INFOFLEX®,INC

ACCOUNTFLEX

General Ledger

The System To Account On

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1. INTRODUCTION

1.1 Overview

The General Ledger is the foundation of the entire AccountFlex accounting system. It summarizes all of the transactions from your system's subledgers, providing you with an accurate, timely picture of your company's fiscal activities. General Ledger provides you with the tools to produce a variety of financial reports that can be customized for your specific requirements.

The following sections provide a synopsis of the General Ledger features, how General Ledger fits into your accounting system, and the organization of this user's manual.

1.2 Features

The General Ledger system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Provides for recurring journal entries.

- Retains unlimited number of periods.

- Posts transactions to any period in any year.

- Allows flexible account code structures. The maximum length for the account code is 12 and any alphanumeric character is acceptable. Also, the account codes may be broken into four parts with user-defined sizes and delimiters.

- Automatically posts year-end closing entries for clearing expense and revenue accounts.

- Allows financial reporting for current year without having closed the prior year.

- Allows extensive on-screen inquiries such as budget comparisons, current account balance comparisons, retained earnings, profit and loss, and transaction details.

- Maintains clear and concise audit trails showing source, transaction date, entry date, posting dates, descriptions, and all original document reference codes.

- Performs automatic error trapping to ensure data integrity; allows only balanced posting to valid accounts.

- Generates financial statements quickly with the Financial Report Writer.

- Provides a spread sheet like report writer so the novice user can easily generate custom financial reports.

- Provides easy to use export capability to any of the popular spreadsheets or report writers.

- Includes comprehensive user manuals, on-screen help, on-screen report viewing, sample data and a menu-driven user interface.

1.3 General Ledger and Your Accounting System

The General Ledger system provides a system for summarizing manually entered data and/or detail generated for the following AccountFlex Modules:

* **Sales**
* **Accounts Receivable**
* **Accounts Payable**
* **Bank Reconciliation**
* **Purchase Order**
* **Payroll**
* **Job Cost**

1.4 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex General Ledger. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how General Ledger fits into your accounting system, some advantages of AccountFlex General Ledger, and the organization of this user's manual.

Chapter 2 General Operation Procedures

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistant throughout the accounting system. This chapter should be read before tackling subsequent chapters.

Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your General Ledger System. The instructions presented in this chapter need only be done once.

Chapter 4 Work Cycle

This chapter provides instructions for the General Ledger Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each General Ledger function. Each section in this chapter is dedicated to a specific menu option.

Chapter 6 Financial Reporting - Standard

This chapter describes how to generate the standard financial reports.

Chapter 7 Financial Reporting - Custom

This chapter describes how to generate custom financial reports. Custom financial reports need only be used where the standard reports (see chapter 7) do not meet your needs.

2. GENERAL OPERATIONAL PROCEDURES

2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:

```
                                                                mmenu
ACCOUNTFLEX                  Widget Company            DATE: 07/23/07
Version 3.4                  Master Menu (M)


                         Welcome to ACCOUNTFLEX

          1. Account Receivable        8. Sales
          2. Account Payable           9. Purchase Order
          3. General Ledger           10. Job Cost
          4. Payroll                  11. Point-of-Sales
          5. Bank Reconciliation      12. System-Wide Control
          6. Inventory                13. Queryflex Report Writer
          7. Bill of Material         14. Test System

                    "The System You Can Account On"



                    Enter Selection >  12_
```

In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the **F3** function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

```
                                                                   actscrc
ACCOUNTFLEX      CHANGE MODE      Customer Entry Screen       DATE: 07/23/2007

  Customer Code 1         v     Entry Date          By          Inactive
              Billing Address                  Shipping Address
  Company ACME                           Gerard Menicucci
    Name
   Addr1 875 Mahler Road #261            1015 Atwater
   Addr2
   Addr3
    City Burlingame                      Burlingame
   State CAv Zip 94010      v  Cnty   v  State CAv Zip 94010    v Cnty    v
  Source        v                       Tax Code 1  v   SalesRep 1       v

 Contact Test Company                   Title
   Phone (800)343-0180     x       Fax (650)6977696
  E-mail sales                                     Resale#
  Method O    Finance Charge N    Invoices Y    Statements Y    BackOrders
   Terms 1   v                                        Credit Limit
   Price    v                                          Balance Due
Enter the Customer's code to identify this Customer throughout the system
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help       Add  Srch Qry  Prev Next Frst Last      Del  Note Pric Ship Ach
```

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the **SAVE** key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a *SINGLE-RECORD* screen in **ADD** mode is shown below.

```
                                                                   actscra
 ACCOUNTFLEX       ADD MODE      Customer Entry Screen      DATE: 07/23/2007

 Customer Code ████████ v    Entry Date 07/23/07   By infoflex      Inactive
              Billing Address                    Shipping Address
    Company
       Name
      Addr1
      Addr2
      Addr3
       City
      State    v Zip            v  Cnty    v    State   v Zip          v Cnty    v
     Source          v                     Tax Code    v    SalesRep        v

    Contact                          Title
      Phone              x      Fax
     E-mail                              Resale#
     Method O    Finance Charge N    Invoices Y    Statements Y    BackOrders
      Terms    v                              Credit Limit
      Price    v                              Balance Due

 Enter the Customer's code to identify this Customer throughout the system
 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Save Help      Chg                                         Note Pric Ship Ach
```

To add a record fill in the screen with the appropriate data and press **SAVE**.

While in **ADD MODE** you may return to **CHANGE** mode by pressing the **CHG** key.

MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

```
 ACCOUNTFLEX     [ CHANGE MODE ]     Account Entry/Inquiry      DATE: 07/23/07

  Account       Description                      Type     D/C     Inactive

  101-000      Cash in Bank                       Av       D
  102-000      Payroll Cash Account               Av       D
  103-000      Cash in Hand                       Av       D
  107-000      Petty Cash                         Av       D
  108-000      Prepaid Expenses                   Av       D
  109-000      Adv EIC Payment                    Av       D
  110-000      Account Receivable                 Av       D
  120-000      Jobs-in-Progress(M)                Av       D
  121-000      Jobs-in-Progress(L)                Av       D
  130-000      Inventory                          Av       D
  130-0A0      Inventory Whs A                    Av       D
  130-0B0      Inventory Whs B                    Av       D
  150-000      Land                               Av       D
  152-000      Buildings                          Av       D
  155-000      Software                           Av       D


 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12   ^F3  ^F4  ^F5  ^F6
 Save Help      Add  Srch Qry  Prev Next Frst Last      Del
```

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV, NEXT, FRST,** and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

SINGLE-RECORD and *MULTI-RECORD* Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

```
ACCOUNTFLEX     CHANGE MODE      Division Entry Screen       DATE: 07/23/07

  Division   1  v  Name       Division #1
                   Address1 address1
                   Address2 address2
                   Address3 city
                                                  -Account Overlay-
  Alias  Description            Account      Whse   Group  Cat        Tax

    $      Cash Receipts        101-000  v
    AR     Accounts Receivable  110-000  v
    B      Bank Checks          101-000  v
    C      Credit Cards         101-000  v
    CG     Cost of Goods Sold   500-000  v
    CGD    Cost of Defect Goods 505-000  v
    D      Discounts Allowed    560-000  v
    F      Freight              570-000  v
    IN     Inventory            130-000  v
    PREPAY Advance Payment      230-000  v


  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
  Save Help           Add           Qry  Prev Next Frst Last       Del
```

2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

```
ACCOUNTFLEX     CHANGE MODE      Division Entry Screen       DATE: 07/23/07

  Division   1  v  Name       Division #1
                   Address1 address1
                   Address2 address2
                   Address3 city
                          ┌Select G/L Account Code────────────────────┐
  Alias  Description      │ 101-000        Cash in Bank            A   │
                          │ 102-000        Payroll Cash Account    A   │
    $      Cash Receipts  │ 103-000        Cash in Hand            A   │
    AR     Accounts Receiva│107-000        Petty Cash              A   │
    B      Bank Checks     │108-000        Prepaid Expenses        A   │
    C      Credit Cards    │109-000        Adv EIC Payment         A   │
    CG     Cost of Goods So│110-000        Account Receivable      A   │
    CGD    Cost of Defect G│120-000        Jobs-in-Progress(M)     A   │
    D      Discounts Allowe│121-000        Jobs-in-Progress(L)     A   │
    F      Freight         │130-000        Inventory               A   │
    IN     Inventory       │Press SAVE to Select or ESCAPE to exit     │
    PREPAY Advance Payment └───────────────────────────────────────────┘


  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
  Save Help            Srch Qry  Prev Next Frst Last       Zoom All
```

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the *G/L Account Code* field, the rows will be sorted by *G/L Account Code*. Likewise, if the cursor is positioned on the *Description* field the screen will be sorted by the *Description* field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND, PREV, NEXT, FRST, or LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

Operator	Operator Name	Compatable Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greator than or equal	all
<=	Less than or equal	all
<>	Not equal	all
|	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

WILDCARD OPERATORS

Wildcard operators (*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "*corp*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

    1) corporation
    2) IBM Corporation
    3) Marine Corp

Note that the query is not case sensitive.

The query value "corp*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp*" would only match "IBM Corporation" on the above list.

RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

```
                                                           actary

ACCOUNTFLEX      QUERY MODE      Customer Entry Screen      DATE: 07/23/2007

 Customer Code [        v]  Entry Date [        ]    By [          ]  Inactive [ ]
             Billing Address                    Shipping Address
 Company [*CME*                    ]        [                    ]
  Name
 Addr1  [|851*mahler*             ]        [                    ]
 Addr2  [                         ]        [                    ]
 Addr3  [                         ]        [                    ]
  City  [B??lingame               ]        [                    ]
 State  [ v] Zip [        v] Cnty [ v]   State [ v] Zip [        v] Cnty [ v]
 Source [        v]                       Tax Code [  v]  SalesRep [      v]

 Contact [                    ]      Title [          ]
  Phone  [            ] x [  ]   Fax [          ]
 E-mail  [                    ]         [ ] Resale# [      ]
 Method  [  ] Finance Charge [ ]  Invoices [ ] Statements [ ] BackOrders [ ]
 Terms   [ v]                           Credit Limit [      ]
 Price   [ v]                           Balance Due  [      ]

Enter the Customer's code to identify this Customer throughout the system
F1    F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run   Help Orun Clr        Exit
```

The above query values will find all records where

Company contains the string "CME" anywhere

> AND

Addr1 begins with "851" with "mahler" anywhere afterwards

> OR

Addr2 begins with "851" with "mahler" anywhere afterwards

> OR

Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT, PREV, FRST, LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks ***CHANGE MODE*** letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

CTL-D   Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.

CTL-N   Calls the Accounflex menu from wherever you are in the system. You will be returned to your current postion upon returning from the menu.

CTL-P   Repeats the previously entered value.

CTL-T   Prints the screen image to the default printer.

CTL-W   Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

```
ACCOUNTFLEX              Print Trial Balance Report          DATE: 07/23/07

        Report Destination S           (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies         1     (1 - 10)
        Report Title Page    N      (Y=Yes, N=No)
        Report Detail        N      (Y=Yes, N=No)


             Date Range 07/01/07     to   07/23/07
            Account Range            vto              v

        Show ZERO Balances


Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                              Kill
```

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

Report Destination

Enter the report destination. Four options are available:

    S - Screen
    P - Printer
    D - Disk
    A - Auxiliary Port

Entering an **S** will output the report to the screen.

Entering a **P** will output the report to to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

Report Copies

Enter the number of printed report copies you want. One to 10 copies can be specified.

Report Title Page

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

Report Detail

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

```
                                                            actrpt
ACCOUNTFLEX                               Company Name
                                          TRIAL BALANCE
                        From: 05/26/99  to  05/26/99  Account Range:
=============================================================================
                                                     BEGINNING BALANCE
  Account      Account Name                     Debit          Credit
------------  -----------------------------  --------------  -------------- -----
  101-000      Cash in Bank                    1,759,544.10
  102-000      Payroll Cash Account               45,644.00
  103-000      Cash in Hand                                    1,000,000.00
  107-000      Petty Cash
  108-000      Prepaid Expenses                  200,000.00
  110-000      Account Receivable
  120-000      Jobs-in-Progress(M)
  121-000      Jobs-in-Progress(L)
  130-000      Inventory
  130-0A0      Inventory Whs A
  130-0B0      Inventory Whs B
  150-000      Land
  152-000      Buildings
  154-000      Office Equipment
  160-000      Adv EIC Payment
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  F13  F14  F15  F16
EXIT ---- JUMP ---- SRCH ---- PREV NEXT FRST LAST PRNT C132 ---- SHFL SHFR PRN2
```

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. **ESCAPE** from the **Report Selection Screen** leaves the report altogether.

3. HOW TO GET STARTED

3.1 Overview

This chapter describes the setup procedures for the General Ledger System. These procedures are performed only once when you install your system.

This chapter contains the following sections:

> How to Start the System
> Setup System-wide Control File
> Setup General Ledger Control File
> Setup Accounts
> Setup Account Hierarchy
> Back-Up Data Files

3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

$ act

After you press **RETURN** the following AccountFlex Master Menu will appear.

mmenu

```
ACCOUNTFLEX                    Widget Company              DATE: 07/23/07
Version 3.4                    Master Menu (M)


                       Welcome to ACCOUNTFLEX
            1. Account Receivable        8. Sales
            2. Account Payable           9. Purchase Order
            3. General Ledger           10. Job Cost
            4. Payroll                  11. Point-of-Sales
            5. Bank Reconciliation      12. System-Wide Control
            6. Inventory                13. Queryflex Report Writer
            7. Bill of Material         14. Test System
                    "The System You Can Account On"



                    Enter Selection >  12_
```

The following sections describe the various setup choices you will be using.

3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

```
                                                          sysfile
ACCOUNTFLEX          System-Wide Control File          Date: 07/23/07

   Company Widget Company              Version
     Addr1 1000 Technology Way           Phone (415)340-0220
     Addr2                                 Fax
      City Burlingame                    TaxID
     State CAv Zip 94010      Country  v E-Mail info@infoflex.com

   Modules: AR   AP   GL  SALES  PO  INVENTORY  PAYROLL  BOM  JOBCOST
   Installed Y    Y    Y    Y    Y       Y         Y      Y     N
            Multiple(Y/N)  Format  Default    Reference Name  Reference Abbrev
   Divisions      Y          L       1        Division            Div
   Warehouses     Y          L       A        Warehouse           Whs
   Customer Subs  N          L
   Vendor Subs    N          L
   Code Formats: G/L Account 3    3    0    0        Delimiter -
        Customer L        Vendor L       Employee L      Inventory L      Job R
         Invoice R           Purchase Order R           A/P Invoice L
      Inventory Costing Method W   (R=Replacement,S=Standard,W=Weighted Average)


F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help                    Prev Next Frst Last                      Form Sec
```

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

Company Name

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

Version

Leave blank.

Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

invoices.

TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

Modules Installed

Enter the modules installed using Y=Yes or N=No.

Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

Account Code Format

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3 3 0 0 Delimiter -

would result in G/L codes being formatted to **NNN-NNN**. The following entry

Account: 3 0 0 0 Delimiter

would result in G/L codes being formatted to **NNN**.

Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

Code Formats

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.
IMPORTANT: You may NOT change the justification once data has been entered.

Inventory Costing Method

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

3.4 Setup General Ledger Control File

This section describes how to set up the General Ledger control file. This control file is used for defining parameters that apply throughout the General Ledger System.

From the master menu, select the menu option **General Ledger**. The general ledger menu will then appear as follows.

```
                                                              glmenu
ACCOUNTFLEX                 Widget Company            DATE: 07/23/07
Version               General Ledger Menu (G)

     ──TRANSACTIONS──      ──REPORTS/INQUIRY──       ──TABLE MAINTENANCE──
1. Enter Transaction   9. Inquire Account        30. Enter Account
2. Print Batch        10. Journal by Date        31. Print Account
3. Post Batch         11. Journal by Account     32. Enter Account Hierarchy
4. Print Journal      12. Trial Balance          33. Print Account Hierarchy
                      13. Income Statement       34. Enter Budget
     ──RECURRING TRANS──  14. Balance Sheet       35. Enter Forecast
6. Enter Transaction  15. Annual Analysis        36. Print Budget/Forecast
7. Copy Transaction   16. More Reports           37. Enter Formulas
                         ──CUSTOM REPORTS──       38. Enter Period
                      17. Enter Report Layout    39. Enter Control
                      18. Print Report Layout    40. Purge
                      19. Print Report           41. Archive




                      Enter Selection >   1
```

To set up the control file select the **Enter Control** option on the Ledger menu. The General Ledger control file screen will appear as follows.

```
                                                             glctl
┌──────────────────────────────────────────────────────────────────┐
│  ACCOUNTFLEX      General Ledger Control File      Date: 07/24/07  │
│                                                                    │
│        Enter Transaction Prefix          ████  Starting Number  8  │
│        Enter Recurring Transaction Prefix REC  Starting Number  1  │
│        Fiscal Year Start Date 01/01/05                             │
│        Retained Earnings G/L Account code 302-000                  │
│        Profit/Loss G/L Account code 303-000                        │
│        Date Tolerance  999  days                                   │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│ Enter Prefix for Transaction Numbers                               │
│ F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6 │
│ Save Help                     Prev Next Frst Last                  │
└──────────────────────────────────────────────────────────────────┘
```

This screen has a number of fields which you will need to fill in with values appropriate to your installation.

When you are sure all your entries are correct press the **SAVE** key to save your entries and return to the General Ledger menu.

The following describes each parameter field.

Enter Transaction Prefix & Starting Number

Enter the prefix (up to 3 characters) that will be prepended to the transaction number. The starting number for transactions is entered in the field immediately after the prefix field. You may enter a zero or blank if you wish to enter transaction numbers manually.

Enter Recurring Transaction Prefix & Starting Number

Enter the prefix (up to 3 characters) that will be prepended to the recurring transaction number. The starting number for the recurring transactions is entered in the field immediately after the prefix field. Recurring transactions do NOT have an option for manual entry.

Fiscal Year Start Date

Enter the beginning date of the first fiscal year that you will be using this General Ledger system.

Retained Earnings

Enter the G/L account code for retained earnings. This is a required entry field and the code must exist in the chart of accounts.

Profit/Loss

Enter the G/L account code for profit/loss. This is a required entry field and the code must exist in the chart of accounts.

Date Tolerance

Enter the date tolerance. This field defines the transaction and period date tolerance in relation to the current date. For example, 10 would only allow the transaction and period date to be + or - 10 days of the current system date. You can enter up to 3 digits in the date tolerance field.

3.5 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

```
                                                              glcoar
 ACCOUNTFLEX            Print Chart of Accounts          DATE: 07/23/07

         Report Destination S         (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
         Report Copies      1     (1 - 10)
         Report Title Page  N     (Y=Yes, N=No)

             Account Range              vto              v(wild cards * or ?)
      Show Accounts to Level 9
          Show Accounts only
      Show Inactive Accounts

 Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Run  Help                                                                Kill
```

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the **Enter Accounts** menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

Change
> To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

Add
> To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

> **Account #**

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

Type & Subtype

Enter the account type and subtype. The possible account types are:

Type	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	C

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

Debit/Credit

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Type	Debit/Credit
Assets	D
Expenses	D
Liabilities	C
Income	C
Capital	C

3.6 Setup G/L Account Hierarchy

This section describes how to define your account hierarchy. This structure controls the order, format, and subtotaling on reports such as the standard Income Statement and Balance Sheet.

Accountflex provides a very unique and intuitive approach for defining this structure. The structure is entered using an editor-like screen and looks just like the report. Each structure line corresponds to a line on the report. If a structure line specifies a range of accounts, the report prints the structure line as the heading, then indents 2 spaces before printing each account line. To avoid printing the heading, enter an '@' instead of the description. The placement of the '@' determines where the account descriptions appear on the report. Text following the '@' is considered comments and has no effect on the report.

To use the Account Hierarchy Entry screen, select the **Enter Account Hierarchy** menu option. The Account Hierarchy Entry screen will appear as follows.

```
                                                                    glact
ACCOUNTFLEX     CHANGE MODE        Enter Account Hierarchy      DATE: 07/24/07

 Description                                   Account Range

 ASSETS                                     ┌─────────┬┐┌─────────┬┐
      Current Assets                        │100-000  │││149-000  ││
      Fixed Assets                          │         │││         ││
           @                                │150-000  │││154-000  ││
                Office Equipment            │155-000  │││159-000  ││
      Other Assets                          │180-000  │││199-000  ││
 LIABILITIES                                │         │││         ││
      Current Liabilities                   │         │││         ││
           @                                │200-000  │││249-000  ││
                Payroll Liabilities         │250-000  │││289-000  ││
      Long-term/Other Liabilities           │290-000  │││299-000  ││
 CAPITAL/EQUITY                             │300-000  │││399-000  ││
 INCOME                                     │         │││         ││
      Consulting                            │400-000  │││409-000  ││
      Sales                                 │410-000  │││439-000  ││
                                            └─────────┴┘└─────────┴┘

F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Save  Help        Add         Qry   Prev  Next  Frst  Last        Del
```

While on this screen you may change existing and/or add new account hierarchies.

Some rules for entering the structure are as follows.

1) When specifying an account range both values must be entered. Also, it is not required that accounts be valid so you can put maximum ranges to accomodate future plans.

2) The order that accounts are defined in the structure is important. Accounts must be together by account type and account types must be in the following order. All Asset accounts must appear first, followed by Liabilities, Capital, Income, and then Expenses.

3) All accounts should be represented within the structure. Those accounts not represented appear on reported at the end of their respective account type.

4) Accounts may only be specified once. The program warns if any accounts have been mulitply defined.

5) Subtotaling is done for accounts on the same level. Accounts having the same description indentation are considered to be on the same level.

6) Blank lines are not allowed and cause unpredictable results. To get a blank line to appear on the report, use the '@' without specifying an account range.

7) The minimum allowable structure must include the 5 Account type descriptions with the same indentation. No account ranges need be specified in this scenario.

3.7 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

4. WORK CYCLE

4.1 Overview

This chapter gives instructions for the General Ledger Work Cycle. The steps described in this chapter are performed on an on-going basis.

4.2 Daily Cycle

On a regular basis you will be performing the following steps:

1) **Enter Transactions** into the transaction file, using the enter transaction menu selection.

2) **Check Transactions** by printing the batch listing and comparing it with the original documents.

3) **Correct Mistakes** if necessary, by using the change function while on the transaction screen.

4) **Backup Data** by using the backup data function on the master menu.

5) **Post Transactions** from the transaction file to the general ledger.

6) **Review Posting Journal** to ensure that all transactions were posted correctly.

4.3 Period End Cycle

Before running your financial reports for period-end make sure you do the following:

1) Ensure that all accounting information for the period has been entered.

2) Post transactions from your other applications so that they will be recorded in the general ledger. Once the transactions are recorded run the general ledger posting program.

3) Print the Trial Balance and verify the account balances. To reverse incorrect transactions and re-enter them, use the transaction menu choice.

4) Select the **Financial Report** option to produce balance sheets, income statements, and other financial statements.

4.4 Fiscal Year Cycle

The system will automatically post year-end closing entries for clearing expense and revenue accounts.

5. OPERATIONS/REFERENCE SECTION

5.0 Overview

This chapter provides detailed instructions on how to operate each General Ledger function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the General Ledger menu.

The General Ledger menu appears as follows.

```
                                                              glmenu
ACCOUNTFLEX                  Widget Company            DATE: 07/23/07
Version                 General Ledger Menu (G)

    ─TRANSACTIONS──    ──REPORTS/INQUIRY──      ──TABLE MAINTENANCE──
 1. Enter Transaction   9. Inquire Account      30. Enter Account
 2. Print Batch        10. Journal by Date      31. Print Account
 3. Post Batch         11. Journal by Account   32. Enter Account Hierarchy
 4. Print Journal      12. Trial Balance        33. Print Account Hierarchy
                       13. Income Statement     34. Enter Budget
   ─RECURRING TRANS─   14. Balance Sheet        35. Enter Forecast
 6. Enter Transaction  15. Annual Analysis      36. Print Budget/Forecast
 7. Copy Transaction   16. More Reports         37. Enter Formulas
                        ──CUSTOM REPORTS──      38. Enter Period
                       17. Enter Report Layout  39. Enter Control
                       18. Print Report Layout  40. Purge
                       19. Print Report         41. Archive




                    Enter Selection >   1
```

5.1 Enter Transactions

This section describes the process of entering transactions into your General Ledger program.

Transactions are entered in groups or batches. Each batch may consist of one or more transactions; each transaction may have one or more distributions.

To enter transactions select option 1 on the General Ledger menu. The G/L Batch Transactions screen will appear as shown below.

```
ACCOUNTFLEX       ADD MODE      G/L - Batch Transactions      DATE: 07/24/07

          Batch  ▽         Source G I        Hold ▮      Entry Date 07/24/07
                                               D/C



              ┌──────────────────────────────────────────────┐
              │  Press SAVE function key to enter Transactions │
              └──────────────────────────────────────────────┘






Enter 'Y' to prevent posting.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help      Chg                                                   Rev
```

Below is a description of each field.

Batch Screen *(SINGLE-RECORD)*

Source

The source field is a display only field that displays the original source of the transaction: "G-I" stands for General Ledger Transaction, and "R-I" stands for Accounts Receivable Invoice.

Batch

The batch number is automatically assigned. This number serves to identify a group of transactions for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed. You may press the **HELP** key to select from a list of batches.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

D/C

The debit/credit field will display the total debit and credit balances for all transactions within the batch.

Once the data has been entered correctly, press **SAVE** to save the batch screen. The transaction and distribution screen will then appear below the batch screen. This is a *COMBINATION SINGLE & MULTI-RECORD*.

```
ACCOUNTFLEX      ADD MODE      G/L - Batch Transactions      DATE: 07/24/07

        Batch        4v        Source G I      Hold        Entry Date 07/24/07
                                               D/C      3,444.00      3,444.00

    Transaction          8v   Refcode         Date 07/24/07   Period 07/24/07
    Description
    Account        Account Title      Description        Debit        Credit

    101-000      vCash in Bank                                        3,444.00
    620-000      vAdvertising                          1,644.00
    622-000      vDues and Subscripti                  1,800.00
    _            v
                 v
                 v
                 v
                 v                           Totals    3,444.00      3,444.00


Enter G/L Account Code (press HELP key to select from list)
F1    F2    F3    F4   F5    F6   F7    F8   F9    F10  F11  F12   ^F3  ^F4  ^F5  ^F6
Save  Help        Add        Qry  Prev  Next Frst Last       Del
```

Below is a description of each field.

Transaction Screen *(SINGLE-RECORD)*

Transaction

The transaction number may be automatically or manually assigned depending how you setup your G/L control file.

Refcode

The reference code is not a required entry field. This field can be used to identify the transaction in a unique way for audit trail purposes.

Transaction Date

The transaction date will default to the system date. The transaction date represents the date the transaction commenced.

Period

The period date will also default to the system date. The period date represents the period that the transaction should be posted.

Description

The transaction description field is not a required entry. The description can be used to identify the types of transactions entered and can be a maximum of 40 alphanumeric characters.

Once the data has been entered correctly, press the **SAVE** key to save the transaction screen. The cursor will then jump to the distribution screen where the distributions relating to the transaction should be entered.

Below is a description of each field.

Distribution Screen *(MULTI-RECORD)*

Account

Enter the account number so that it is consistant with the account code format specified in the System-wide control

---

file. You can use up to 12 characters including the delimeter.

Description

The account description will automatically be displayed and is a non entry field.

Reference

Account reference is an optional field that can be used for descriptive information. This field can be a maximum of 10 characters.

Debit

Enter the debit field. The maximum entry is 8 numeric characters.

Credit

Enter the credit field. The maximum entry is 8 numeric characters.

Totals

This field displays the total credit and debit for the tranaction.

Once the data has been entered correctly, press the **SAVE** key to save the distribution screen. The cursor will then jump back to the transaction screen to enter another transaction. If there are no more transactions to be entered, you may return to the batch screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the batch screen will return you to the General Ledger menu.

5.2 Print Batches

This section describes how to print your transaction batches so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To **Print Batches** select option 2 and the Report Selection screen will be displayed as shown below.

```
                                                            glinvr1
 ACCOUNTFLEX            G/L Transaction Batch Listing        DATE: 07/24/07

         Report Destination  S           (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
         Report Copies       1     (1 - 10)
         Report Title Page   N     (Y=Yes, N=No)
         Report Detail       Y     (Y=Yes, N=No)

                   Source   v
              Batch Range         v      to          v
         Transaction Range        v      to          v




 Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Run  Help                                                              Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your

entries are correct press the **SAVE** key to run the G/L Transaction Batch Listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Source

This is not a required entry field. The system print all batches from all sources.

Batch Range

This is not a required entry field. The system print all batches by default. You may press the **HELP** key to select from a list of batches.

Transaction Range

This is not a required entry field. The system print all transactions by default.

The G/L Transaction Batch Listing report will appear as follows.

```
                                                    glinvr1
07/24/07                       Widget Company            Page      1
 11:42am                  G/L Transaction Batch Listing
====================================================================================
        Trans-# Refno    Date     Period   Description      Debit        Credit
------------------------------------------------------------------------------------
Batch:      4  Source: G - I    Entry Date: 07/24/07

            8              07/24/07 07/24/07
    101-000     Cash in Bank                                            3,444.00
    620-000     Advertising                             1,644.00
    622-000     Dues and Subscriptions                  1,800.00
                                         ----------------------------------------
                                         Transaction Total  3,444.00    3,444.00




                            *********************************************
                            *********************************************
                            Grand Total:          3,444.00    3,444.00
```

Once the report is complete press the **ESCAPE** key to return to the General Ledger menu.

5.3 Post Batches

This section describes how to post your batches to the General Ledger. Posting the transactions moves the data from the transaction files (Short-Term) to the General Ledger files (Long-Term). The transaction data must be posted in order for it to show up on the financial reports. Also, it is important that your transactions be correctly entered before posting. This is because once your data has been posted it can no longer be modified unless you enter and post a new transaction to offset the original entry.

To post batches select option 3 on the General Ledger menu. The G/L transaction posting screen will appear as shown below.

```
ACCOUNTFLEX              Post G/L Transactions              Date: 07/24/07
                    Before Posting you should do the following
                          1) Backup data.
                          2) Print Batch Listing.

           Enter Batch Range to Post        █████ v  to       ▾

                        Press SAVEKEY to begin POSTING
                                  - OR -
                          Press ESCAPEKEY to Exit


                    After Posting do the following
                          1) Print Posting Journal.
                          2) Compare Batch Listing with Posting Journal.
                    Processing Statistics
                    Source    -      Batch              Transaction
Enter first batch number to POST or leave blank to POST all(press HELP for list)
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Source

The source of the transaction will be displayed here.

Batch

The batch number that is currently being posted will be displayed here.

Transaction

The transaction number that is currently being posted will be displayed here.

When the posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the General Ledger menu.

5.4 Print Journal

This section describes how to print the journal report that will display the batches that have been posted to the General Ledger. This report must match the batch report (printed prior to the posting).

To print the journal select option 4 on the General Ledger menu. The Report Selection Screen will appear as shown below.

```
ACCOUNTFLEX              G/L Invoice Posting Journal          DATE: 07/24/07

        Report Destination  S            (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies        1     (1 - 10)
        Report Title Page    N     (Y=Yes, N=No)
        Report Detail        Y     (Y=Yes, N=No)

              Module    
              Post No          6v
              Batch No    
     Transaction No. Range              to
     Transaction Date Range             to
        Period Date Range               to




F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run   Help                                                                            Kill
```

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Module

Enter the module code here. Leave this blank to print transactions from any module. Valid module codes are: P=Accounts Payable, R=Accounts Receivable, S=Sales Order, E=Payroll, J=Job Cost, I=Inventory, O=Purchase Order, G=General Ledger, and B=Bank Reconciliation.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Batch No

Enter the batch number if you want to look at a specific batch.

Transaction Range

This is not a required entry field because the system will default and print all posted transactions. The field has a maximum length of 6 numeric characters.

When you are sure all of your entries are correct press the **RUN** key to run the **Print Journal** Report as shown below.

```
                                                          glinvpr1
07/24/07                    Widget Company               Page     1
11:43am              G/L  Invoice Posting Journal
                  PostNo      6 PostDate
--------------------------------------------------------------------------
   Trans-#  RefCode   Date      Period    Module  Batch Debit        Credit
--------------------------------------------------------------------------
       8              07/24/07  07/24/07  G - I      4
      101-000   Cash in Bank                                        3,444.00
      620-000   Advertising                       1,644.00
      622-000   Dues and Subscriptions            1,800.00
                              -------------------------------------------------
                              Transaction Total:    3,444.00         3,444.00


         ****************************************************************
         ****************************************************************
                              Grand Totals:        3,444.00         3,444.00


Posting Log #6:  07/24/07   11:43:13

Post G/L Transactions has been completed successfully
```

Once the report is complete press the **ESCAPE** key to return to the General Ledger menu.

5.5 Enter Recurring Transactions

This section describes the process of entering recurring transactions into your General Ledger program.

Recurring transactions are entered individually. Each transaction may have any number of distributions.

To enter recurring transactions select option 5 on the General Ledger menu. The G/L recurring transactions screen will appear as shown below.

```
                                                              glrec
 ACCOUNTFLEX      ADD MODE     G/L Recurring Transactions   Date: 07/24/07

  Transaction        REC1v RefCode ABC        RefType      EntryDate 07/24/07
  Date Range for Copying           to
  Description

  Account       Description                        Debit         Credit

   101-000      Cash in Bank                      1,800.00

   103-000      Cash in Hand                                     1,800.00



                                         Totals    1,800.00      1,800.00


 Enter Description
 F1    F2    F3    F4    F5    F6    F7    F8    F9   F10  F11  F12  ^F3   ^F4   ^F5   ^F6
 Save  Help        Add         Qry   Prev Next Frst Last       Del
```

Below is a description of each field.

Transaction Screen *(SINGLE-RECORD)*

> **Transaction**
>
> The transaction number may be automatically or manually assigned depending how you setup your G/L control file.
>
> **Refcode**
>
> The reference code is a required entry field. The maximum entry is 6 alphanumeric characters. This field can be used to identify the transaction in an unique way for audit trail purposes.
>
> **RefType**
>
> Enter a reference type. This is a freeform field that can be used to group recurring transactions for copying purposes (see next section).
>
> **Entry Date**
>
> **Description**
>
> The description field allows you to describe the type of transaction. The field holds a maximum of 40 alphanumeric characters.

Once the data has been entered correctly, press the **SAVE** function key to save the transaction screen. The cursor will then jump to the distribution screen where the distributions relating to the recurring transaction should be entered.

Below is a description of each field.

Distribution Screen *(MULTI-RECORD)*

Account #

Enter the account code. This code must exist in the account code table. You may press the **HELP** function key to see a list of valid entries.

Account Title

The account title will automatically be displayed and is a non entry field.

Reference

The account reference is an optional entry field that can be used for descriptive information. This alphanumeric field holds a maximum of 10 characters.

Debit

Enter the debit amount.

Credit

Enter the credit amount.

Once the data has been entered correctly, press the **SAVE** function key to save the distribution screen. The cursor will then jump back to the transaction screen to enter another recurring transaction. If there are no more recurring transactions to be entered, you may return to the Transaction screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the Transaction screen will return you to the General Ledger menu.

5.6 Copy Recurring Transactions

This section describes how to copy recurring transactions. This process will create a batch of transactions that may be reviewed and posted in the same manner as transactions that are entered manually.

To copy recurring transactions select option 6 on the General Ledger menu. The copy recurring transaction screen will appear as follows.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ACCOUNTFLEX        Copy Recurring G/L Transaction      Date: 07/24/07 │
│                                                                       │
│        This program creates a G/L transaction batch (menu opton #1) from the │
│        G/L recurring transactions.  The following prompts allow you to select │
│        which recurring transactions are to be included in the G/L transaction │
│        batch.                                                          │
│                                                                       │
│           Enter transaction date 07/24/07                             │
│              Transaction Range [          ] v to [         ] v        │
│                  RefCode Range [        ]   to [        ]             │
│                  RefType Range [   ]    to  [   ]                     │
│           ┌─────────────────────────────────────────┐                │
│           │      Press SAVEKEY to begin COPYING      │                │
│           │                 - OR -                   │                │
│           │        Press ESCAPEKEY to Exit           │                │
│           └─────────────────────────────────────────┘                │
│                                                                       │
│        Last Date Run                                                  │
│        Processing Statistics                                          │
│           Source   -    Batch          RefNo          RefCode         │
├───────────────────────────────────────────────────────────────────────┤
│ Enter transaction date for recurring transactions                     │
│ F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6 │
│ Save Help                                                             │
└─────────────────────────────────────────────────────────────────────┘
```

Press the **SAVE** key to begin to copying or press the **ESCAPE** key to EXIT.

Below is a description of each field.

Transaction Range

Enter the range of transaction numbers for copying.

Refcode Range

Enter the range of reference codes for which you would like to copy transactions.

Refno Range

Enter the range of refno's for which you would like to copy transactions.

As the copying takes place, the following information will be displayed.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are two passes that will take place. **Pass 1** verifies the data and **pass 2** will copy the data.

Source

The source of the transaction will be displayed here.

Batch

The batch number that is created while copying will be displayed here.

Refcode

The reference code that is currently being processed will be displayed here.

Refno

The reference number that is currently being processed will be displayed here.

When the copying has been completed you will see the following message:

    Copying has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the General Ledger menu.

5.9 Inquire Account History

This section describes the inquire account history screen. With this screen, you can view account balances by period, and the detail comprising each balance. None of the data can be changed on the inquiry screen.

Select inquire account history option 9 and the account inquiry screen will appear as shown below.

```
                                                              glcoa
 ACCOUNTFLEX      CHANGE MODE      Account Entry/Inquiry      DATE: 07/23/07

   Account        Description                     Type     D/C    Inactive

   101-000     Cash in Bank                        Av       D
   102-000     Payroll Cash Account                Av       D
   103-000     Cash in Hand                        Av       D
   107-000     Petty Cash                          Av       D
   108-000     Prepaid Expenses                    Av       D
   109-000     Adv EIC Payment                     Av       D
   110-000     Account Receivable                  Av       D
   120-000     Jobs-in-Progress(M)                 Av       D
   121-000     Jobs-in-Progress(L)                 Av       D
   130-000     Inventory                           Av       D
   130-0A0     Inventory Whs A                     Av       D
   130-0B0     Inventory Whs B                     Av       D
   150-000     Land                                Av       D
   152-000     Buildings                           Av       D
   155-000     Software                            Av       D


 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Save Help     Add  Srch Qry  Prev Next Frst Last      Del
```

To view any account's transaction history, cursor to the line of the account and press the **ZOOM** function key. Upon pressing **ZOOM** the account history screen will appear as follows.

```
    Account 101-000    v Cash in Bank              D/C D
    Year Period Prev Yr Activity      Activity      Balance        Budget

    2006  6                                        500,000.00
    2006  7                                        500,000.00
    2006  8                                        500,000.00
    2006  9                                        500,000.00
    2006 10                                        500,000.00
    2006 11                                        500,000.00
    2006 12                                        500,000.00
    2007  1           500,000.00      3,000.00     503,000.00
    2007  2                           3,500.00     506,500.00
    2007  3                                        506,500.00
    2007  4                          -8,000.00     498,500.00
    2007  5                         -18,334.00     480,166.00
    2007  6                          23,000.00     503,166.00
    2007  7                         -39,922.00     463,244.00


  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12   ^F3  ^F4  ^F5  ^F6
  Save Help                     Qry  Prev Next Frst Last            Zoom
```

Below is a description of each field on the account history screen.

Year

This field is a non entry field and displays the numeric value representing a calendar year.

Period

This field is a non entry field and displays the numeric value representing the period of time within a year.

Previous Balance

This field is a non entry field and displays the numeric value of the accounts previous balance.

Current Balance

This field is a non entry field and displays the numeric value of the accounts current balance.

Running Balance

This field is a non entry field and displays the numeric value of the accounts running balance.

Budget

This field is a non entry field and displays the numeric value of the accounts budget.

To view the transaction detail for any period position the cursor on the period line that you would like to see more detail and press the **ZOOM** key to **ZOOM** in on that record. The transaction detail screen will appear as follows.

```
  Account 101-000      Cash in Bank       Period 2007 / 7    -39,922.00
  Source       Period    TranDate Trans.No  Refcode      Debit      Credit

  E A       1 07/25/07 07/25/07      N/A N/A                         335.00
      Bank Charge
  B A       1 07/25/07 07/25/07      N/A N/A             335.00
      Bank Charge
  P C       1 07/24/07 07/24/07   summary N/A                      65,728.00
      summary
  R C       1 07/24/07 07/24/07   summary N/A          29,150.00
      summary
  R C       2 07/24/07 07/24/07   summary N/A             100.00
      summary
  G I       4 07/24/07 07/24/07        8                          3,444.00
```

```
 F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help                   Qry  Prev Next Frst Last
```

Below is a description of each field.

Account

The account number displayed represents the account you are zooming on.

Year/Period

The year and period field represents the year and period you are looking at.

Source

The Source of the transaction will be displayed on the screen. "G-I" stands for General Ledger Transaction, and "R-I" stands for Accounts Receivable Invoice.

Batch

The batch number assigned to the transaction number will be displayed on the screen. The batch number represents a number assigned to a data input session consisting of transactions made up of distributions.

Period

The period date will be displayed on the screen. The period date will default to the system date, but can represent the date of the period in which the transaction should be posted.

Transaction Date

The transaction date will be displayed on the screen. This date will default to the system date, but can represent the date the transaction took place.

Transaction Number

The transaction number will be displayed on the screen, and represents the number assigned to a transaction made up of possibly several distributions.

Reference Code

The reference code assigned to the transaction will be displayed on the screen.

Debit/Credit

The debit or credit balance for the transaction will be displayed on the screen.

Press the **ESCAPE** key to return to the account inquiry screen from the transaction detail screen. While on the account inquiry screen you may return to the account number portion of the screen by pressing the **SAVE** key or return to the General Ledger menu by pressing the **ESCAPE** key.

5.10 Print Journals by Date

This section describes how to print the journal by date report.

To print the journal by date, select option 10 and the following Report Selection screen will appear.

```
                                                              glcoar1
 ACCOUNTFLEX              Print Journal by Period Date          DATE: 07/24/07

          Report Destination S            (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
          Report Copies        1     (1 - 10)
          Report Title Page    N      (Y=Yes, N=No)
          Report Detail        Y      (Y=Yes, N=No)


          Period Date Range 07/23/07  to   07/23/07
             Account Range              vto              v(wild cards * or ?)
                   Module
                   Source
     Show Inactive Accounts




 Enter G/L Account with wild cards (press HELP key to view choices)
 F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Run   Help                                                                       Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Period Date Range

Enter the period date range that you want to print.

Transaction Range

Enter the transaction range desired. The field is numeric and has a maximum length of 6 characters.

When you are sure all your entries are correct, press the **RUN** key to run the journal by date report.

```
07/24/07                      Widget Company                    Page      1
11:55am                 G/L   Journal by Period Date
                      Date Range: 07/23/07 to 07/23/07
              Account Range:              to          Source   -
=============================================================================
Period  G/L Code    Description                  Debit        Credit
-----------------------------------------------------------------------------
07/23/07 130-000     Inventory                     6.00
   I  A      1       summary N/A       summary
07/23/07 510-000     Inventory Adjust                            6.00
   I  A      1       summary N/A       summary
07/23/07 121-000     Jobs-in-Progress(L)                        30.00
   J  C      3       JOB#10 1         Job #10
07/23/07 500-000     Cost of Goods Sold           30.00
   J  C      3       JOB#10 1         Job #10
07/23/07 121-000     Jobs-in-Progress(L)         910.00
   J  L      1       summary N/A       summary
07/23/07 250-000     Payroll - Accrual                         910.00
   J  L      1       summary N/A       summary
07/23/07 130-000     Inventory                                  35.00
   J  M      1       summary N/A       summary
07/23/07 120-000     Jobs-in-Progress(M)          35.00
   J  M      1       summary N/A       summary
07/23/07 130-000     Inventory                                  11.00
   S  I      1       summary N/A       summary
07/23/07 500-000     Cost of Goods Sold           11.00
   S  I      1       summary N/A       summary
07/23/07 420-000     Hardware Sales                            110.00
   S  I      1       summary N/A       summary
07/23/07 110-000     Account Receivable          115.08
   S  I      1       summary N/A       summary
07/23/07 220-000     Sales Tax Liability                         5.08
   S  I      1       summary N/A       summary
07/23/07 130-000     Inventory                                   9.00
   S  I      2       summary N/A       summary
07/23/07 500-000     Cost of Goods Sold            9.00
   S  I      2       summary N/A       summary
07/23/07 420-000     Hardware Sales                             90.00
   S  I      2       summary N/A       summary
07/23/07 110-000     Account Receivable           92.18
   S  I      2       summary N/A       summary
07/23/07 220-000     Sales Tax Liability                         2.18
   S  I      2       summary N/A       summary
                    ---------------------------------------------------------
                          Subtotal By Month 07    1,208.26     1,208.26

                    ---------------------------------------------------------
                          Subtotal by Year 2007   1,208.26     1,208.26

                    =========================================================
                          Grand Total             1,208.26     1,208.26
```

Once the report is complete press the **ESCAPE** key to return to the General Ledger menu.

5.11 Print Journals by Account Code

This section describes how to print the journal by account code report.

To print the journal by account, select option 11 and the following Report Selection screen will appear.

```
ACCOUNTFLEX          Print Journal by Account          DATE: 07/24/07

        Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies        1      (1 - 10)
        Report Title Page  N        (Y=Yes, N=No)
        Report Detail      Y        (Y=Yes, N=No)

        Period Date Range 07/23/07  to  07/23/07
          Account Range              v to              v(wild cards * or ?)
                Module  
                Source  
      Print Which Date P   (P=Period Date, T=Transaction Date)
  Show Inactive Accounts  




Enter G/L Account with wild cards (press HELP key to view choices)
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                              Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Period Date Range

Enter the period date range that you want on the report.

Account Range

Enter the account range that you want on the report.

When you are sure all your entries are correct, press the **RUN** key to run the journal by account report.

```
                                                                        glcoar2
07/24/07                          Widget Company                          Page    1
11:57am                        G/L  Journal by Account
                         Date Range: 07/23/07  to  07/23/07
          Account Range:               to            Source  -
```

```
========================================================================================================================
     Period Date    Tran # Refcode Source    Batch      Debit        Credit   Description                        Reference
------------------------------------------------------------------------------------------------------------------------

  ASSETS

    110-000      Account Receivable
       07/23/07     summary N/A      S I        1        115.08                summary
       07/23/07     summary N/A      S I        2         92.18                summary
    110-000      Account Receivable                      207.26

    120-000      Jobs-in-Progress(M)
       07/23/07     summary N/A      J M        1         35.00                summary
    120-000      Jobs-in-Progress(M)                      35.00         0.00

    121-000      Jobs-in-Progress(L)
       07/23/07     JOB#10 1         J C        3                      30.00   Job #10
       07/23/07     summary N/A      J L        1        910.00                summary
    121-000      Jobs-in-Progress(L)                     910.00        30.00

    130-000      Inventory
       07/23/07     summary N/A      I A        1          6.00                summary
       07/23/07     summary N/A      J M        1                      35.00   summary
       07/23/07     summary N/A      S I        1                      11.00   summary
       07/23/07     summary N/A      S I        2                       9.00   summary
    130-000      Inventory                                 6.00        55.00
                                                  ----------------------------
              Subtotal ASSETS                          1,158.26        85.00


  LIABILITIES

    220-000      Sales Tax Liability
       07/23/07     summary N/A      S I        1                       5.08   summary
       07/23/07     summary N/A      S I        2                       2.18   summary
    220-000      Sales Tax Liability                      0.00          7.26

    250-000      Payroll - Accrual
       07/23/07     summary N/A      J L        1                     910.00   summary
    250-000      Payroll - Accrual                        0.00        910.00
                                                  ----------------------------
              Subtotal LIABILITIES                        0.00        917.26


  INCOME

    420-000      Hardware Sales
       07/23/07     summary N/A      S I        1                     110.00   summary
       07/23/07     summary N/A      S I        2                      90.00   summary
    420-000      Hardware Sales                            0.00       200.00
                                                  ----------------------------
              Subtotal INCOME                             0.00        200.00


  EXPENSES

    500-000      Cost of Goods Sold
       07/23/07     JOB#10 1         J C        3         30.00                Job #10
       07/23/07     summary N/A      S I        1         11.00                summary
       07/23/07     summary N/A      S I        2          9.00                summary
    500-000      Cost of Goods Sold                       50.00         0.00

    510-000      Inventory Adjust
       07/23/07     summary N/A      I A        1                       6.00   summary
    510-000      Inventory Adjust                          0.00         6.00
                                                  ----------------------------
              Subtotal EXPENSES                           50.00         6.00

                                                  ============================
              Grand Totals                            1,208.26     1,208.26
```

Once the report is complete press the **ESCAPE** key to return to the General Ledger menu.

5.12 Trial Balance

This section describes how to print the trial balance report.

To print the trial balance, select option 12 and the following Report Selection screen will appear.

gltrial

```
ACCOUNTFLEX                Print Trial Balance Report              DATE: 07/24/07

          Report Destination  S            (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
          Report Copies          1    (1 - 10)
          Report Title Page    N      (Y=Yes, N=No)
          Report Detail        N      (Y=Yes, N=No)


             Date Range  07/01/07     to   07/24/07
          Account Range            vto               v

          Show ZERO Balances


 F1    F2    F3    F4    F5    F6    F7    F8    F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Run   Help                                                                      Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Account Range

Enter the account range that you want on the report.

Period Date Range

Enter the period date range that you want on the report.

When you are sure all of your entries are correct, press the **RUN** key to run the G/L Trial Balance report shown below.

```
                                                      gltrial
07/24/07                        Widget Company         Page    1
11:57am                        G/L Trial Balance
               From: 07/01/07  to  07/24/07  Account Range:          to
```

```
=====================================================================================================
                                        BEGINNING +---- CURRENT ACTIVITY -----+          ENDING
Account      Account Name                 BALANCE         DEBIT          CREDIT          BALANCE
------------ ------------------------- --------------- --------------- --------------- ---------------
101-000      Cash in Bank               503,166.00       29,250.00       69,172.00      463,244.00
102-000      Payroll Cash Account         7,432.20CR                                      7,432.20CR
109-000      Adv EIC Payment                177.97                                          177.97
110-000      Account Receivable          21,825.00       31,927.26       29,154.20       24,598.06
120-000      Jobs-in-Progress(M)                            35.00                            35.00
121-000      Jobs-in-Progress(L)                           910.00           30.00          880.00
130-000      Inventory                                   97,063.46       53,478.28       43,585.18
201-000      Accounts Payable            55,695.00CR     65,028.00       66,956.00       57,623.00CR
212-000      Purchase Clearing Account                   41,400.00       41,400.00
220-000      Sales Tax Liability          8,000.00                            7.26        7,992.74
250-000      Payroll - Accrual                                             910.00          910.00CR
260-000      Payroll - Fed W/H            1,646.16CR                                       1,646.16CR
261-000      Payroll - FICA              1,688.88CR                                       1,688.88CR
262-000      Payroll - Medicare            394.98CR                                         394.98CR
264-000      Payroll - FUTA                 71.84CR                                          71.84CR
270-000      Payroll - State W/H           475.96CR                                         475.96CR
272-000      Payroll - SDI                  81.72CR                                          81.72CR
274-000      Payroll - SUI                 325.32CR                                         325.32CR
278-000      Payroll - Wrk Comp            155.60CR                                         155.60CR
280-000      Payroll - Med Ins             249.36CR                                         249.36CR
281-000      Payroll - Dent Ins            170.64CR                                         170.64CR
283-000      Payroll - Cred Union          150.00CR                                         150.00CR
284-000      Payroll - 401K              1,800.00CR                                       1,800.00CR
285-000      Payroll - IRA W/H             600.00CR                                         600.00CR
286-000      Payroll - Stock Plan          150.00CR                                         150.00CR
401-000      Software Consulting         3,000.00CR                        7,200.00       10,200.00CR
402-000      Hardware Consulting         3,000.00CR                                        3,000.00CR
404-000      Other Consulting                              200.00                            200.00
410-000      Software Sales              5,300.00CR         100.00        20,700.00       25,900.00CR
420-000      Hardware Sales              7,675.00CR         800.00         3,000.00        9,875.00CR
420-0B0      Hardware Sales Whs B       23,000.00CR                                       23,000.00CR
442-000      Hardware Returns                              600.00                            600.00
482-000      Rental Income              9,350.00CR                          600.00        9,950.00CR
483-000      Finance Charges                                                420.00          420.00CR
500-000      Cost of Goods Sold         74,029.00       27,308.00          100.00       101,237.00
510-000      Inventory Adjust                                             4,690.38        4,690.38CR
520-000      Inventory Physical                             50.20                             50.20
560-000      Discounts Allowed                               4.20                              4.20
565-000      Discounts Taken                                             1,400.00        1,400.00CR
570-000      Freight                                       320.00                            320.00
590-000      Miscellaneous                                  28.00                             28.00
601-000      Wages                      11,640.00                                         11,640.00
602-000      Commissions                 1,980.00                                          1,980.00
620-000      Advertising                                 1,644.00         1,000.00          644.00
622-000      Dues and Subscriptions                      1,800.00                          1,800.00
682-000      Payroll Taxes               1,439.09                                          1,439.09
684-000      Worker Comp                   155.60                                            155.60
690-000      Other Taxes                                   750.00                            750.00
                                       ============== ============== ============== ==============
                          Grand Totals:  500,000.00      299,218.12      300,218.12      499,000.00
```

Once the report is complete press the **ESCAPE** key to return to the General Ledger menu.

5.13 Income Statement

This section discusses how to print your income statement. The Income Statement financial report provides multi-level reporting based on the your Account Hiearchy structure. The next chapter describes a more sophisticated way of building financial reports using a spreadsheet-like approach.

To print the Income Statement select option 13 on the General Ledger menu. The G/L Income Statement screen will appear.

```
                                                              glincom

ACCOUNTFLEX              Print Income Statement               DATE: 07/24/07


         Report Destination  S           (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
         Report Copies         1    (1 - 10)
         Report Title Page   N      (Y=Yes, N=No)

                  Period/Year  7 / 2007
         Show Accounts to Level  9
                Format to Level  9
              Show Account Codes Y
       Show Account Code lines only
          Show Inactive Accounts
             Show ZERO Balances Y




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                 Kill
```

Below is a description of each field.

The first 3 fields are standardized and discussed in Chapter 2, **General Operational Procedures**.

Period/Year Range

Enter the period and year. This field is numeric and 2 characters in length.

When you are sure all of your entries are correct press the **RUN** key to run the Income Statement report.

```
                                                   Current Period    Current YTD
                                                   ----------------------------

          INCOME

                Consulting

401-000           Software Consulting                 7,200.00       10,200.00
402-000           Hardware Consulting                      0.00        3,000.00
404-000           Other Consulting                      -200.00         -200.00
                                                   ----------------------------
                Consulting Total                       7,000.00       13,000.00

                Sales

410-000           Software Sales                      20,600.00       25,900.00
420-000           Hardware Sales                        2,200.00        9,875.00
420-0A0           Hardware Sales Whs A                      0.00            0.00
420-0B0           Hardware Sales Whs B                      0.00       23,000.00
                                                   ----------------------------
                Sales Total                           22,800.00       58,775.00

                Sales Returns

440-000           Software Returns                         0.00            0.00
442-000           Hardware Returns                       -600.00         -600.00
                                                   ----------------------------
                Sales Returns Total                     -600.00         -600.00

                Other Income

480-000           Interest Income                          0.00            0.00
482-000           Rental Income                           600.00        9,950.00
483-000           Finance Charges                         420.00          420.00
484-000           Investment Income                         0.00            0.00
                                                   ----------------------------
                Other Income Total                     1,020.00       10,370.00
                                                   ----------------------------
          INCOME Total                                30,220.00       81,545.00

          EXPENSE

                Cost of Goods Sold

500-000           Cost of Goods Sold                  27,208.00      101,237.00
500-0A0           Cost of Goods Sold                       0.00            0.00
500-0B0           Cost of Goods Sold                       0.00            0.00
505-000           Cost of defective goods                  0.00            0.00
510-000           Inventory Adjust                    -4,690.38       -4,690.38
510-0A0           Inventory Adjust                         0.00            0.00
510-0B0           Inventory Adjust                         0.00            0.00
520-000           Inventory Physical                      50.20           50.20
520-0A0           Inventory Physical                       0.00            0.00
520-0B0           Inventory Physical                       0.00            0.00
560-000           Discounts Allowed                        4.20            4.20
565-000           Discounts Taken                      -1,400.00       -1,400.00
570-000           Freight                                320.00          320.00
590-000           Miscellaneous                           28.00           28.00
                                                   ----------------------------
                Cost of Goods Sold Total              21,520.02       95,549.02

                Operating Expense

601-000           Wages                                2,128.00       13,768.00
602-000           Commissions                            320.00        2,300.00
604-000           Subcontract                              0.00            0.00
606-000           401K matched contributions              0.00            0.00
610-000           Office Rent                              0.00            0.00
611-000           Office Supplies                         0.00            0.00
612-000           Office Insurance                        0.00            0.00
616-000           Phone                                   0.00            0.00
618-000           Mail/Postage                            0.00            0.00
620-000           Advertising                           644.00          644.00
622-000           Dues and Subscriptions             1,800.00        1,800.00
624-000           Books                                   0.00            0.00
626-000           Software                                0.00            0.00
628-000           Classes/Education                       0.00            0.00
630-000           Gifts to Clients                        0.00            0.00
640-000           Auto Expenses                           0.00            0.00
```

```
641-000         Auto Insurance                       0.00         0.00
642-000         Auto Depreciation                    0.00         0.00
644-000         Furniture Depreciation               0.00         0.00
648-000         Computer Depreciation                0.00         0.00
650-000         Lodging                              0.00         0.00
651-000         Transportation                       0.00         0.00
652-000         Meals                                0.00         0.00
655-000         Freight (non-sales)                  0.00         0.00
660-000         Interest                             0.00         0.00
661-000         Bank Charges                         0.00         0.00
665-000         Legal Services                       0.00         0.00
666-000         Accounting Services                  0.00         0.00
680-000         Personal Property Taxes              0.00         0.00
682-000         Payroll Taxes                      201.89     1,640.98
684-000         Worker Comp                         28.80       184.40
688-000         Sales Tax Paid                       0.00         0.00
690-000         Other Taxes                        750.00       750.00
                                           _____
                Operating Expense Total        5,872.69    21,087.38
                                           _____
           EXPENSE Total                       27,392.71   116,636.40
                                           ==========================
                Net Earnings (loss) :           2,827.29   -35,091.40
```

Once the report is complete then press the **ESCAPE** key to exit to the Report Selection screen, and then press the **ESCAPE** key again to return to the General Ledger Menu.

5.14 Balance Sheet

This section discusses how to print your Balance Sheet. The Balance Sheet financial report provides multi-level reporting based on the your Account Hiearchy structure. The next chapter describes a more sophisticated way of building financial reports using a spreadsheet-like approach.

To print the Balance Sheet select option 14 on the General Ledger menu. The G/L Balance Sheet screen will appear.

glbal

```
ACCOUNTFLEX             Print Balance Sheet                DATE: 07/24/07


        Report Destination  S           (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies        1     (1 - 10)
        Report Title Page    N     (Y=Yes, N=No)

                  Period/Year  7 / 2007
         Show Accounts to Level  9
              Format to Level  9
           Show Account Codes  Y
    Show Account Code lines only  _
         Show Inactive Accounts  _
            Show ZERO Balances  Y
   Separate page for Liabilities  Y   (Y/N)




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                Kill
```

Below is a description of each field.

The first 3 fields are standardized and discussed in Chapter 2 **General Operational Procedures**.

Period/Year Range

Enter the period and year. This field is numeric and 2 characters in length.

When you are sure all of your entries are correct press the **RUN** key to run the Balance Sheet report as shown below.

```
_____
                                                Current Year
                                                ---------------
        ASSETS

            Current Assets

101-000         Cash in Bank                    463,244.00
102-000         Payroll Cash Account             -8,809.26
103-000         Cash in Hand                         0.00
107-000         Petty Cash                           0.00
108-000         Prepaid Expenses                     0.00
109-000         Adv EIC Payment                    208.59
110-000         Account Receivable              24,598.06
120-000         Jobs-in-Progress(M)                 35.00
121-000         Jobs-in-Progress(L)                880.00
130-000         Inventory                       43,585.18
130-0A0         Inventory Whs A                      0.00
130-0B0         Inventory Whs B                      0.00
                                                ---------------
            Current Assets Total                523,741.57


            Fixed Assets

150-000         Land                                 0.00
152-000         Buildings                            0.00

                Office Equipment

155-000             Software                         0.00
156-000             Computers                        0.00
157-000             Furniture                        0.00
158-000             Other Equipment                  0.00
                                                ---------------
                Office Equipment Total               0.00
                                                ---------------
            Fixed Assets Total                       0.00


            Other Assets

180-000         Transferable Memberships             0.00
182-000         Long-term Deposits                   0.00
                                                ---------------
            Other Assets Total                       0.00
                                                ---------------
        ASSETS Total                            523,741.57


        LIABILITIES

            Current Liabilities

201-000         Accounts Payable                57,623.00
210-000         Accounts Payable Pending             0.00
212-000         Purchase Clearing Account            0.00
220-000         Sales Tax Liability              -7,992.74
230-000         Advance Payments                     0.00

                Payroll Liabilities

250-000             Payroll - Accrual              910.00
260-000             Payroll - Fed W/H            1,943.47
261-000             Payroll - FICA               1,992.44
262-000             Payroll - Medicare             465.98
264-000             Payroll - FUTA                  74.40
270-000             Payroll - State W/H            558.24
272-000             Payroll - SDI                  96.41
274-000             Payroll - SUI                 337.37
278-000             Payroll - Wrk Comp            184.40
280-000             Payroll - Med Ins             290.92
281-000             Payroll - Dent Ins            199.08
282-000             Payroll - United Way            0.00
283-000             Payroll - Cred Union          175.00
284-000             Payroll - 401K              2,100.00
285-000             Payroll - IRA W/H             700.00
286-000             Payroll - Stock Plan          175.00
287-000             Payroll - Direct Deposit        0.00
                                                ---------------
```

```
                    Payroll Liabilities Total          10,202.71
                                                   ---------------
            Current Liabilities Total               59,832.97


            Long-term/Other Liabilities

290-000             Notes Payable                         0.00
292-000             Mortgage Payable                      0.00
                                                   ---------------
            Long-term/Other Liabilities Total             0.00
                                                   ---------------
        LIABILITIES Total                            59,832.97


        CAPITAL/EQUITY

301-000             Initial Investment                    0.00
302-000             Retained Earnings                     0.00
303-000         Profit/Loss                          -35,091.40
                                                   ---------------
        CAPITAL/EQUITY Total                         -35,091.40
                                                   ===============
            Total LIABILITIES & CAPITAL/EQUITY:      24,741.57
```

Once the report is complete then press the **ESCAPE** key to exit to the Report Selection screen, and then press the **ESCAPE** key again to return to the General Ledger Menu.

5.15 Annual Analysis

This section discusses how to print your Annual Analysis report.

5.16 More Reports

This section discusses how to select from the More Reports Menu.

5.17 Financial Reports - Custom

This menu option is described in Chapter 7, "Financial Reporting - Custom".

5.30 Enter Account

This menu option is described in Chapter 3, **How to Get Started**.

5.31 Print Account

This menu option is described in Chapter 3, **How to Get Started**.

5.32 Enter Account Hierarchy

This menu option is described in Chapter 3, **How to Get Started**.

5.33 Print Account Hierarchy

This menu option is described in Chapter 3, **How to Get Started**.

5.34 Enter Budget

This section describes how to enter budget information.

To enter account budgets, select option 34 and the account budget screen will appear as shown below. This is a combination *SINGLE-RECORD & MULTI-RECORD SCREEN*.

```
                                                                glcoab

ACCOUNTFLEX      ADD MODE      ACCOUNT BUDGETS          DATE: 07/24/07

   Account 101-000     vCash in Bank               D/C D

Year Period    Budget              Forecast

   2006  11        100,322.00        100,000.00
   2006  12         29,000.00        120,000.00
   2007   1         38,000.00        100,000.00
   2007   2        200,000.00        200,000.00
   2007   3        231,000.00        300,000.00
   2007   4         23,980.00        100,000.00
   2007   5        400,000.00        400,000.00
   2007   6        325,000.00        110,000.00
   2007   7         80,000.00        100,000.00



F1    F2    F3    F4    F5    F6    F7    F8    F9   F10  F11  F12  ^F3   ^F4   ^F5   ^F6
Save  Help        Add         Qry  Prev  Next Frst Last
```

This screen has a number of fields which you will need to fill in with appropriate values.

Below is a description of each field. This portion of the screen form is a *SINGLE-RECORD*.

Account

Enter the account number using the same format as defined in the account code format specified in the System-wide control file. You can enter up to 12 characters including the delimiter.

Debit/Credit

The debit/credit field is for viewing.

Press **SAVE** after entering the account number and the debit/credit type will be displayed and the cursor will jump to the detail screen.

Below is a description of each field on the *MUTLI-RECORD* portion of the screen.

Year

Enter the Year. Your entry can only be 2 characters in length and must be numeric.

Period

Enter the Period. Your entry can only be 2 characters in length and must be numeric.

Budget

Enter the Budget. Your entry can only be 13 characters in length and must be numeric.

Forecast

Enter the Forecast. Your entry can only be 13 characters in length and must be numeric.

When you are sure all of your entries are correct press the **SAVE** key to save the data and the cursor will then jump to the account number field. Press the **ESCAPE** key to exit to the General Ledger menu.

5.35 Enter Forecast

Forecast information is entered on the Budget entry screen described above.

5.36 Print Budget/Forecast

This section describes how to print the budget report.

To print the budget report select option 36 on the General Ledger menu. The Report Selection Screen will appear as shown below.

```
                                                              glcoabr
 ACCOUNTFLEX              Print Budget/Forecast          DATE: 07/24/07

        Report Destination S           (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies       1     (1 - 10)
        Report Title Page   N     (Y=Yes, N=No)
        Report Detail       Y     (Y=Yes, N=No)


        Account Range 101-000      v to  101-000       v
      Period/Year Range   1 / 2006      to   7 / 2007



 Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
 Run  Help                                                                 Kill
```

Below is a description of each entry field.

Account No. Range

Enter the account number range.

Period/Year Range

Enter the period and year range.

When you are sure all of your entries are correct press the **RUN** key to run the **Budget** Report as shown below.

```
                                                  glcoabr
07/24/07                  Widget Company             Page      1
  12:04pm               Budget/Forecast Report
                   Period Range:  1 / 2006 to  7 / 2007
================================================================================

   ASSETS                                Actual       Budget      Forecast

        101-000      Cash in Bank
                        1 / 2006 :    500,000.00
                        2 / 2006 :
                        3 / 2006 :
                        4 / 2006 :
                        5 / 2006 :
                        6 / 2006 :
                        7 / 2006 :
                        8 / 2006 :
                        9 / 2006 :
                       10 / 2006 :
                       11 / 2006 :                  100,322.00    100,000.00
                       12 / 2006 :                   29,000.00    120,000.00
                        1 / 2007 :      3,000.00     38,000.00    100,000.00
                        2 / 2007 :      3,500.00    200,000.00    200,000.00
                        3 / 2007 :                  231,000.00    300,000.00
                        4 / 2007 :     -8,000.00     23,980.00    100,000.00
                        5 / 2007 :    -18,334.00    400,000.00    400,000.00
                        6 / 2007 :     23,000.00    325,000.00    110,000.00
                        7 / 2007 :    -39,922.00     80,000.00    100,000.00
                                    ------------- ------------- -------------
           Subtotal for 101-000    :    463,244.00  1,427,302.00  1,530,000.00

                                    ------------- ------------- -------------
        Subtotal for ASSETS        :    463,244.00  1,427,302.00  1,530,000.00
```

Once the report is complete press the **ESCAPE** key to return to the General Ledger menu.

5.37 Enter Formulas

This menu option is used by the **Custom Financial Reports** and is described in chapter 6.

5.38 Enter Period

This menu option is described in Chapter 3, **How to Get Started**.

5.39 Enter Control

This menu option is described in Chapter 3, **How to Get Started**.

5.40 Purge

This section describes how to **Purge Data** from the General Ledger system.

To purge data, select option 40 on the General Ledger menu. The G/L Purge screen will appear as shown below.

```
                                                                    glpurge
ACCOUNTFLEX                      G/L Purge                    Date: 07/24/07

      ┌────────────────────────────────────────────────────────────┐
      │ This program is run to Purge data that is no longer needed.  │
      │ Before running this program make sure BACKUPS have been made. │
      └────────────────────────────────────────────────────────────┘

              Purge before date  ▭         Previous purge before date  ▬▬▬▬
              Purge after date   ▭
    Purge Account Range from   ▭         v
                        to     ▭         v
         Purge Summary Records N

            ┌──────────────────────────────────────┐
            │   Press SAVEKEY to begin Processing   │
            │              - OR -                    │
            │       Press ESCAPEKEY to Exit          │
            └──────────────────────────────────────┘


    Processing Statistics:  Account

Program will purge all G/L data prior to this date
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

Below is a description of each field.

Last Purge Date

This is not an entry field, but displays the last purge date.

New Purge Date

This is the purge date. All data with a period date less than this purge date will be purged.

Account Range to Purge

Enter an account code range. The entries must be valid account numbers already designated in the system.

Once the above fields are entered, press the **SAVE** key to begin **Purging** or press the **ESCAPE** key to EXIT.

When the purging has been completed you will see the following message:

Purging has been Successfully Completed

Once this message appears you may press the **ESCAPE** key to return to the General Ledger menu.

5.41 Archive

This menu option is for accessing a legacy version of the G/L module. This should not be used for new clients.

6. FINANCIAL REPORTING - CUSTOM

6.1 Overview

This chapter gives instructions for developing custom Financial Reports. This method of generating Financial Reports will provide you with ultimate control over the format and content of your financial reports much like a spreadsheet. Custom Financial Reports can also be easily exported to any of the popular spreadsheets and report writers.

6.2 Enter Report Specification

This section discusses how to build customized financial reports.

To enter report specifications select option 17 on the General Ledger menu. The report specification screen will appear as shown below.

```
                                                                    glrpt
ACCOUNTFLEX      CHANGE MODE         Custom Report Layout       DATE: 07/24/07

   Report BAL   v                             Pattern          Offset
   Title 1 BALANCE SHEET
   Title 2
                                                 1   2   3   4   5   6
   Description                       D/C Value CY v    v   v   v   v   v

   ASSETS
     Current Assets
       @100-000 to 149-000           D   a
                                     D
     Current Assets Total            D        E   E   E   E   E   E

     Fixed Assets
       @150-000 to 154-000           D   a
       Office Equipment
         @155-000 to 190-000         D   a
                                     D

Enter the description for the report output line
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help Calc Add  Shft Qry  Prev Next Frst Last      Del  Zoom Calc Rese
```

Below is a description of each field used to define the report heading.

Report Name

Enter the report name.

Title 1 & 2

Enter two titles as you would like them to appear on the report printout.

The bottom portion of the screen is where you will define each report line. Below is a description of each field used to define a report line.

Description

Enter the description for the report line. The description will print left justified on the line. If the first character on a line is an '@' the program will create a separate line for each G/L number listed in its range. The description for each @ generated report line will come from the G/L account code table and will be placed at the position of the '@'. Using a '#' sign instead of '@' will include the G/L account code along with the description. Information typed after the '@' or '#' will be considered comments and will be ignored for reporting purposes.

D/C

Enter "D" if the balance is normally a debit, and "C" if the balance is normally a credit. This field will determine whether the information printed will be bracketed ('<' '>'). If the field is "D" and a debit amount is calculated, no brackets will be used. If the field is "D" and a credit amount is calculated, brackets will be used. The reverse will happen if the field is "C". If the field is blank, blanks will printed for the columns.

Value

Enter the variable sets this line should add to. Each set is individually addressed by a lower case alphabetic character in conjunction with the subset name. The subsets are cm(current month), cy(current year), pm(this month last year), py(year to date this month last year), bm(monthly budget) and by (year to date budget). To add to a set of values enter the appropriate letter (a-z) in the column called values. The values may be used in any calculation. For example, the calculation (cm*100/acm) will yield the percent of the current lines mtd postings to the sum of mtd postings in all lines in which the letter **a** was entered in the value column.

Operators

There are 6 operators that you may use for controlling output on the report line. The line column operators include:

0	No information will print in this cell.
-	Dashes will print in this cell.
=	Double line dashes will print in this cell.
A thru E	The value of an accumulator will print in this cell. These accumulators will clear upon use.
*	The value calculated by the override formula will print in this cell.
blank	The value calculated by the column formula will print in this cell.

SIMPLE REPORTING FEATURES

This subsection discusses how to design simple reports; the next subsection will cover more advanced techniques.

The financial report specification is composed of header and detail information. The header information contains report titles and column headers. Each column header may be assigned a formula to calculate all values for that column. The detail consists of multiple lines each consisting of a description, a set of g/l number ranges, a cr/db mark, a column for included 'values' (see below), and six operators (one for each column). The detail column operators tell the system how to fill the six columns on each line. Line columns can also override formulas defined in the header.

When the entry screen appears you will fill in the header information such as report name, titles and column headings. You have the capability of entering up to 6 different column headings. The column headings may be defined in the report formula table (see option ENTER REPORT FORMULAS on the General Ledger menu) or defined as you go. Press the **F14** key to enter the column header and formula specific to this report. You can use the **HELP** key to review the heading choices while you are in the Financial Report Creation screen.

When you are finished entering the heading information press the **SAVE** key and the cursor will jump to the detail portion of the screen. In the detail portion of the screen you will define the format of each report line such as description, cr/db, values, column headings and their operators.

To define account ranges for each report line press the **ZOOM** key. The General Ledger number ranges consist of any

number of from-to sets of G/L numbers. The line values will include information from each G/L record between the from G/L and the to G/L number. The wild card '?' may be used. For example:

    121-000 123-000
    12?-000

ADVANCED REPORTING FEATURES

This section discusses how to perform calculations.

All cell's on your financial statement are calculated by a formula. The column formula for a cell may be overriden by pressing the **F14**. The formulas may include the following:

Parentheses

'(' and ')'

Arithmetic Operators

'*', '/', '+', and '-'

Constants

These include all decimal numbers.

Variables

The variables include cm(current month postings), cy(current year balance), pm(monthly postings this month last year), py(yearly balance this month last year), bm(current months budget), by(current ytd budget). These variables pertain to the current line.

6.3 Print Report Specification

This section discusses how to print specifications for your financial reports.

To **Print Report Specifications** select option 18 and the Report Selection screen will be displayed as shown below.

```
ACCOUNTFLEX              Print Custom Report Layout           Date: 07/24/07

        Report Destination  S           (S=screen, Pn=printer,Dn=Disk, A=Aux )
        Report Copies       1   (1-10)
        Report Title Page   N   (Y=Yes, N=No)

        Report Name Range   BAL  v   BALANCE SHEET
                            BAL  v


Enter Report Name (press HELP key to view choices)
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** key to run your Report Specification.

Below is an example of the report.

```
- - - - - - - - - -1- - - - - - - - - - - - - - - - -2- - - - - - - - - - - - - - - - -3- - - - - - - - - - - - - - - -4- - - - - - - - - - - - - - - - -5- - - - - - - - - - - - - - - -6- - - - - - - - - - - - - - - -7- -
           CY
         Current
      Year-to-Date
           cy
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
ASSETS
   Current Assets
     @100-000 to 149-000                a       D
             100-000       thru 149-000
                                        D   -   -   -   -   -   -   -   -   -   -   -   -   -
   Current Assets Total                 D   E   E   E   E   E   E   E   E   E   E   E   E   E

   Fixed Assets
     @150-000 to 154-000                a       D
             150-000       thru 154-000
     Office Equipment
       @155-000 to 190-000              a       D
             155-000       thru 190-000
                                        D   -   -   -   -   -   -   -   -   -   -   -   -   -
     Office Equipment Total             D   D   D   D   D   D   D   D   D   D   D   D   D
                                        D   -   -   -   -   -   -   -   -   -   -   -   -   -
   Fixed Assets Total                   D   E   E   E   E   E   E   E   E   E   E   E   E

   Other Assets
     @180-000 to 199-000                a       D
             180-000       thru 199-000
                                        D   -   -   -   -   -   -   -   -   -   -   -   -   -
   Other Assets Total                   D   E   E   E   E   E   E   E   E   E   E   E   E   E
                                        D   =   =   =   =   =   =   =   =   =   =   =   =   =
ASSETS Total                            D   F   F   F   F   F   F   F   F   F   F   F   F   F

LIABILITIES
   Current Liabilities
     @200-000 to 249-000                l       C
             200-000       thru 249-000
     Payroll Liabilities
       @250-000 to 289-000              l       C
             250-000       thru 289-000
                                        C   -   -   -   -   -   -   -   -   -   -   -   -   -
     Payroll Liabilities Total          C   D   D   D   D   D   D   D   D   D   D   D   D   D
                                        C   -   -   -   -   -   -   -   -   -   -   -   -   -
   Current Liabilities Total            C   E   E   E   E   E   E   E   E   E   E   E   E

   Long-term/Other Liabilities
     @290-000 to 299-000                l       C
             290-000       thru 299-000
                                        C   -   -   -   -   -   -   -   -   -   -   -   -   -
   Long-term/Other Liabilities Total    C   E   E   E   E   E   E   E   E   E   E   E   E
                                        C   =   =   =   =   =   =   =   =   =   =   =   =   =
LIABILITIES Total                       C   F   F   F   F   F   F   F   F   F   F   F   F   F

CAPITAL/EQUITY
   @300-000 to 399-000                  c       C
           300-000       thru 399-000
                                        C   =   =   =   =   =   =   =   =   =   =   =   =   =
CAPITAL/EQUITY Total                    C   F   F   F   F   F   F   F   F   F   F   F   F   F

                                        D   =   =   =   =   =   =   =   =   =   =   =   =   =
   TOTAL LIABILITIES & CAPITAL          C   *
         lcy+ccy
```

6.4 Enter Report Formulas

This section discusses how to enter your report formulas.

To enter the report formulas select option 19 on the General Ledger menu. The Report Formula Screen will appear as shown below.

```
ACCOUNTFLEX    CHANGE MODE    Report Formula Screen       Date: 07/24/07

   Code   Heading1          Heading2          Formula

   BE     Budget            Closing Bal       be
   BM     Budget            Month             bm
   BY     Budget            Year-to-Date      by
   C0     Current Year      Begining Bal      c0
   C1     Current Year      1st Period        c1
   C10    Current Year      10th Period       c10
   C11    Current Year      11th Period       c11
   C12    Current Year      12th Period       c12
   C2     Current Year      2nd Period        c2
   C3     Current Year      3rd Period        c3
   C4     Current Year      4th Period        c4
   C5     Current Year      5th Period        c5
   C6     Current Year      6th Period        c6
   C7     Current Year      7th Period        c7
   C8     Current Year      8th Period        c8


F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help      Add       Qry  Prev Next Frst Last      Del
```

This screen allows you to add new codes and formulas for reports while you are in the **ADD** mode.

Below is a description of each field.

Code

Enter the two character code to represent the header formula.

Heading 1 & 2

Enter the report heading.

Formula

Enter the formula for the code and report heading.

Once the data has been entered correctly, press the **SAVE** key to Save the screen. Press the **ESCAPE** key to return you to the General Ledger menu.

6.5 Print Reports

This section discusses how to run your customized financial reports.

To **Print Your Custom Report** select option 20 and the Report Selection screen will be displayed as shown below.

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** key to run your Custom Report.

```
ACCOUNTFLEX              Print Custom Report              Date: 07/24/07

        Report Destination S        (S=screen, Pn=printer,Dn=Disk, A=Aux )
        Report Copies       1   (1-10)
        Report Title Page   N   (Y=Yes, N=No)
        Report Compress     A   (Y=Yes, N=No, A=Automatic)
        Report Export Type      (C=Comma Delimited, T=Tab Delimited)


     Report Name Range BAL   v BALANCE SHEET
                       BAL   v
          Period/Year  7 / 2007

     Exclude ZERO Balance Accounts
              Show Inactive Accounts
                 Show Account Codes



Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                  Kill
```

The prompt **Report Export Type** enables you to export the report for loading into your favorite spreadsheet.

Below is an example of the output for this report.

JULY 2007

```
                                         Current
                                       Year-to-Date
------------------------------------- ---------------
ASSETS
  Current Assets
    Cash in Bank                        463,244.00
    Payroll Cash Account                (8,809.26)
    Cash in Hand                             0.00
    Petty Cash                              0.00
    Prepaid Expenses                        0.00
    Adv EIC Payment                       208.59
    Account Receivable                  24,598.06
    Jobs-in-Progress(M)                     35.00
    Jobs-in-Progress(L)                    880.00
    Inventory                           43,585.18
    Inventory Whs A                         0.00
    Inventory Whs B                         0.00
                                       ---------------
  Current Assets Total                 523,741.57

  Fixed Assets
    Land                                    0.00
    Buildings                               0.00
    Office Equipment
      Software                              0.00
      Computers                             0.00
      Furniture                             0.00
      Other Equipment                       0.00
      Transferable Memberships              0.00
      Long-term Deposits                    0.00
                                       ---------------
    Office Equipment Total                  0.00
                                       ---------------
  Fixed Assets Total                        0.00

  Other Assets
    Transferable Memberships                0.00
    Long-term Deposits                      0.00
                                       ---------------
  Other Assets Total                        0.00
                                       ===============
ASSETS Total                           523,741.57

LIABILITIES
  Current Liabilities
    Accounts Payable                    57,623.00
    Accounts Payable Pending                0.00
    Purchase Clearing Account               0.00
    Sales Tax Liability                 (7,992.74)
    Advance Payments                        0.00
    Payroll Liabilities
      Payroll - Accrual                   910.00
      Payroll - Fed W/H                 1,943.47
      Payroll - FICA                    1,992.44
      Payroll - Medicare                  465.98
      Payroll - FUTA                       74.40
      Payroll - State W/H                 558.24
      Payroll - SDI                        96.41
      Payroll - SUI                       337.37
      Payroll - Wrk Comp                  184.40
      Payroll - Med Ins                   290.92
      Payroll - Dent Ins                  199.08
      Payroll - United Way                  0.00
      Payroll - Cred Union                175.00
      Payroll - 401K                    2,100.00
      Payroll - IRA W/H                   700.00
      Payroll - Stock Plan                175.00
      Payroll - Direct Deposit             0.00
                                       ---------------
    Payroll Liabilities Total           59,832.97
                                       ---------------
  Current Liabilities Total             59,832.97

  Long-term/Other Liabilities
    Notes Payable                           0.00
    Mortgage Payable                        0.00
                                       ---------------
```

```
Long-term/Other Liabilities Total              0.00
                                         ===============
LIABILITIES Total                         59,832.97

CAPITAL/EQUITY
  Initial Investment                           0.00
  Retained Earnings                            0.00
  Profit/Loss                            (35,091.40)
                                         ===============
CAPITAL/EQUITY Total                     (35,091.40)

                                         ===============
TOTAL LIABILITIES & CAPITAL               24,741.57
```

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