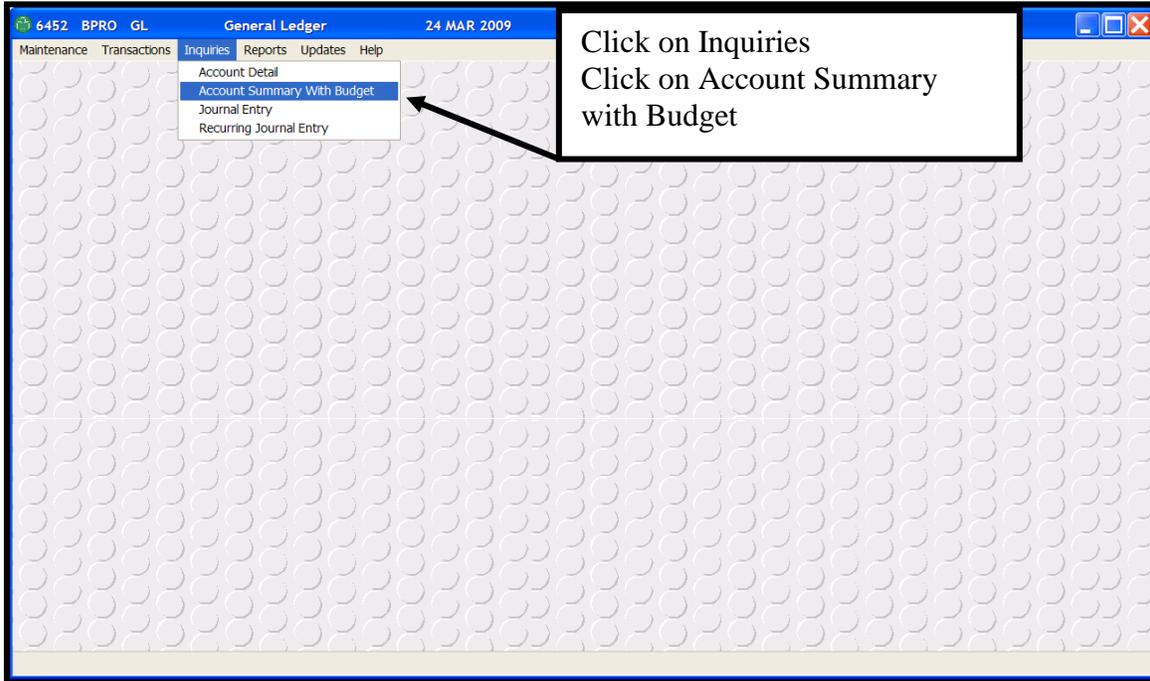
In the Example below, I reached thru to the Invoice Detail on a Voided Check posting to the general ledger. I reached back to the Accounts Payable Batch detail, Invoice Detail, Check Inquiry and then to the Invoice Detail. I reached all the way to the source of the AP voided check inquiry.



## 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:



The following screen will display:

G/L Account Summary With Budget										
Company		1	AUTOPOWER CORPORATIC			Year		2005		
Branch		1	AUTOPOWER.TEST ACCOU			Acct No		1010 CASH IN BANK		
Department		1	SALES			Budget Id		1		
Month to Date					Year to Date					
Per	Actual	Budget	Variance	Pct	Actual	Budget	Variance			
1	41,781	30,000	11,781	139	41,781	30,000	11,781			
2	5,000	30,000	-25,000	17	46,781	60,000	-13,219			
3	50,000	30,000	20,000	167	96,781	90,000	6,781			
4	9,888	30,000	-20,112	33	106,669	120,000	-13,331			
5	1,835	30,000	-28,165	6	108,504	150,000	-41,496			
6	12,115	30,000	-17,885	40	120,619	180,000	-59,381			
7	0	30,000	-30,000	0	120,619	210,000	-89,381			
8	0	30,000	-30,000	0	120,619	240,000	-119,381			
9	0	30,000	-30,000	0	120,619	270,000	-149,381			
10	0	30,000	-30,000	0	120,619	300,000	-179,381			
11	0	30,000	-30,000	0	120,619	330,000	-209,381			
12	0	30,000	-30,000	0	120,619	360,000	-239,381			
	120,619	360,000	-239,381							

### Field Descriptions

**Company, Company Name:**

Type in 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.

**Branch, Branch Name:**

Type in 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.

**Dept, Department Name:**

Type in 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.

**Year:**

Type in the Fiscal Year to use for comparison.

**General Ledger Acct, Description:**

Type in 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.

**Budget Code:**

Type in a budget code. This field is alphanumeric with a length of two. This budget was setup via Budget Maintenance.

**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 in real-time by the system.

**Budget:**

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

**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 the actual and budget periods.

Per	Month to Date				Year to Date		
	Actual	Budget	Variance	Pct	Actual	Budget	Variance
1	41,781	30,000	11,781	139	41,781	30,000	11,781
2	5,000	30,000	-25,000	17	46,781	60,000	-13,219
3	50,000	30,000	20,000	167	96,781	90,000	6,781
4	9,888	30,000	-20,112	33	106,669	120,000	-13,331
5	1,835	30,000	-28,165	6	108,504	150,000	-41,496
6	12,115	30,000	-17,885	40	120,619	180,000	-59,381
7	0	30,000	-30,000	0	120,619	210,000	-89,381
8	0	30,000	-30,000	0	120,619	240,000	-119,381
9	0	30,000	-30,000	0	120,619	270,000	-149,381
10	0	30,000	-30,000	0	120,619	300,000	-179,381
11	0	30,000	-30,000	0	120,619	330,000	-209,381
12	0	30,000	-30,000	0	120,619	360,000	-239,381
	120,619	360,000	-239,381				

Let's take a look at this budget. Our budget dollar figure for Period 1, in year 2005 was \$30,000.00. Our Actual Sales was \$41,781.00 for period 1. Our variance for period 1 is \$11,781.00; we have actually gone over our budgeted dollar amount. There is a 139% percentage variance between what was budgeted and the actual sales amount. These are Month-to-Date figures in these 4 columns.

In the Year to Date columns, we show the actual Year to Date figure as \$41,781.00, the Year to Date budget is \$30,000 and the variance is \$11,781.00.

The second period for the Year-to-Date is calculated by adding period 1 to period 2 and getting a net effect of \$46,781. Period 1 budgeted dollar amount of \$30,000.00 is added

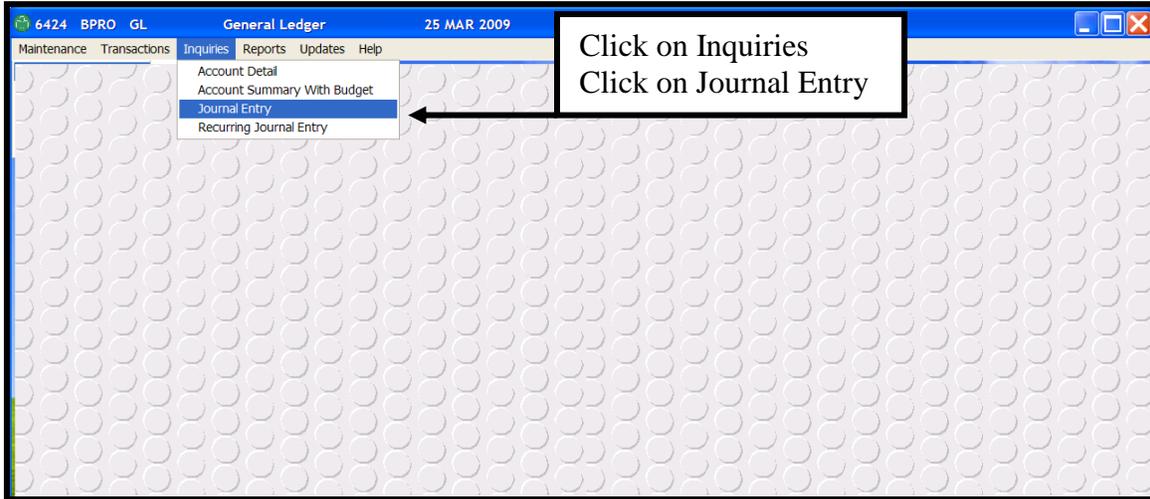
to Period 2 dollar amount of \$30,000.00. The Year-to-Date budget figure now is \$60,000.00. There is a \$-13,219.00 Variance between Period 1 and Period 2 for the Year-to-Date totals.

You can press the **F10-ReachThru** Function Key to see what were the source entries that made up the dollar figures in the Actual Column.

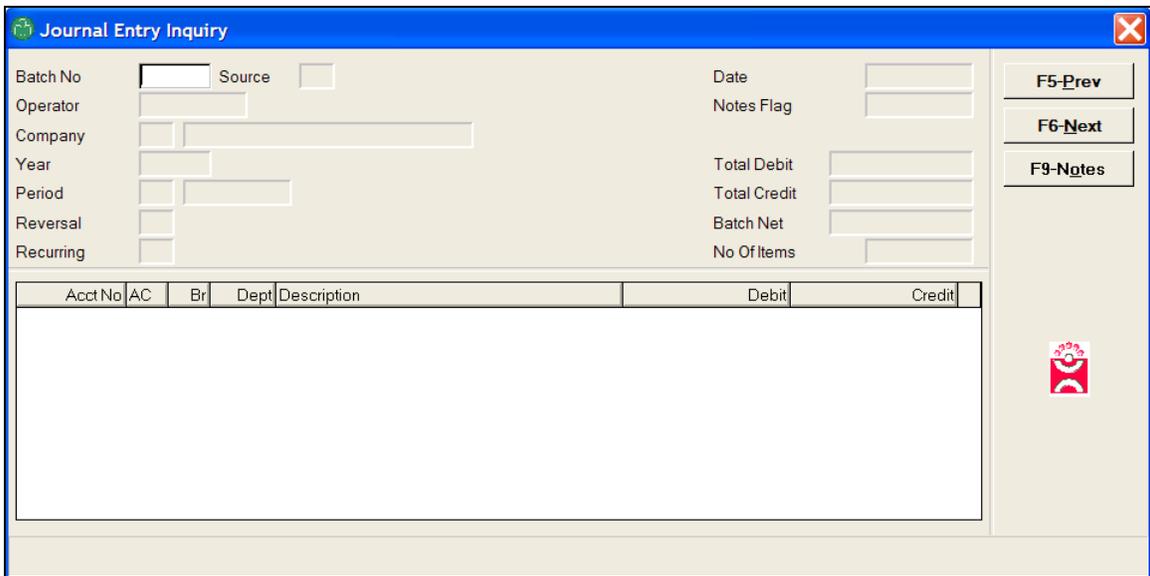
## Journal Entry Inquiry

The Journal Entry Inquiry Screen allows you to view all transactions in a specific Journal Entry batch. This screen is an inquiry only.

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



The following screen will display.



**Field Descriptions**

**Batch No:**

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

**Source:**

The Source field is the Source Code originally used when this batch was entered.

**Date:**

The Date field is the date of the batch.

**Operator:**

The Operator field displays the user who entered this batch.

**Company, Company Name:**

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

**Year, Period, Period End Date:**

The Year, Period, and Period End Date reflect the fiscal year, accounting period and period ending that this batch was posted to.

**Reversal:** Was this a Reversal Batch?

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

No: The transactions were not automatically reversed 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 field reflects what branch was updated.

**Dept:**

The Department field indicates what department was updated.

**Description:**

The Description field reflects the description of this transaction.

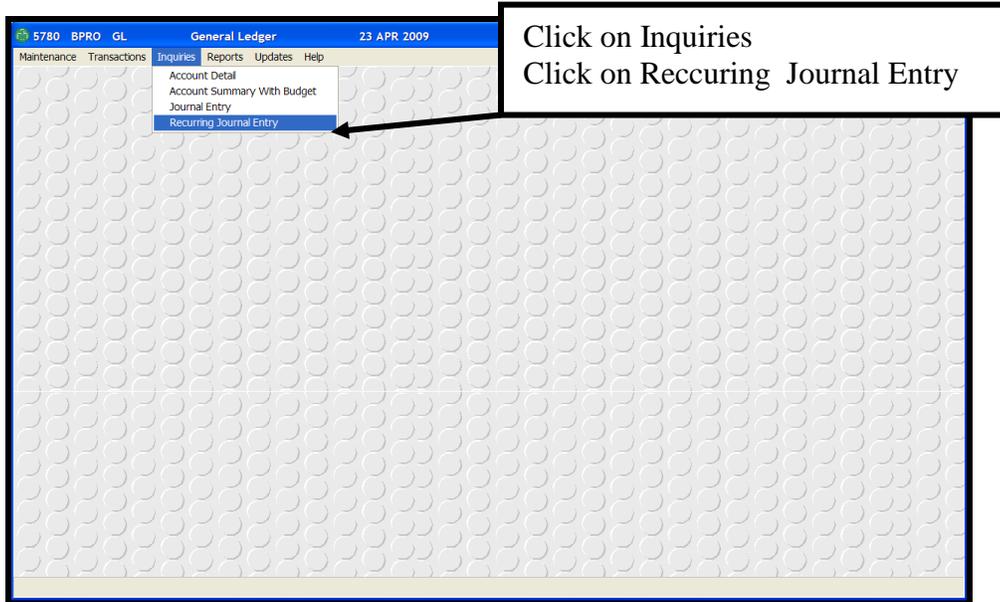
**Debit, Credit:**

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

## Recurring Journal Entry

The Recurring Journal Entry Inquiry Screen allows you to view all transactions in a specific Recurring Journal Entry batch. This screen is an inquiry only.

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



The following screen will display.

**Recurring Journal Entry Inquiry**

Batch No: 87 Source: JE Date: 08/05/08  
 Operator: TM Notes: Absent  
 Company: 1 AUTOPOWER TRUCK PARTS  
 Year: 2008 Total Debit: 12,000.00  
 Period: 8 08/31/08 Total Credit: 12,000.00  
 Reversal: N Batch Net: 0.00  
 Recurring: Y No Of Items: 38

Acct No	AC	Br	Dept	Description	Debit	Cred
8340	8340	1	1	IT EXPENSES	2,072.40	
8340	8340	2	1	IT EXPENSES	340.80	
8340	8340	3	1	IT EXPENSES	523.20	
8340	8340	1	2	IT EXPENSES	2,234.40	
8340	8340	2	2	IT EXPENSES	368.40	
8340	8340	3	2	IT EXPENSES	565.20	
8340	8340	1	3	IT EXPENSES	8.40	
8340	8340	2	3	IT EXPENSES	1.20	
8340	8340	3	3	IT EXPENSES	2.40	

F9-Notes

### Field Descriptions

**Batch No:**

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

**Source:**

The Source field is the Source Code originally used when this batch was entered.

**Date:**

The Date field is the date of the batch.

**Operator:**

The Operator field displays the user who entered this batch.

**Company, Company Name:**

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

**Year, Period, Period End Date:**

The Year, Period, and Period End Date reflect the fiscal year, accounting period and period ending that this batch was posted to.

**Reversal:** Was this a Reversal Batch?

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

**Recurring:** Was this a Recurring Batch? This will always be "Y" if it was a recurring batch entry.

Yes: These transactions 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 field 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.

## **Reports Menu**

There are several General Ledger Reports that can be printed from the General Ledger. These reports are available via the Reports Menu. You can view examples of the reports in the General Ledger Reference Manual.

**Financial Reports** are discussed in the Creating & Printing BusinessPro Financials User Guide! This Guide will walk you thru step-by-step in creating Great Financial Statement reports.

## Updates

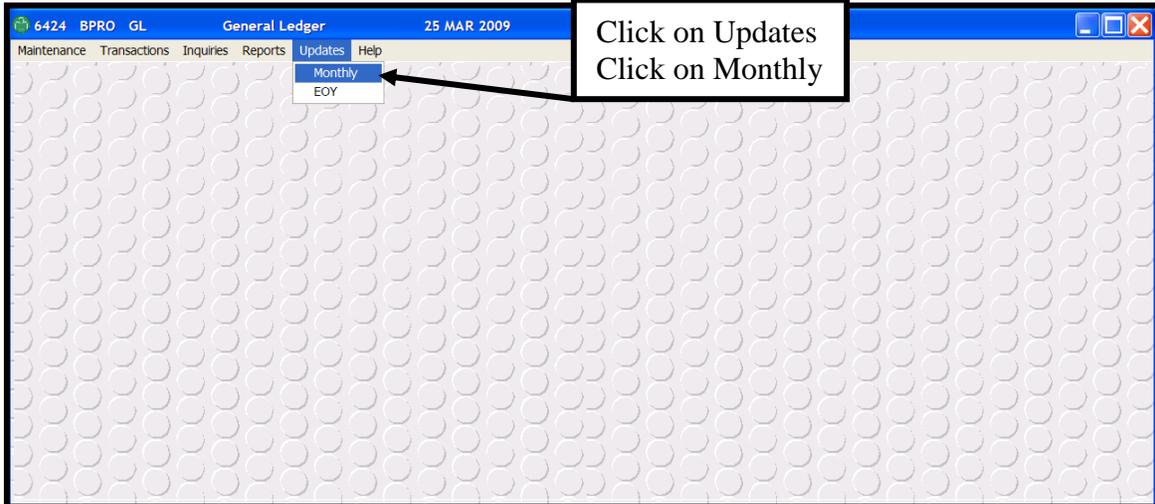
### Monthly

The purpose of the Monthly Update is to perform a Period Close. When you access this 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:



The following screen will display:

Company	1	AUTOPOWER TRUCK PARTS
Year	2008	
Period	12	12/31/08
Close?	<input checked="" type="checkbox"/>	
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	Open

### Field Descriptions

#### **Company/Company Name:**

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

#### **Year:**

Type in the fiscal year.

#### **Period:**

Type in the period that needs to be closed.

#### **Close:**

Valid entries are:

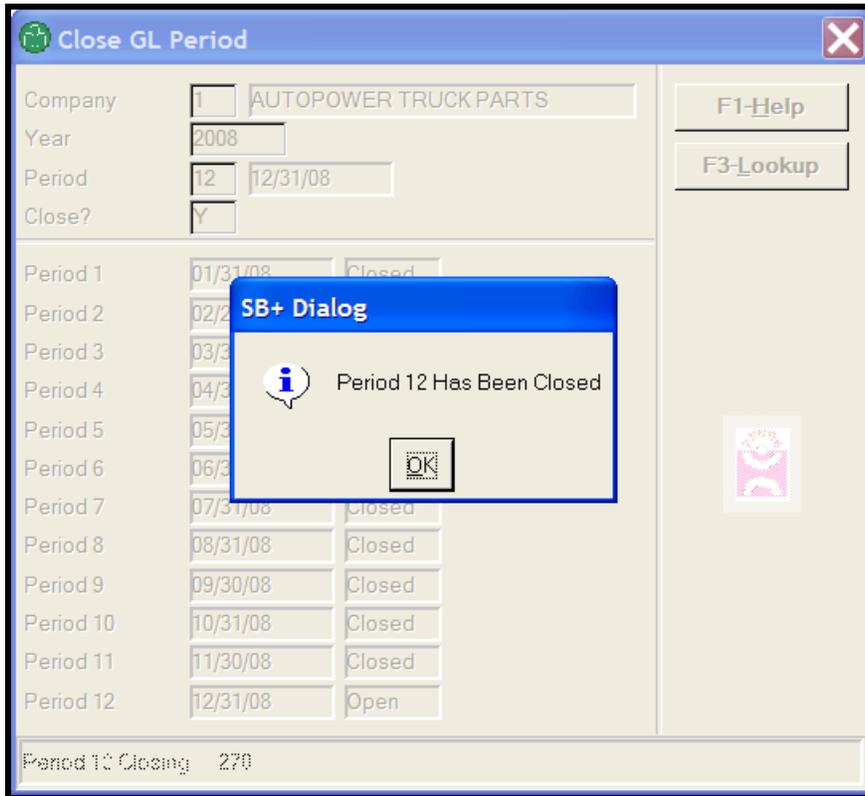
Yes, close the period.

No, does 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.



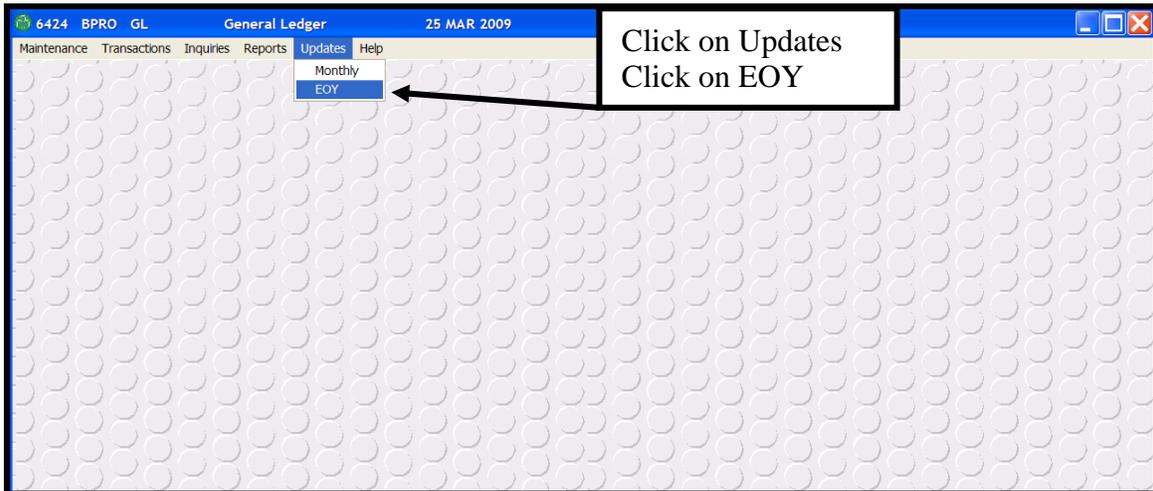
## **EOY**

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:



The following screen will display:

Company	1	AUTOPOWER TRUCK PARTS
Year	2008	Open
Close?	Y	
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:**

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

#### **Year:**

Type in the fiscal year to be closed.

#### **Close:**

Valid entries are:

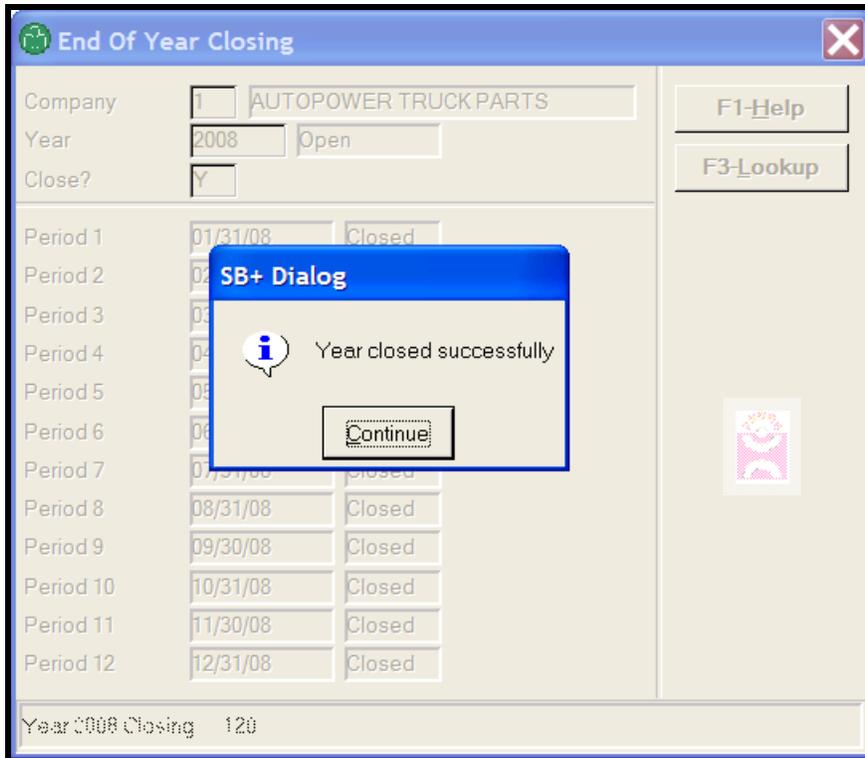
Yes, close the year.

No, does 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**.

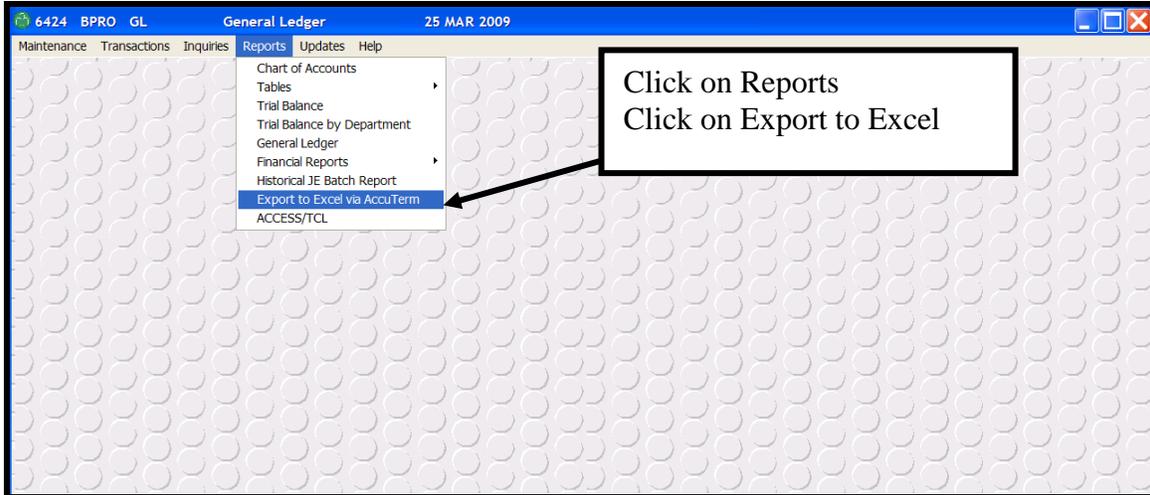
Once the End-of-Year Update Process is complete, the following message will display on the screen.



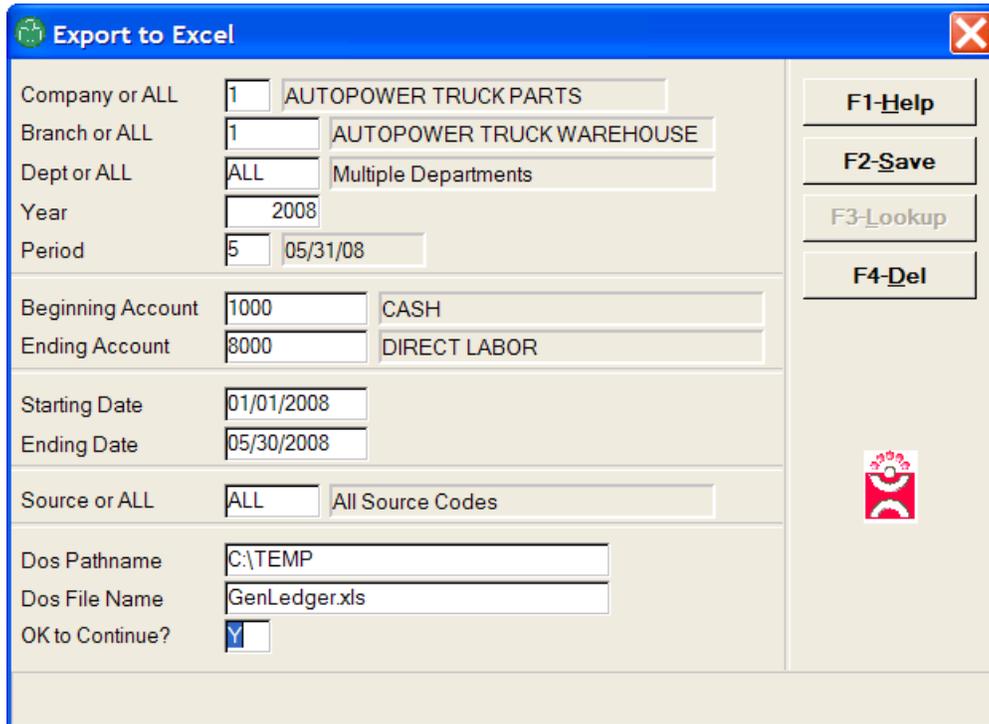
## **BPRO GENERAL LEDGER Export to Excel**

This feature is used to export the General Transactions to an Excel Spreadsheet. Now working in GUI. You can save your exported file with a .xls or .txt extension.

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



The Export to Excel screen will display.

A screenshot of the 'Export to Excel' dialog box. The title bar says 'Export to Excel'. The dialog contains several input fields and buttons. On the right side, there are four buttons: 'F1-Help', 'F2-Save', 'F3-Lookup', and 'F4-Del'. A red 'X' icon is in the top right corner. The fields are: 'Company or ALL' (1), 'Branch or ALL' (1), 'Dept or ALL' (ALL), 'Year' (2008), 'Period' (5), 'Beginning Account' (1000), 'Ending Account' (8000), 'Starting Date' (01/01/2008), 'Ending Date' (05/30/2008), 'Source or ALL' (ALL), 'Dos Pathname' (C:\TEMP), 'Dos File Name' (GenLedger.xls), and 'OK to Continue?' (checked).

Company or ALL	1	AUTOPOWER TRUCK PARTS
Branch or ALL	1	AUTOPOWER TRUCK WAREHOUSE
Dept or ALL	ALL	Multiple Departments
Year	2008	
Period	5	05/31/08
Beginning Account	1000	CASH
Ending Account	8000	DIRECT LABOR
Starting Date	01/01/2008	
Ending Date	05/30/2008	
Source or ALL	ALL	All Source Codes
Dos Pathname	C:\TEMP	
Dos File Name	GenLedger.xls	
OK to Continue?	<input checked="" type="checkbox"/>	

## **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 if you would like to export the General Ledgers 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**

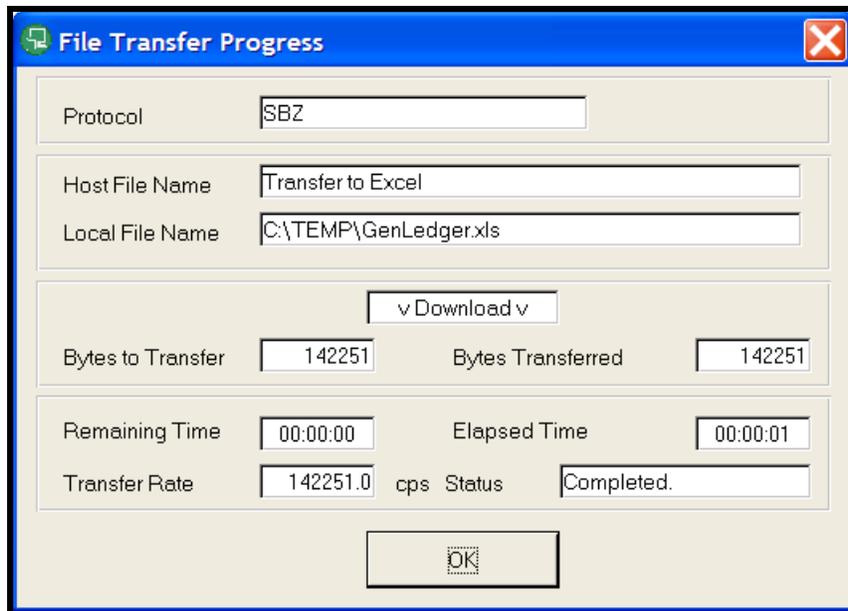
Type in name of the file with its extension, Example GL041505, you can add an extension of .txt or .xls or nothing at all. Since I will use the transactions in Excel so I will name the file GL041505.XLS. It will open in the Excel program.

**OK to Continue?**

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

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

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



## Business Pro General Ledger Workbook

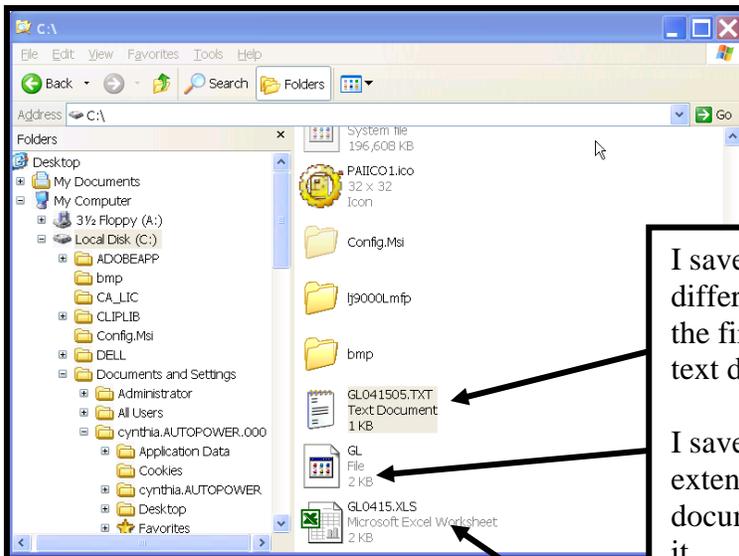
When the file transfer has completed this screen will display.

Click OK.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Tran	Company	Branch	Dept	Year	Period	Acct	Source	Date	Description	Batch	Debit	Credit	
2	602552	1	1	3	2008	5	1010 CR		5/1/2008	Cash Receipts Posting	3500	\$15,198.51	\$0.00	
3	602553	1	1	3	2008	5	1110 CR		5/1/2008	Cash Receipts Posting	3500	\$0.00	\$15,198.51	
4	602554	1	1	2	2008	5	1200 IS		5/1/2008	Internal Shop Svc Posting	3500	\$0.00	\$133.52	
5	602556	1	1	4	2008	5	1200 PI		5/1/2008	Physical Inventory Posting	3500	\$0.00	\$0.00	
6	602557	1	1	12	2008	5	1200 PWC		5/1/2008	Rebuild Core Mat Posting	3500	\$0.00	\$1,800.00	
7	602558	1	1	2	2008	5	4050 PWL		5/1/2008	Rebuild Labor Posting	3500	\$0.00	\$158.00	
8	602559	1	1	14	2008	5	4050 PWL		5/1/2008	Rebuild Labor Posting	3500	\$0.00	\$198.00	
9	602560	1	1	2	2008	5	4050 PWL		5/1/2008	Rebuild Labor Posting	3500	\$0.00	\$855.00	
10	602561	1	1	2	2008	5	4050 PWL		5/1/2008	Rebuild Labor Posting	3500	\$0.00	\$659.00	
11	602562	1	1	2	2008	5	4050 PWL		5/1/2008	Rebuild Labor Posting	3500	\$0.00	\$3,555.00	
12	602563	1	1	3	2008	5	4050 PWL		5/1/2008	Rebuild Labor Posting	3500	\$0.00	\$121.00	
13	602564	1	1	5	2008	5	4050 PWL		5/1/2008	Rebuild Labor Posting	3500	\$0.00	\$6,356.20	
14	602565	1	1	2	2008	5	1200 PWM		5/1/2008	Rebuild Ram Mat Posting	3500	\$0.00	\$0.00	
15	602566	1	1	1	2008	5	1200 PWM		5/1/2008	Rebuild Ram Mat Posting	3500	\$0.00	\$150.00	
16	602567	1	1	2	2008	5	1200 PWM		5/1/2008	Rebuild Ram Mat Posting	3500	\$0.00	\$90.00	
17	602568	1	1	3	2008	5	1200 PWM		5/1/2008	Rebuild Ram Mat Posting	3500	\$0.00	\$25.00	
18	602569	1	1	5	2008	5	1200 PWM		5/1/2008	Rebuild Ram Mat Posting	3500	\$0.00	\$6,596.54	
19	602570	1	1	2	2008	5	1200 PWP		5/1/2008	Rebuild Fin Goods Posting	3500	\$32.00	\$0.00	
20	602571	1	1	13	2008	5	1200 PWP		5/1/2008	Rebuild Fin Goods Posting	3500	\$6,590.00	\$0.00	
21	602572	1	1	2	2008	5	1200 PWP		5/1/2008	Rebuild Fin Goods Posting	3500	\$6,565.00	\$0.00	
22	602573	1	1	1	2008	5	1200 PWP		5/1/2008	Rebuild Fin Goods Posting	3500	\$211.00	\$0.00	
23	602574	1	1	1	2008	5	1200 PWP		5/1/2008	Rebuild Fin Goods Posting	3500	\$545.00	\$0.00	
24	602575	1	1	2	2008	5	1200 PWP		5/1/2008	Rebuild Fin Goods Posting	3500	\$252.00	\$0.00	

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 2008, general ledger #1010, starting date 01/01/08 and ending date 01/30/08. I will name this file 010108CASH. I can type in 010108CASH.XLS to open directly in Excel.

Company or ALL	1	AUTOPOWER TRUCK PARTS
Branch or ALL	1	AUTOPOWER TRUCK WAREHOUSE
Dept or ALL	ALL	Multiple Departments
Year	2008	
Period	1	01/31/08
Beginning Account	1010	CASH-CHECKING ACCOUNT
Ending Account	1010	CASH-CHECKING ACCOUNT
Starting Date	01/01/2008	
Ending Date	01/30/2008	
Source or ALL	CR	CASH RECEIPTS ACTIVITY
Dos Pathname	C:\TEMP	
Dos File Name	010108CASH	
OK to Continue?	<input checked="" type="checkbox"/>	

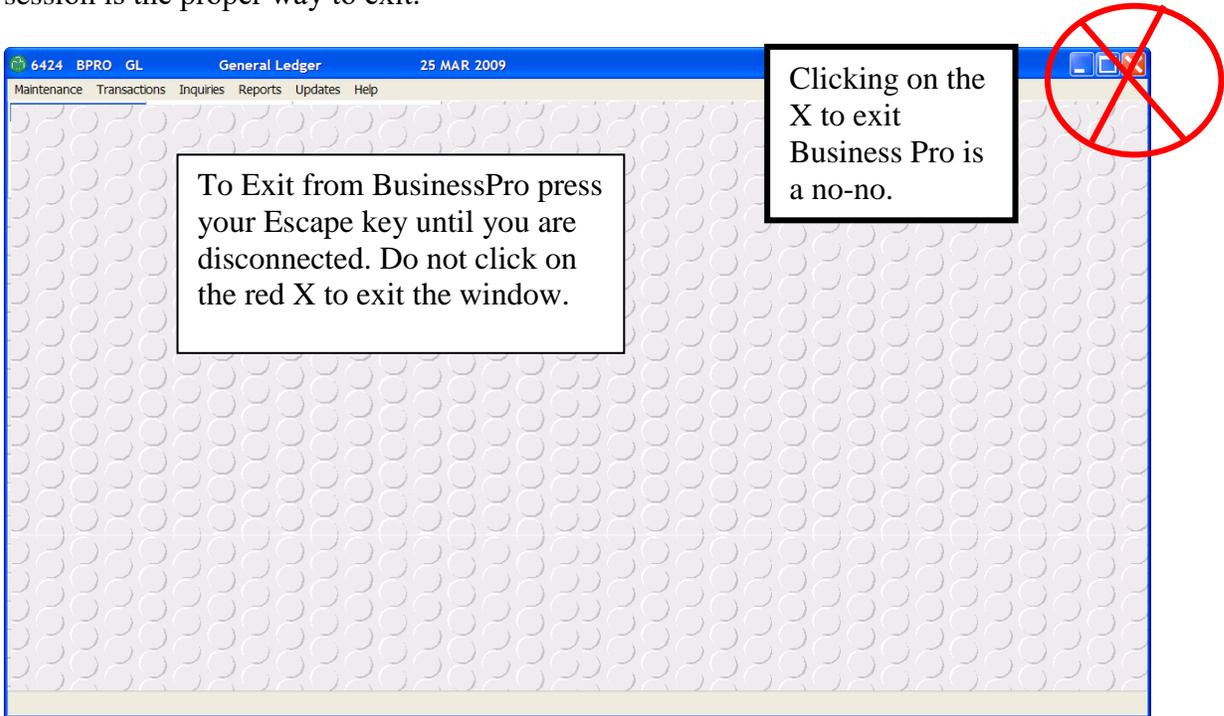
When the file is opened in Excel below is an example of what will display. The column descriptions are the GL posting batch #, company, branch, department, year, period, general ledger account, source code, date of entry, description of source code, Cash Receipts batch entry number, debit and credit entry. Just like you would see in the General Ledger Account Inquiry.

# Business Pro General Ledger Workbook

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Tran	Company	Branch	Dept	Period	Year	Acct	Source	Date	Description	Batch	Debit	Credit		
2	602552	1	5	1	2008	5	1010	CR	5/1/2008	Cash Receipts Posting	3500	\$1,020.00	\$0.00		
3	602649	1	1	1	2008	5	1010	CR	5/1/2008	Cash Receipts Posting	3500	\$320.00	\$0.00		
4	602675	1	5	1	2008	5	1010	CR	5/1/2008	Cash Receipts Posting	3500	\$8,000.00	\$0.00		
5	602724	1	3	1	2008	5	1010	CR	5/1/2008	Cash Receipts Posting	3500	\$500.00	\$0.00		
6	602960	1	5	1	2008	5	1010	CR	5/2/2008	Cash Receipts Posting	3500	\$22,000.00	\$0.00		
7	603059	1	1	1	2008	5	1010	CR	5/2/2008	Cash Receipts Posting	3500	\$6,100.00	\$0.00		
8	603098	1	2	1	2008	5	1010	CR	5/2/2008	Cash Receipts Posting	3501	\$35.00	\$0.00		
9	603234	1	1	1	2008	5	1010	CR	5/5/2008	Cash Receipts Posting	3501	\$6,556.00	\$0.00		
10	603346	1	5	1	2008	5	1010	CR	5/5/2008	Cash Receipts Posting	3501	\$65.00	\$0.00		
11	603376	1	4	1	2008	5	1010	CR	5/5/2008	Cash Receipts Posting	3501	\$6,555.00	\$0.00		
12	603426	1	3	1	2008	5	1010	CR	5/5/2008	Cash Receipts Posting	3501	\$2,222.00	\$0.00		
13	603461	1	1	1	2008	5	1010	CR	5/5/2008	Cash Receipts Posting	3501	\$6.00	\$0.00		
14	603480	1	2	1	2008	5	1010	CR	5/5/2008	Cash Receipts Posting	3501	\$2,222.00	\$0.00		
15	603598	1	3	1	2008	5	1010	CR	5/6/2008	Cash Receipts Posting	3502	\$115,125.00	\$0.00		
16	603697	1	5	1	2008	5	1010	CR	5/6/2008	Cash Receipts Posting	3502	\$4,500.00	\$0.00		
17	603727	1	4	1	2008	5	1010	CR	5/6/2008	Cash Receipts Posting	3502	\$6,900.00	\$0.00		
18	603775	1	6	1	2008	5	1010	CR	5/6/2008	Cash Receipts Posting	3502	\$533.00	\$0.00		
19	603810	1	3	1	2008	5	1010	CR	5/6/2008	Cash Receipts Posting	3502	\$2,652.00	\$0.00		
20	603837	1	2	1	2008	5	1010	CR	5/6/2008	Cash Receipts Posting	3502	\$65.00	\$0.00		
21	603943	1	1	1	2008	5	1010	CR	5/7/2008	Cash Receipts Posting	3502	\$33,333.00	\$0.00		
22	604050	1	5	1	2008	5	1010	CR	5/7/2008	Cash Receipts Posting	3503	\$25,252.00	\$0.00		
23	604085	1	2	1	2008	5	1010	CR	5/7/2008	Cash Receipts Posting	3503	\$3,222.00	\$0.00		
24	604170	1	1	1	2008	5	1010	CR	5/7/2008	Cash Receipts Posting	3503	\$11,222.00	\$0.00		

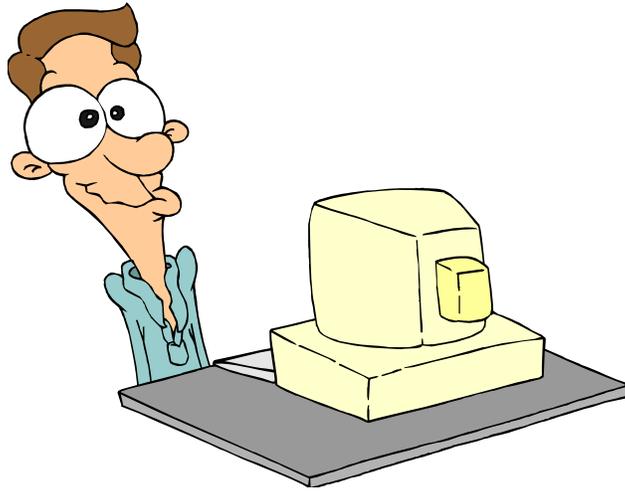
## Exiting Business Pro

The proper way to exit out of Business Pro is to press your Escape key until you are completely out of Business Pro. Do not click on the red “X” to close the window. This can freeze up your session. Then to correct this, a call to AutoPower Support will be necessary. Just remember, “Escape all the way out until you are disconnected from your session is the proper way to exit.”



**Remember:** When you return to the AutoPower order entry system, there are only a few areas of the system that you can use the Escape key, Backspace key, Space Bar and the Delete key. These keys can cause control characters in some of the data records and should not be used except where they are valid.

**Now, we can see the glazed-over look in your eyes since we have completed your BusinessPro General Ledger training!!!!!!**



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