

AUTOMATIC GENERAL LEDGER INTEGRATION

The general Ledger transactions get posted automatically to the general ledger transactions journal 'GJ' at month end from three (3) areas, sales, accounts payable, and payroll. On the **sales** side, when you close the month and run the program 'MCFA' and answer yes to updating the general ledger, the following postings occur:

Sales group 501000 merchandise sold	goes to	G/L#	4110000	as a	-
502000			4120000		-
503000			4130000		-
504000			4140000		-
505000			4150000		-
506000			4160000		-
811000			4170000		-
501000 inventory value	goes to	G/L#	1310000	as a	-
502000			1320000		-
503000			1330000		-
504000			1340000		-
505000			1350000		-
506000			1360000		-
811000			1370000		-
501000 cost of goods sold	goes to	G/L#	5110000		+
502000			5120000		+
503000			5130000		+
504000			5140000		+
505000			5150000		+
506000			5160000		+
811000			5170000		+
Sales tax on shipped sales	goes to	G/L#	2400000		-
Freight on shipped sales			7080000		-
Total payments received			1100000		+
A/R Balance (Invoice Amount-Payments)			1210000		+

Accounts Payable Integration

The General ledger integration occurs in two programs when the accounts payable is closed at month end. Those two programs are 'RD', the Accounts Payable Distribution, which shows what was put into the accounts payable, and 'MKR', the Monthly A/P Check Register.

Accounts Payable Distribution ('RD')

It updates per line item on each voucher to	G/L#	assigned as a	+
Freight amount		5330000	+
Net Total (If not floor planned)		2020000	-
(If floor planned)		2031000-2039000	-
*** When processing FICA taxes in 'LP', process employee contribution to			
G/L# 2310000 and employer contribution to	G/L#	2330000	***

Accounts Payable Monthly Check Register ('MKR')

The check amount (If not floor planned)	updates G/L# 2020000 as a		+
	(If floor planned) (2031000-2039000)		+
Check amount		1100000	-
Check amount (If not floor planned)		2020000	+
	(If floor planned) (2031000-2039000)		+
Discounts taken		8200000	-

PAYROLL INTEGRATION

Monthly Payroll Distribution ('MPD1')

The payroll transactions get posted to the general ledger when you close the payroll for the month and run the program 'MPD1'.

TV Labor	Gross Pay	updates G/L# 5650000 as a		+
Appl. Labor	Gross Pay		5750000	+
Delivery	Gross Pay		6220000	+
Sales	Gross Pay		6420000	+
Admin.	Gross Pay		7010000	+
Clerical	Gross Pay		7020000	+
Other	Gross Pay		7030000	+
	Income Type 3 (Not added to Gross)		2447000	+
	EIC		2300000	+
	Federal Tax		2320000	-
	State Tax		2390000	-
	City Tax		2391000	-
	Local Tax		2392000	-
	Local Tax 2		2393000	-
	Fica		2310000	-
	401K		2440000	-
	Advances		1240000	-
	Loan Payment		2441000	-
	Garnishment		2442000	-
	Union Dues		2443000	-
	Insurance		7500000	-
	Bond		2444000	-
	Medical		7500000	-
	Flex		7500000	-
	Misc. Deduction		2445000	-
	Tax Adjustment		2446000	-
	State Unemployment Ins.		2340000	-
	Workman's Comp. Deduction		2395000	-
	Check Amount		1100000	-

*** Employer FICA contributions will be sent to G/L# 2330000 as a negative and to G/L# 7780000 as a positive ***

GENERAL LEDGER

The General Ledger System is updated in two way, automatically, if the system is integrated, and through the manual entry program, ('GE'), general ledger entry. The general ledger gets updated only when you print the transaction journal ('GJ'). If the transaction journal is not in balance, the program will tell you, and it will not let you finalize or delete the journal until you put it in balance.

In setting up the general ledger, we need to create the profit center, or company for store 1, 2, etc. This is done in ('GB'). We supply a standard set of chart of account general ledger numbers. To add additional expense accounts or change account descriptions, this is done is the program ('CA'), the chart of accounts maintenance & inquiry. We also supply the different journal source codes (describes the part of the system the transactions are coming from). The journal source codes are:

- 1 CR Cash Receipts
- 2 CD Cash Disbursements
- 3 SJ Sales Journal
- 4 PJ Purchase Journal
- 5 PS Payroll Summary
- 6 PC Petty Cash
- 7 PA Prior Period Adjustment
- 8 RJ Recurring Journal
- 9 GJ General Journal

When posting manual entries in ('GE'), it is important to remember that all entries are two sided, meaning you must post the plus and the minus so that it balances out to zero when you you're finished. When you are done with your entries, printing ('GJ') sends the data up to the General Ledger and Financials.

The General Ledger and Financials can be displayed on screen as well as be printed. To process on screen, run the program ('SGL') for the General Ledger, and the program ('SGF') for the screen financials. To print on hard copy, run the program ('GL') for the General Ledger and ('GF') for the financials.

To close the General Ledger for the month/year run the program ('PCL').

COMPANY MAINTENANCE & INQUIRY

This program ('GB') lets you create, modify, or delete general ledger companies/profit centers. The screen will ask you to enter the following:

- | | |
|-------------------------------|--|
| 1 Company# | Enter 1011 for store# 1, 1012 for store# 2, etc, |
| 2 Name | Company Name can be up to 30 characters |
| 3 Street | Street Address can be up to 30 characters |
| 4 City/St/Zip | City can be up to 15 characters
State must be 2 characters
Zip Code is 5 characters
Ext. Zip is 4 characters (Optional) |
| 5 State Corp# | Corp# can be up to 12 characters (Optional) |
| 6 Contact | Contact can be up to 15 characters (Optional) |
| 7 Rate Period | Skip |
| 8 Fed ID# | Federal ID# can be up to ten (10) numerics (Optional) |
| 9 State Unemployment# | Unemployment# can be up to ten (10) numerics (Optional) |
| 10 Fis/Yr End YYYYMM | Fiscal Year Ending Year & Month i.e. 200912 |
| 11 Fis/Yr Close YYYYMM | Last Fiscal Year Close Year & Month i.e. 200812 |
| 12 Current G/L YYYYMM | Enter Current G/L Year & Month i.e. 200901 |

CHART/ACCOUNTS MAINTENANCE & INQUIRY

This program ('CA') lets you create/modify/delete G/L Chart Of Accounts used by the General Ledger system. It is set up by company# and chart/account#. (If you have multiple companies, the chart/acct# needs to be set up for each company). The screen will prompt the following:

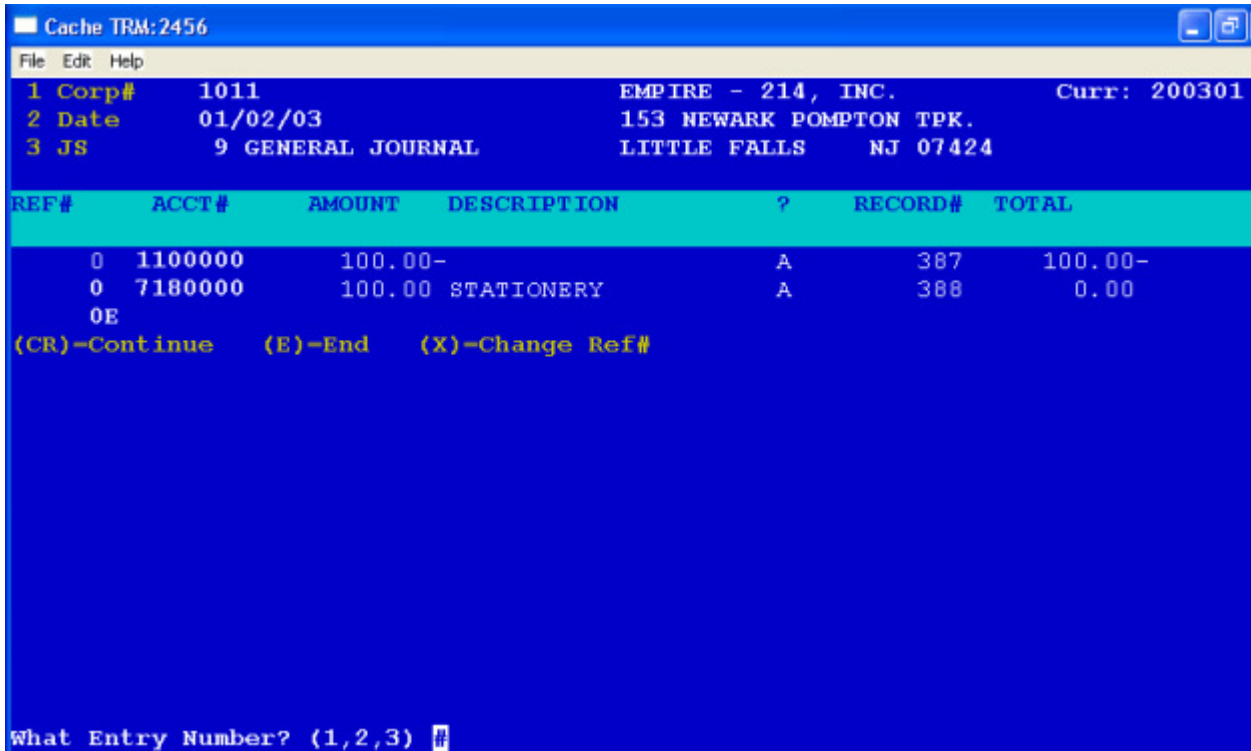
- 1 Company#** Enter the four digit company#
- 2 Chart/Acct#** The G/L chart of Account# is a total of seven (7) digits. The first five (5) digits represent the actual G/L# and the last two (2) digits represent the subsidiary account#.
- 3 Description** Enter the description of what the G/L account# represents.
- 4 Data ID** For this field there are four options
H + a number (1-6) says it is a header for a certain level of transactions.
P says it to do a page skip when it encounters this account#
C says this chart/account# is a calculation account
T + a number (1-6) says it is a total/summary for a certain level of transactions
- 5 Status (A,F,G)** This field describes where this chart/acct# will print.
A=This account# prints on both the General Ledger and the Financials
F= This account# prints on the Financials only
G= This account# prints on the General Ledger only
- 6 A,L,I,E** This field describes the type of chart/account# it is
A=Asset account
L=Liability account
I=Income account
E=Expense account
- 7 Old Bal-YTD** Enter starting balance
- 8 Cur-Entries** Enter current entries
- 9 New Bal-YTD** Enter new balance

At the bottom of the screen you will be prompted "Do You Want To Add, Delete, or Inquire? (A/DELETE/<CR>)". If you are adding a new chart of account#, enter 'A'(CR) to accept it. If you want to delete this chart/account, enter 'DELETE' (CR) and the account# will be deleted from the company. If you are simply calling the record up to look at it, press (CR).

The screen will return to the chart/account# where you can bring up another G/L Chart of Account# or press (CR) to change the Company or exit the program.

General Ledger Entry

This program ('GE') lets you make manual entries into the General Ledger for a given date and journal source. The screen is displayed below.



The screen will prompt the following:

- 1 CORP# #### Enter Corp# to be worked on (i.e. 1011, 1012, etc.)
- 2 DATE ##### Enter Date to be processed (i.e. 10109)
- 3 JS ## Enter Journal Source# (1 Thru 9)

REF# ACCT# AMOUNT DESCRIPTION ? RECORD# TOTAL

For Ref#, the options are:

(CR)=Continue (E)=End Entries for this Corp#, Date, and JS# (X)=Change Ref#

Enter the G/L Chart of Account# to be processed. If you need to scan the chart/accounts to find the G/L#, enter '?' and the program will display the G/L# 's and its description for the corporation you are processing.

Enter the dollar amount to be added or subtracted. (** Remember to use its natural sign, Assets and Expenses are positive and Income and Liabilities are negative **)

You may enter an additional description if needed (up to 15 characters).

At this point, the screen is asking if the entry you have made is correct? (A)=Accept Line, (X)=Do Line over. If you press 'X' the line will be blanked and the prompt will return you to the beginning of the line to start the line over.

Pressing 'A' the system will generate a automatic record# and display it as well as a running total of the transaction amounts entered. (Remember when finished, the total should equal zero to be in balance). The prompt will automatically move you to the beginning of the next line to process another transaction for this corporation, date, and journal source# or enter 'E' to end. When you press 'E', the screen will ask 'What Entry Number? (1,2,3). Entering '3' will return you to the journal source# to change it for the next batch of transactions to be entered. Entering '2' will return you back to the date to change it and the

journal source # for the next batch of transactions to be entered. Entering '1' will return you back to the corporation to either change it or by pressing the Enter Key, end the program

GENERAL LEDGER TRANSACTION JOURNAL PRINT

This program ('GJ') prints the G/L transactions generated automatically by the system as well as any transactions entered manually in the general ledger entry program ('GE') and updates the general ledger and financials with the transactions. It prints in corporation, date, and journal source code order. It will list the record#, reference#, G/L account#, account description, amount, and any additional description. If everything is in balance (totals up to zero), the screen will prompt "Reprint? (Y/N)..." giving you the ability to zero the print file. If it is not in balance, the screen will display "BALANCE NOT EQUAL TO ZERO" and the program will end leaving the data in the file until an adjustment is made in ('GE') to put it in balance.

GENERAL LEDGER TRANS. JOURNAL PRINT (No Updating)

This program ('RPGJ') lets you print the current G/L transactions to look over but does no updating. Basically it is letting you print the data out and look it over before you run ('GJ') and update the general ledger and financials.

SCREEN (RPGJ)

This program ('CRTRPGJ') lets you display on screen instead of printing on paper, the transactions or totals only. It lets you check to make sure all the transactions equal zero before printing. It also does no updating.

GENERAL LEDGER PRINT (GL)

This program ('GL') prints the general ledger for an individual corporation for a given year and month.

SCREEN GENERAL LEDGER (SGL)

This program ('SGL') displays the general ledger transactions on screen for an individual corporation for a given year and month.

GENERAL LEDGER FINANCIALS (GF)

This program ('GF') prints the financials, for an individual corporation or as a consolidation, for a given year and month.

SCREEN GENERAL LEDGER FINANCIALS (SGF)

This program ('SGF') displays the financials on screen, for an individual corporation or as a consolidation, for a given year and month

MONTH/YEAR END GENERAL LEDGER CLOSE (PCL)

This program ('PCL') is processed last and only once, after the printing of the general ledger and the financials. It updates history and zeroes appropriate values for the general ledger and financials. This program also moves forward the current general ledger year and month.

RECURRING ENTRIES MAINTENANCE & INQUIRY (MRJ)

This program ('MRJ'), lets you set up and/or delete automatic monthly recurring G/L entries. The screen will prompt the following:

- 1 Company#
- 2 G/L Acct#
- 3 J/S#
- 4 Ref#
- 5 Other Desc
- 6 Monthly Amt.

When you are ready to send the month's transactions to the General Ledger, run ('GR'), which will send the automatic transactions over to the transactions file so that when you run ('GJ'), the transactions will be included.

SCREEN RECURRING ENTRIES LIST (SRJ)

This program ('SRJ') lets you display on screen, all the recurring entries on file for a corporation.

DISPLAY TRANSACTIONS FOR A G/L# (SLLDET)

This program ('SLLDET') lets you display on screen, all the transactions for a given corporation and G/L#, from a date to a date, up to a year.

PRINT TRANSACTIONS FOR A G/L# (PRTLLDET)

This program ('PRTLLDET') lets you print on hard copy, all the transactions for a given corporation and G/L#, from a date to a date, up to a **year**.

GENERAL LEDGER BUDGETING

The General Ledger Budget segment in the General Ledger lets you set-up dollar amounts expected in from income accounts and dollar amounts expected to be spent for expenses, month-by-month, over the course of your physical accounting year. The budget analysis report will compare both actual and budgeted amounts and show the difference between budgeted and actual on a month-by-month and over-all year to date basis. There are only a few programs needed to accomplish this.

1. CBA- Create Budget Accounts.

This program is usually a one-time program to automatically create the budgets records of a given corporation for both income and expenses and is taken from your live data in the chart of accounts file. The program will ask you to enter a Corporation#, i.e.: 1011, then read through the charts of accounts records and create a budget account record for that account if it is an income or expense account record.

2. BE- Budget Entry.

This program is usually run once a year to enter the annual budget dollars for your income and expense accounts. It will divide the amount you enter by twelve to create the monthly breakdown . (**Remember when entering an income amount to reverse the sign since income accounts are naturally negative).

3. MBA- Monthly Budget Account Maintenance & Inquiry

This program lets you adjust any monthly amount for the current year. The program will ask you to enter the Corp# and Chart/Account# and it will display the monthly values budgeted. The screen will ask what number you want to change and let you change the amount budgeted for any given month in the current year.

4. BAH- Budget Analysis

This program prints the budget comparative analysis for all twelve months and year to date or just the current month and year to date. It will print the actual figures, budgeted, and the difference between actual and budgeted. The program will ask you whether you want to print all twelve months or just the current month. It will ask you to choose which printer you wish to print the report on and for which corporation.