General Ledger User Guide

Infor Distribution A+ Version Number 10.03.03

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CHAPTER 1

G/L Overview

1

G/L provides a powerful set of tools for creating and reporting financial information. G/L can function as a stand-alone application or can work with existing Distribution A+ modules.

The G/L account number structure is flexible. The account number can be broken into user defined, variable length segments. Each segment can contain up to fifteen digits and the sum of the segment lengths can be up to 25 digits. An innovative entry method is included to minimize the keystrokes required to key an account number. Each account can also have an alias, or short name, which may be keyed in place of the account number throughout the system.

Program security and account security are available to restrict access to G/L information. There are three types of security which restrict access to functions (or programs). Once access to a program is allowed, there are four types of security that restrict access to individual accounts.

Transaction Entry and History

Notes

- Journal entries can be captured from other applications or keyed at a workstation.
- Tailoring options are used to set up the transfer of financial information from other applications to meet your reporting needs.
- Out-of-balance transactions, which may develop when an outside package is integrated with Distribution A+ or Distribution A+ has been customized, are saved for correction and processing through various General Ledger postings from other modules. Refer to Correcting Out-of-Balance Transaction Groups in the Transaction Entry section of this manual for more information.
- The on-line transaction entry program is designed to simplify the creation and review of journal entries. An account search is available to locate accounts by description, partial account number and account type.
- You can create extended comments for any transaction. Transaction comments are available on reports and inquiries.
- The system can store template journal entries for processing standard or recurring entries.

- Distribution accounts can be created to automatically distribute a sinG/Le transaction to multiple accounts based on pre-defined allocation percentages.
- Completed transactions are posted immediately to the G/L Detail and G/L Summary files. Financial statements, reports, inquiries and the report writer can be used to extract financial information at any time.
- Separate purges are available for the G/L Summary and G/L Detail files. G/L information is purged by date and can be saved off-line before it is removed from the system.

Budgeting

General Ledger allows up to nine separate budgets for each account. This allows you to retain original budget values and make mid-year adjustments to help with your business planning.

Actual to budget comparisons (by dollar variance or percent) are available through financial statements, inquiries, reports and the report writer.

Inquiry

The General Ledger inquiry allows you to review financial information at a detail level. You can retrieve a list of transactions by journal number or account number (an account search is available if you do not know the account number). You can select an individual transaction from the list to display all of its information.

An account summary screen is available to view activity against an account for all periods of a fiscal year. Summary information is displayed in four columns and is available in three formats:

- Beginning balance, credit amount, debit amount, and ending balance
- Four years of net change
- Net change, budget, dollar variance and percent of budget

Financial Statements

General Ledger balance sheets, income statements, and cash flow statements are created and printed through the G/L Statements Menu (MENU GLSTMT). The system allows an unlimited number of statement definitions to be created. A statement definition defines a single report; for each statement (balance sheet, income statement, or cash flow statement) being created, a separate definition must be defined. Each statement can be saved and protected from unauthorized users with the use of a password.

When creating a statement, there are 4 definition sections: Statement Definition, Column Definition, Line Definition, and Account Definition.

Statement definition is where you initially define the statement (Balance Sheet, Income Statement, or Cash Flow Statement) being created. Characteristics of the statement definition are defined.

Column definition is where you define your statement's columns. Each statement definition can have up to 99 user defined columns (you determine the width of each column). A column can contain actual or budgeted amounts or can be the result of a calculation between two or more columns (referred to as a formula column) or the result of a percentage calculation between other columns (referred to as a percentage column).

Line definition is where you define the lines to print on the statement. Statement definition provides for heading lines, detail lines, total lines, and formula lines. A formula line allows you to print calculated values based on other values on the statement including lower level formulas. For example, you can create a formula to show contribution to profit as a percentage of sales by area of business.

Account definition is where you select your account numbers for a detail line. Account selection can be done by individual account number, account masks, ranges of accounts, or user defined account codes. Refer to the Cross Applications User Guide for details about rules for using ranges in Distribution A+. Up to 99 masks, ranges, and account codes may be specified for each line, and one detail line may contain up to 250 accounts. When accounts are selected by mask, range, or account code, new accounts will be included in existing definitions without having to update each statement when new G/L accounts are added.

During the creation of your statement, a statement preview report may be printed to let you quickly see how a statement will look during the definition. This will streamline the statement definition process by allowing you to change the appearance of a statement before assigning accounts to each line. You may also view the statement on-line as it is being created through the use of the F5=PREVIEW function key.

Reporting

In addition to the standard reports, General Ledger provides a report writer to create ad-hoc reports from the G/L Summary file. Reports generated by the report writer can show actual, budgeted or calculated values for selected accounts and time frames. Account selection, report sequence and report totals are defined by the user.

Report definitions can be saved and used again. Each report can have its own password to restrict access by unauthorized users.

Security Overview

There are two types of security in Distribution A+:

- Program Security

- Account Security

Program Security

Program security permits or denies a G/L user access to an G/L program function. A program function is any operation performed by an option from a G/L menu.

Access to any program function may be controlled in one of the following ways:

1. By Application: Application Security

A user may be denied access to all G/L program functions. If G/L application security is active, only users authorized to use G/L through Security Maintenance (MENU GLFIL2) will be allowed to access programs in G/L.

2. By Program: Program Security

A user may be given access to some G/L program functions (such as Transaction Entry) but not others (such as Statement Printing). Program security is optional.

3. By Password: Password Security

Password security is optional for each user. Users set up as “Password Required” will be prompted to enter their password each time they select a menu option. This feature is recommended for highly authorized users so they can leave their terminal without risking a breach of security.

Account Security

Account security permits or denies a G/L user access to a G/L account. Once a user is allowed access to a program through program security, access to accounts may be denied in one of the following ways:

1. By Company: Company Security

A user may have access to all companies or up to ten individual companies.

2. By User Group: User Group Security

A user group is a list of users who share a common level of authority. One user group may be assigned to each G/L account. The users defined in the user group are the only people who can access that account. To by-pass user group security for an account, leave the **User Group** field blank during G/L Accounts Maintenance (MENU GLFILE).

NOTE: This field displays if User Groups Security Level has been activated through GLFIL2 in System or Company Options.

A user can be assigned to multiple user groups.

User group security is optional for each company in G/L.

3. By Access Level: Access Level Security

Each G/L account has four different access levels based on the type of program function being performed:

- Inquiry Level
- Transaction Level
- Reporting Level
- Maintenance Level

NOTE: This field displays if Distribution A+ Security Level has been activated through GLFIL2 in System or Company Options.

You may assign an access level ranging from 1 (most secure) to 9 (least secure) for each of the four types of program functions when setting up the chart of accounts through Segment Values Maintenance (MENU GLFIL2).

Each user has the same four types of program functions. Assign a level from 1 to 9 for each of the four types of program functions through Security Maintenance (MENU GLFIL2).

A user is given access to an account only if the user access level is less than or equal to the access level assigned to the account for the program function to be performed.

Assume you have assigned levels to the payroll expense and telephone expense accounts. To restrict an Accounts Payable user's access, you have assigned the following levels

	Payroll	Telephone	A/P User
Inquiry Level	1	7	5
Transaction Level	5	5	5
Reporting Level	1	4	5
Maintenance Level	1	4	4

This user will be allowed or denied access each account as follows:

Account	Level	Account	User	Access
Payroll	Inquiry	1	5	Denied
Telephone	Inquiry	7	5	Allowed
Payroll	Transaction	5	5	Allowed
Telephone	Inquiry	5	5	Allowed
Payroll	Reporting	1	5	Denied

This user will be allowed or denied access each account as follows:

Account	Level	Account	User	Access
Telephone	Reporting	4	5	Denied
Payroll	Maintenance	1	4	Denied
Telephone	Maintenance	4	4	Allowed

The Accounts Payable user may enter transactions for the payroll expense account, but cannot inquire, report, or perform file maintenance. For the telephone expense account, only reporting functions are not available.

4. Restricted transaction entry

A user may be set up for restricted transaction entry. This allows the user to enter Transaction Entry (MENU GLMAIN) with the following restrictions:

- The account descriptions will not be displayed
- The account search will not be available
- The account descriptions will not appear on the edit reports.

Account Security Violations

Attempts to access an account for which the user is not authorized are handled differently based on the program function being performed.

For Inquiries, File Maintenance, and Transaction Entry, a message is issued telling the user that they are not authorized to access the account.

For Searches, the account is not shown on the account screen.

For Reports and Listings, the account number is printed but the description is left blank. Dollar values are replaced with a message indicating access was denied.

For Statement Printing, account security will be by-passed. Refer to the “Using the Statement Definition” section of this manual for details.

Security Checking Rules

The following procedures for security checking are performed when a user selects any G/L menu:

I. If Distribution A+ security is not active, all security checking is by-passed. All users may access all programs and accounts.

II. If user security is active, the following checks are performed:

A. If you are a master user as determined through Security Maintenance (MENU GLFILE), then all security checking is bypassed. You can access any program and any account. You will be prompted to key your password if you are set up for password security.

B. If you are not a master user, you must meet the following criteria before you are allowed to run an option

1. You must be a G/L user as determined through Security Maintenance (MENU GLFIL2).
2. If program security is being used, you must be authorized to perform the requested program function.
3. If password security is being used, you must key your correct password.

C. Once you have met these requirements, you may start using the program function. However, you may be restricted from certain accounts:

1. If you are allowed to access accounts only for specific companies, you will be denied access to all other companies.
2. If an account is coded with a user group; you must be a member of that user group. If the user has a different level of security than the user group, then the individual user's security is checked first.
3. Your account access level for the current program function must be less than or equal to the corresponding access level assigned to the G/L account you are attempting to access.

The following chart is provided as a guide for the type of account access level security performed by each menu option:

Menu Options Which Use Account Level Security

Menu	Option	Description	Level Type(s)
GLMAIN	1	Transaction Entry	Transaction
GLMAIN	2	Create Transactions From Templates	Transaction
GLMAIN	3	Transaction Edit List	Transaction
GLMAIN	10	General Ledger Inquiry	Inquiry
GLFILE	1	G/L Accounts Maintenance	Maintenance
GLFILE	11	G/L Accounts Listing	Reporting
GLFILE	4	Distribution Accounts Maintenance	Maintenance
GLFILE	14	Distribution Accounts Listing	Reporting
GLFILE	5	Budgets Maintenance	Maintenance
GLFILE	15	Budgets Listing	Reporting
GLFILE	20	Copy G/L Accounts	Maintenance

Menu Options Which Use Account Level Security			
Menu	**Option**	**Description**	**Level Type(s)**
GLREPT	1	General Ledger Report	Reporting
GLREPT	2	General Ledger Detail Report	Reporting
GLREPT	3	Load Beginning Balance Edit Detail	Reporting
GLREPT	10	G/L Report Writer	Reporting
GLSTMT	1	Statement Definition	Bypassed
GLSTMT	18	Edit and Compile Statements	Bypassed
GLSTMT	19	Statement Account Usage	Bypassed
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CHAPTER 2

G/L Transaction Entry

2

Transaction Entry is the means by which general journal entries are created and posted in G/L. There are three categories of general journal transactions:

- Manual transactions
- Standard and recurring transactions
- Transactions generated by other modules

Manual Transactions

Manual transactions are transactions that you key into G/L. Typically, these include entries that you would make in your general journal. However, if you have not set up G/L to be interfaced with other modules, you may manually enter transactions from other journals (such as sales, cash receipts, purchases, or cash disbursements).

The three processes of manual transactions are:

- Entering
- Editing and Listing
- Posting

Entering Transactions

Manual transactions are entered through Transaction Entry (MENU GLMAIN).

Transaction Groups

Transactions are keyed in groups, called transaction groups. A transaction group is composed of one or more transactions sharing a common posting date and optional reversing date. The total debit amounts must equal the total credit amounts in one group.

G/L assigns each transaction group a five-character journal number when the group is posted. The first two characters (called the prefix) represent the journal; the last three characters comprise a sequentially assigned number unique to the transaction group. For manual transaction groups, the first two digits are GJ, representing the general journal.

G/L Transactions

Each transaction group consists of G/L transactions. One G/L transaction represents one action (debit or credit) made to an account.

When a transaction group is posted, each G/L transaction in the group is assigned a five-digit sequence number. This number represents the sequence of a G/L transaction in a group; the sequence number of the first transaction in a group is always 00001. The combined journal number and sequence number (separated by a hyphen) comprise the journal-reference number, which identifies the transaction group and sequence of every transaction posted in G/L.

Transaction Types

Four types of manual transactions that you may key are regular (journal) entries, reversing entries, adjusting entries, and year-end adjusting entries.

- Regular entries are general journal entries that are posted in the period specified by the posting date for the transaction group. These do not include any adjusting or reversing entries.
- Reversing entries allow you to post a regular transaction to the period specified by the posting date, and post the reverse of that transaction to the period specified by the reversing date. Both the posting date and reversing date are specified for a transaction group, and reversing entry debits and credits must balance for a transaction group.
- Adjusting entries are similar to regular entries, except they are identified as transaction type A (meaning adjusting entry). This is helpful to separate adjusting entries from regular entries when reporting and inquiring on G/L transactions.
- Year-end adjusting entries are used to post to the year-end adjustment period in G/L. This is the 14th period of the fiscal year. The fiscal year posted to is that of the posting date specified for the transaction group.

G/L Transaction Comments

For each G/L Transaction, you may key up to 360 characters of an extended transaction description. This description is retained in transaction history, and may be printed on G/L reports.

Distribution Accounts

To update several accounts with a single transaction, use distribution accounts. A distribution account is a single account number used to represent two or more (up to 20) accounts.

Each account in the distribution is assigned a percentage of the total transaction amount. The amount determined by the percentage is posted to each account.

Example:

Assume you receive one monthly telephone bill, and several departments in your organization use the telephone as follows: the sales department is responsible for 40% of expenses; the customer service department is responsible for 40%; and administration is responsible for the remaining 20%. The telephone expense must be distributed among these departments and the use of a distribution account allows you to do this.

The distribution account for telephone expenses is keyed in Transaction Entry as $1000, the sales department expense account is debited $400, the customer service expense account is debited $400, and administration's expense account is debited $200 when the transaction is posted.

Distribution accounts may be created for two levels:

- The first level may comprise any combination of up to 20 general ledger accounts or other distribution accounts, the total percentage must be 100 percent.
- A second level of accounts is used when the first level contains distribution accounts. This second level may contain up to 20 general ledger accounts but may not contain any distribution accounts.

Editing and Listing Transactions

Transaction groups may optionally be validated and verified prior to posting. This process is collectively called the Transaction Edit List (MENU GLMAIN).

G/L Transaction Edit Error Report

Transaction groups are validated to ensure that errors do not exist in a group. These errors will prohibit a transaction group from posting. Such errors include the use of invalid account numbers or unequal debit and credit totals for the group. Transaction group errors are printed on the G/L Transaction Edit Error Report.

G/L Transaction Edit Report

You may verify G/L transactions by printing a listing of each transaction in a group. This listing is the G/L Transaction Edit Report. Compare the transactions printed on the report to your source document to ensure that journal transactions have been keyed accurately.

Posting Transactions

Journal transactions are posted to their respective accounts through Post Transactions (MENU GLMAIN).

After selecting to post transactions, the G/L Transaction Edit Error Report is printed to ensure that posting errors will not occur. If errors are detected, the transaction posting process is canceled; you must resolve the errors indicated on the report before you may successfully post the group. If errors are not detected, the transaction group is posted through the transaction processor.

Upon successful posting of the group, the G/L Transaction Post Journal is printed. This journal prints each transaction in the transaction group.

Audit Numbers

A sequential audit number is assigned to the transaction group and printed on this report. Be sure to save these reports in sequence by the audit number.

Standard and Recurring Transactions

G/L allows you to create and re-use general journal transactions that are repeated periodically. These are known as standard and recurring transactions. Standard transactions routinely update the same account(s) for different dollar amounts; recurring transactions routinely update the same account(s) for the same dollar amount. Use G/L Template Transaction Groups for these transactions.

Template Transaction Groups

A template transaction group is a transaction group that cannot be posted but can be copied to create a new transaction group. Once a template transaction group is created, it may be copied any number of times.

Template transaction groups are created in the same manner as regular transaction groups; both are created through Transaction Entry (MENU GLMAIN).

Create Transactions From Templates

Once a transaction template is created, it may be copied at any time to a new transaction group. This is done through Create Transactions from Templates (MENU GLMAIN). You specify the name, description, posting date and optional reversing date of the new transaction group.

After creating the new group, it may be modified as desired. You may optionally edit the new transaction group prior to posting it. The transaction edit and post perform as they do for manually entered transaction groups.

Transactions Created by Other Modules

The third category of transaction entry involves little manual interaction after you have defined how accounts are updated.

G/L Interface

To define how accounts are updated in G/L by other modules, you must set up the G/L Interface. This is performed through the General Ledger Transfer Menu (MENU GLXFER). This menu is a cross application function of Distribution A+, since it involves the transfer of information from the Order Entry, Accounts Receivable, Inventory Accounting, Purchasing, and Accounts Payable modules. Refer to the G/L Interface manual for a complete understanding of the G/L Interface, and how to set it up optimally for your accounting needs.

General Ledger Drill-Down

General Ledger (G/L) Drill-Down provides you with an auditing tool that allows for the display of the following:

- Detailed transactions and amounts associated with a journal entry
- Online source document (i.e., sales order history, receipt history, check history, etc.)

More specifically, when you display journal entries in the G/L Inquiry (MENU GLMAIN), you have the option to identify the detailed transactions which generated the journal entry. You may review online source data such as sales order history, voucher history, check history, etc. associated with the detailed information.

The ability to drill-down and display detailed information relating to a journal entry is provided for the following types of journals:

- Sales Journal
- Inventory Journal
- Purchase Journal
- Cash Disbursements Journal
- Cash Receipts Journal
- Transfer Journal
- International Currency Journal

Additionally, through General Ledger Company Options (MENU GLFIL2), you specify whether you want to **Retain Drill-Down History: Sales Journal**, **Retain Drill-Down History: Purchase Journal**, **Retain Drill-Down History Cash Disbursements**, and **Retain Drill-Down History Cash Receipts**. Your response of a Y or N to each of these fields determines if drill-down history will be saved for each journal type.

Important

Source data will begin to accumulate for a journal only for those G/L transactions posted after the Retain Drill-Down History option has been set to Y for the associated journal type.

The OE/GL Day-End Audit Report (MENU GLMAST) also may be run for any day you want, rather than for just the previous day. However, in order to run the report for any day (even the previous day), you MUST select to retain sales journal drill-down history.

Lastly, since G/L drill-down has allowed for detailed transactions to be written to particular files, these files may eventually contain large amounts of records which become outdated. If this is the case and you want to delete outdated records, you may purge G/L related drill-down files through Reorganize History Files (MENU XAMAST). Refer to the Cross Applications User Guide for details of purging files.

Order Entry

Entries from your sales journal type transactions are posted to G/L when Day-end Processing is run. These transactions are made based on the invoice activity from orders placed each day.

A G/L Transaction Post Journal will print at Day-End for those sales journal entries. The journal will indicate sales journal type transactions (SJ).

For additional details of when certain journal type transactions are posted and when they print on the G/L Transaction Post Journal, refer to Post Transactions (MENU GLMAIN) in this manual.

Accounts Receivable

Entries from your cash transactions result in G/L being updated when posting cash receipts, invoices, or bank transactions. These transactions are also created when finance charges are assessed during Period-end Processing in Accounts Receivable.

For each activity, a G/L Transaction Post Journal will print upon the completion of the post job. The journal will indicate either cash receipt journal type transactions (CR), sales journal type transactions (SJ), or miscellaneous cash transactions (CJ), depending on the posting option.

For additional details of when certain journal type transactions are posted and when they print on the G/L Transaction Post Journal, refer to Post Transactions (MENU GLMAIN) in this manual.

NOTE: You will be able to drill-down and display transactions and amounts as well as source document history for the Cash Receipts Journal (CJ), only if you selected to retain drill-down history for that journal through General Ledger Company Options (MENU GLFIL2).

Inventory Accounting

Entries from your inventory journal type transactions are posted to G/L when Day-end Processing or Post IA Transactions to G/L is run.

A G/L Transaction Post Journal will print, indicating all the Inventory Journal (IJ) and Transfer Journal (TJ) type transactions. A Transfer Journal occurs when inter-company accounts are affected when an inventory transfer between warehouses takes place.

For additional details of when certain journal type transactions are posted and when they print on the G/L Transaction Post Journal, refer to Post Transactions (MENU GLMAIN) in this manual.

NOTE: You will be able to drill-down and display transactions and amounts as well as source document history for each of the I/A journals (IJ and TJ), as long as item transaction history is retained.

Accounts Payable

When using Accounts Payable, entries from your accounts payable transactions result in G/L being updated when any of the following are posted:

- Purchase journal type transactions (for all vouchers) and cash disbursement type transactions (for vouchers with pre-paid invoices);
- Cash disbursement type transactions, manual checks and check reversals;
- Bank transactions (miscellaneous cash type transactions).

For each activity, a G/L Transaction Post Journal will print upon the completion of the post job. The journal will indicate either purchase journal type transactions (PJ), cash disbursement report type transactions (CD), or miscellaneous cash transactions (CJ), depending on the posting option.

For additional details of when certain journal type transactions are posted and when they print on the G/L Transaction Post Journal, refer to Post Transactions in this manual.

NOTE: You will be able to drill-down and display transactions and amounts as well as source document history for the PJ and CD A/P journals, only if you selected to retain drill-down history for that journal through General Ledger Company Options (MENU GLFIL2).

Correcting Out-of-Balance Transaction Groups

Out-of-of balance transaction groups may develop when an outside package is integrated with Distribution A+ or Distribution A+ has been customized. For companies that are defined to update General Ledger through Company Name Maintenance (MENU XAFILE), a G/L Transaction Post Report prints when debits and credits are not equal and the out-of-balance transaction data will be retained for the following options:

- Post Vouchers (MENU APMAIN)

- Post Bank Acct Trn (MENU APMAIN)
- Cash & Adjustment Post (MENU ARMAIN)
- Invoice Post (MENU ARMAIN)
- Day-End Processing (MENU XAMAST)
- Post I/A Transactions to G/L (MENU IAMAST)

A group ID and a journal number will be assigned to the out-of-balance transaction, unless it occurred during Invoice Post (MENU ARMAIN). The group ID will print on the G/L Transaction Post Report.

Using this group ID, you can correct the out-of-balance group through Transaction Entry (MENU GLMAIN) and then post it. For those transactions that normally provide drill-down information, that information will be available after the group has posted successfully.

Follow these steps to maintain an out-of-balance transaction:

1. Obtain the group ID number for the out-of-balance group from the G/L Transaction Post Report.
2. Use this group ID to correct the group through Transaction Entry (MENU GLMAIN). You cannot insert or delete lines that were originally created by the system for the group, however, you can manually add lines to the group to balance the group.
3. Use the Transaction Edit List option (MENU GLMAIN) to print the G/L Transaction Entry Edit-Error Report. Review this report to verify that the transactions are balanced.
4. Post the group through Post Transactions (MENU GLMAIN).

CHAPTER 3

Using Statement Definition in G/L

3

Statement Definition is used to set up and print custom financial statements. You define the headings, formulas, columns, accounts, and totals for your income statement(s), balance sheet(s), and cash flow statement(s).

This section explains the sequential process of setting up, creating, and printing your financial statements in G/L.

G/L Statements

G/L Statements are used to create financial statements (Income Statement, Balance Sheet, and Cash Flow Statement) for your organization. Financial statements can be saved and protected from unauthorized users. A statement definition is used to define how your financial statements will appear. The appearance of your financial statements includes several alternatives. You determine the number and content of the heading, detail, formula, and total lines for your financial statements.

Guidelines For Using G/L Statements

When creating financial statements, use the following guidelines to help you use G/L Statements to its potential:

1. Write out (on paper) a draft of how you want your financial statement(s) to appear.
2. Define the statement(s) through Statement Definition Maintenance (Option 1) without selecting accounts to print on detail lines.*
3. Print the statement preview of the financial statement(s) through Generate/Print Statements (Option 20); a statement preview may also be printed through Statement Definition (Option 1).
4. Repeat steps 2 and 3 as required; until the statement preview is printed as you want the final financial statement(s) to print.
5. Return to Statement Definition Maintenance (Option 1) to assign account numbers to each detail line, and to write formulas for each formula line of the financial statement(s). Account groups can also be assign to each detail line. You can create external account groups through External Account Definition Maintenance (MENU GLSTMT).

6. Edit the financial statement(s) through Edit and Compile Statements (Option 18). Return to step 5 if errors occur or if accounts have been selected incorrectly. You may print the Statement Account Usage Report through option 19 to verify the accounts selected for each line. Upon completion of editing the financial statement(s), perform step 7.
7. Print the final financial statement(s) through Generate/Print Statements (Option 20).

NOTE: Once you are comfortable with statement creation, or if you have done this before, step 5 can be eliminated by defining the accounts and formulas during statement definition initially.

Preparation

In preparing your financial statement:

- Determine the type of financial statement (income statement, balance sheet, or cash flow statement) you want to create.
- Prepare a hand-written layout of the financial statement.

Statement Types

The three types of financial statements that you may create using Statement Definition are the Income Statement, Balance Sheet, and Cash Flow Statement. The layout and contents of your financial statement is defined in a statement definition. For each statement you want to create, a separate statement definition must be defined. For example, one statement definition can contain only one type of financial statement. If you are creating all three types of financial statements, you must create three different statement definitions.

NOTE: To create different views of the same statement (for multi-divisional companies), refer to “Multiple Statement Print Options” explained within this section.

Use Statement Definition Maintenance (MENU GLSTMT) to create statement(s).

Layout On Paper

Once you have determined which financial statement you want to create, write a layout of the final financial statement. This preliminary step simplifies the process of creating the statement definition. When writing out your financial statement layout, consider each of the following characteristics.

Column Headings

Determine the number of columns, and what each column on your financial statement should contain. You may have up to 99 columns. Up to 3 (10 character) lines may be used for column headings.

Sources of Data

For each column, you must assign the source of the data. This is used to determine what information is printed in the column. The sources are:

- Actual
- Budgeted
- Calculated
- Percent of

Specifying a source of actual will print the account balance in a column, whereas, the source of budgeted allows you to print the budgeted amount of an account in the column. In G/L, you may specify up to 9 budgets for each account. When creating a budget column, you must specify which of the 9 budgets are used (this is done by specifying the budget number).

Calculated columns allow you to perform a mathematical function of any two existing columns. You may add or subtract two columns, or calculate the percentage of one column to another column.

Percent of columns allow you to define a line in a column to be a percent of another line in that column.

Once you have assigned a source to a column, the column must use that source throughout your financial statement.

Statement Lines

The next step is to determine the layout of the rows (lines) on your financial statement. There are 4 types of statement lines:

- Heading
- Detail
- Total
- Formula

Heading lines are used for group headings on the financial statement. For example, a heading line on a balance sheet could be Assets, Current Assets, or Long-term Liabilities - Region 1. Heading lines are the simplest since there are no values associated with the line.

Detail lines are used to report one line on your financial statement. For example, a detail line on an income statement could be Sales Income - Region 1, Telephone Expenses, or Salaries Expense. Associated with each detail line is an account or group of accounts (the balances of which are reported on that line of the financial statement). G/L offers 4 methods to selecting accounts for a detail line; you may select by:

- Individual Account Numbers
- Account Ranges
- Account Codes

- Account Masks

NOTE: As an alternative, an external account group may be used.

Important

If you are creating a balance sheet, in order for it to balance, it is necessary to include a detail line that contains the special type of account group referred to as "*CRE" (Current Retained Earnings). This line is identified by keying *CRE in the Account Group field on the Line Definition Review Screen - Detail in Statement Definition Maintenance; *CRE must only be entered once in the Account Group field.

NOTE: Current retained earnings is a holding file that contains your current retained earnings only.

Total lines are used to total groups of detail lines, or other total lines. Total lines accumulate all detail lines since the last total line less than or equal to the same level. Total lines may be used for up to 9 levels of totals (although you will probably not use all nine levels). Level 1 is the lowest total level; level 9 is the highest total level. Total levels are best explained by an example.

Example: Consider the following lines on a Balance Sheet:

Assets	
Cash	
(1) Region 01 - Cash in Bank	100
(2) Region 02 - Cash in Bank	150
(3) Total Cash in Bank	250
Accounts Receivable	
(4) Region 01 - A/R	200
(5) Region 02 - A/R	250
(6) Total Accounts Receivable	450
(7) Total Assets	700

Lines 1, 2, 4, and 5 are detail line definitions.

Lines 3 and 6 are level 1 total lines (T1). Line 3 (Total Cash in Bank) is the sum of detail lines 1 and 2; line 6 (Total Accounts Receivable) is the sum of detail lines 4 and 5.

Line 7 is a level 2 total line (T2). It is the sum of the level 1 total lines (T1); this indirectly gives the total of all detail lines on the sample statement.

With formula lines you may add, subtract, divide, and multiply numeric constants, detail lines, total lines, and other formula lines. Parenthesis may be used to alter the sequence of arithmetic operations. The order of operations for formula lines is as follows:

- 1st - Operations within parenthesis from most embedded to least embedded
- 2nd - Multiplication's and division from left to right
- 3rd - Addition and subtraction from left to right

You may use up to 3 levels of formula lines, named F1, F2, and F3. F1 lines cannot perform operations with other formula lines; F2 lines may use F1 lines in a formula; and F3 lines may use F1 and F2 lines in a formula.

Additionally, there are two types of formula lines or columns:

- Formula
- Accumulation

An accumulation type of formula is used for simple addition of lines. These types are edited the same as a detail or total line.

A formula type is used when you want your result to be a calculation between lines or columns; such as a variance or a percentage. These are edited based on the actual result.

Line Editing

For each type of statement line, you may assign any of the following:

- Spacing - You may optionally specify one, two, or three blank lines after the statement line.
- Number of Underlines - You may optionally underline any statement line with a single or double underline.
- Dollar or Percent - For any detail or total line, you may indicate that a dollar sign ($) should precede the value printed; for formula lines you may indicate that a dollar sign ($) or percent sign (%) should precede the value printed.

Preliminary Definition

Once you have determined the layout of your financial statement, you are ready to key preliminary information into the G/L statement definition. This preliminary definition is used to determine the type of financial statement, the number and content of statement columns, and the layout of statement lines. Preliminary definition is performed through Statement Definition Maintenance (MENU GLSTMT).

Statement Type

After selecting a name (called a Statement ID) and optional password for the statement, you must select the statement type as an income statement, balance sheet, or cash flow statement. For each statement you want to create, a separate definition must be defined (i.e., one financial statement per statement definition).

NOTE: To define a single statement for multiple entities (if you have multi-divisional companies), refer to “Multiple Statement Print Options” explained within this section.

Define Columns

After determining the statement type, the remaining screens apply specifically to the selected financial statement (income statement, balance sheet, or cash flow statement).

The statement may contain an unlimited number of columns. Up to 99 columns may be user defined. Specify the source, heading, and period default for each column. The column may contain actual, budgeted, calculated, or percent of information; the heading may be up to 3 lines of 15 characters each. The period default for each column indicates from what periods’ account (current period, quarter-to-date, or year-to-date) information is accumulated.

Statement Lines

Specify the title for the heading, total, formula and detail lines for your statement. For formula and total lines you may key the respective formula and total calculations.

When specifying detail lines, it is not required that you select the accounts that are accumulated and printed on that detail line. This account selection is optional at this point, so that you may print a statement preview prior to printing the actual financial statement.

NOTE: Once you are comfortable with statement creation, or if you have done this before, you can define the accounts and formulas during statement definition initially.

Statement Preview

As noted in the previous section, accounts do not have to be selected for detail lines of your financial statement during the preliminary definition (until you have become comfortable with creating statements). You can easily print the statement preview which shows the exact layout of the financial statement without dollar amounts. With the statement preview, you can determine the final layout of the financial layout of the financial statement without defining the accounts associated with a detail line.

Print a statement preview through either Statement Definition Maintenance (MENU GLSTMT) or Generate/Print Statements (MENU GLSTMT). The statement preview allows you to review, make changes, or get final approval of your statement layout. When you are satisfied with the layout that you wish to use for your final financial statement, you are ready to perform account selection.

Account Selection

To select the accounts for each detail line of your financial statement (if you have not already done so), re-enter Statement Definition Maintenance MENU GLSTMT). Select the detail line to modify. The screen that displays allows you to key the individual account numbers for the detail line. If one detail line contains several accounts, you may also use account ranges, account codes, and/or account masks for account selection.

Select by Range

When selecting accounts by range, you may specify up to eight ranges of account numbers that will print on the statement line. Use the rules for Distribution A+ From and To ranges as explained in the Cross Applications User Guide to key in account numbers.

Select by Account Codes

If you have defined account codes in G/L, you may use them to select accounts for a detail line. After specifying the account code (1 through 5), specify up to eight account code values. The accounts that have been assigned any of these account code values are selected for the detail line on the financial statement.

Select by Account Masks

With account masks you may select several accounts for one detail line of the financial statement. You may key up to eight account masks, each of which will select all accounts that match the mask. Using X’s, constants, and the data entry separator, account masks allow you to select accounts that have specified numbers (constants) or any number (X) in a specific position of the account number. Refer to the Appendix section of this manual for an explanation of keying account numbers in G/L.

Editing Statements

When you are satisfied with the layout and account selection for your financial statement, run the statement edit. The statement edit updates changes made to the statement and/or changes made to the accounts used in G/L. You must run the statement edit after doing any of the following:

- Creating new financial statements
- Changing financial statements
- Changing your chart-of-accounts
- Changing account codes

Run the statement edit through Edit and Compile Statements (MENU GLSTMT).

After running the statement edit, the Statement Print File (GLSPR) is created. This file associates individual accounts with each line definition in the statement. The contents of this file are used to print the final financial statement. It is recommended that you run the statement edit immediately prior to printing the final financial statement to ensure that the statement print is accurately updated.

Additionally, during the statement edit, two reports are printed. One report may be optionally printed and the other report is automatically printed. The Statement Account Usage Report (which may optionally be printed) prints each line of the financial statement and the accounts that are accumulated for each detail line of the statement [this report may also be printed through Statement Account Usage (MENU GLSTMT)]. The Statement Errors Report (which is automatically printed) prints errors associated with a detail line definition that are detected in a statement definition. Use these reports to verify your financial statements, and review for duplicated and omitted accounts.

Multiple Statement Print Options

Two optional features of the General Ledger Statements Menu (MENU GLSTMT) allow you to print multiple statements with a single request. After defining your statement (Income Statement, Balance Sheet, or Cash Flow Statement) through Statement Definition Maintenance (MENU GLSTMT), you can create Statement Run Definitions and Statement Print Groups which allow you to print one or many statements with a single request.

Statement Run Definitions

This optional feature allows you to create run definitions to define different views of the same statement (i.e., one for each division if you have multi-divisional companies). By doing this, you can use a single statement for multiple entities, eliminating the need to create another statement.

Use Statement Run Definition Maintenance (MENU GLSTMT) to create run definitions.

Statement Print Groups

This optional feature allows you to create print groups containing a collection of statements [defined through Statement Definition Maintenance (MENU GLSTMT)] and/or Run Definitions [defined through Statement Run Definition Maintenance (MENU GLSTMT)].

By consolidating statements and/or run definitions into a print group (identified by a Print Group ID) you can print one statement or many statements with a single request by using the Print Group ID.

Use Statement Print Group Definition Maintenance (MENU GLSTMT) to create statement print groups.

Printing Statements

The final step of using the Statement Definition is to print your financial statements. When the results of the statement preview and statement edit are satisfactory, select Generate/Print Statements (MENU GLSTMT) and specify the statement(s) to print. You may specify to print statements in any one of the 3 manners:

- By individual statement ID (Statement)
- By statement run definitions (Statement/Run)
- By statement print groups (Print Group)

A preview may also be selected for print prior to printing the final statement(s).

This option also allows you to save statements for reprint, inquiry, or export to PC support. By saving statements, you will be able to use the options Work with Saved Statements and Purge Saved Statements.

Work with Saved Statements

This option allows you to inquire on, print, export or delete statements which have been saved. By working with saved statements, you can manipulate a statement to view different information on the same statement.

Use Work with Saved Statements (MENU GLSTMT) to view and work with saved statements.

Purge Saved Statements

When you are done working with saved statements, this option allows you to remove specified statements. Statements to be removed are dependent upon the date entered.

Use Purge Saved Statements (MENU GLSTMT) to remove saved statements.

Steps Summarized

The following steps outline the General Ledger Statements Menu (MENU GLSTMT) for using the Statement Definition:

1. Determine the type of financial statement (Income Statement, Balance Sheet, or Cash Flow Statement) to create.
2. Write a layout on paper of the financial statement (include column headings, sources of data, and statement lines).
3. Key preliminary information into the G/L Statement Definition through Statement Definition Maintenance (MENU GLSTMT). This defines the statement type, the number and content of statement columns, and the layout of statement lines.*
4. Print the Statement Preview [through Statement Definition Maintenance (MENU GLSTMT) or Generate/Print Statements (MENU GLSTMT)] to review, make changes, or get final approval of your statement layout.
5. Assign account numbers to detail lines and write formulas for each formula line of the financial statement.

NOTE: Once you are comfortable with statement definition, account selection can be done initially through Statement Definition Maintenance (MENU GLSTMT).

6. Edit statements through Edit and Compile Statements (MENU GLSTMT). If errors occur or if accounts have been selected incorrectly, return to Statement Definition Maintenance (MENU GLSTMT) to make corrections. Use the Statement Account Usage Report [printed through Edit and Compile Statements (MENU GLSTMT) or through Statement Account Usage (MENU GLSTMT)] to verify accounts selected. Also use the Statement Errors Report [printed through Edit and Compile Statements (MENU GLSTMT)] to view the errors that were detected.
7. Create Statement Run Definitions (optional) through Statement Run Definition Maintenance (MENU GLSTMT) for printing purposes. This allows different views to be defined of the same statement for printing purposes.
8. Create Statement Print Groups (optional) through Statement Print Group Definition Maintenance (MENU GLSTMT) for printing purposes. This allows for a consolidation of statements and/or statement run definitions into a print group for printing purposes.
9. Print the final financial statement(s) through Generate/Print Statements (MENU GLSTMT).
10. Optionally work with previously created and saved statements [through Work with Saved Statements (MENU GLSTMT)]. You can inquire on, print, export, or delete statements which were previously created and saved through Generate/Print Statements (MENU GLSTMT).
11. Purge Saved Statements (MENU GLSTMT) is used to remove those statements on or before the date selected.

CHAPTER 4

Using the G/L Report Writer

4

From the G/L Reports menu (MENU GLREPT) you may print the General Ledger Report, General Ledger Detail Report, Account Balance Listing, General Ledger Journal Reprint, and General Ledger Selective Journal Report. In addition to these standard reports, you may design and print custom reports using the G/L Report Writer, and access the GL Statements Menu (MENU GLSTMT) to create and print financial statements for your organization.

The G/L Report Writer is used to create and print reports from the G/L Summary File (GLSUM). For each account, this file contains the beginning balance for each fiscal year, and the ending balance of each fiscal period in the fiscal year.

The characteristics of a G/L Report are defined in a report format. When creating the report format, you specify the

- Columns: Number, contents, and calculations (if applicable)
- Sequence: Segment sequence, order, and totals
- Accounts: The content of the report

After the format is created, you may print the report at any time. When printing a report, you select the following:

- Companies: All, some, or by column
- Periods: The range of periods for each column

Differences From the Statement Definition

The G/L Report Writer is similar to the Statement Definition in that both options allow you to create custom output for general ledger information, however, the Report Writer is used to create and print reports, whereas the Statement Definition is used to create and print financial statements.

The reports printed through the Report Writer may be used to collect detailed account information. Use this detailed information to verify your financial statements, or to resolve questions or apparent problems on your financial statements. For example, if you question the value printed on a detail line of a financial statement, create a custom G/L Report to print the detail information of the accounts that

make up the statement line. From the report you can examine the detail account information that is in question.

Also, when defining financial statements with the Statement Definition, you define each column and each row printed on the statement. When using the Report Writer you define columns only. Although you select the accounts to print on the report, you cannot specify row definitions.

Creating Report Formats

Create report formats through option 10 of MENU GLREPT. Assign a six character report ID when creating a new report. You may optionally assign a password to the new report, and determine if the report ID will display in the report search (used to select a report to modify, delete, or print).

Report Definition

The initial steps of creating a report format include keying the report title, determining if the report will print in detail or summary, determining numeric expressions, and specifying account printing options.

Detail or Summary

The report may be printed in detail or summary. Detail reports print one line for each account selected. Totals are printed as defined for each group of accounts. On a summary report, only the defined total values are printed, not the individual accounts.

Numeric Expressions

For each report, you determine if dollar amounts will be expressed in single dollars, thousands of dollars, millions of dollars, or billions of dollars. Additionally, you determine the number of decimal places for dollar amounts. You may have zero, one, or two digits to the right of the decimal point for all dollar values printed on the report.

Account Printing

Account information may be printed on the report in one of three ways:

- By account number only
- By account description/name only
- By account number and account description

Account descriptions may be printed on one or two lines.

Column Definition

When you have completed selecting the general report definition, you are ready to select the account information to print on the report. Different account information is printed in different report columns.

Determine the number of columns, and what each column on your report should contain.

Column Headings

You may have up to six columns. Up to three lines (15 characters each) may be used for column headings.

Sources of Data

For each column, you must assign the source of the data. This is used to determine what information is printed in the column. The sources are:

- Actual
- Budgeted
- Calculated

Specifying a source of actual will print the account balance in a column, whereas, a source of budgeted allows you to print the budgeted amount of an account in the column. In G/L, you may specify up to nine budgets for each account. When creating a budget column you must specify which of the nine budgets are used (this is done by specifying the budget number).

Calculated columns allow you to perform a mathematical function of any two existing columns. You may add or subtract two columns, or calculate the percentage of one column to another column.

Report Sequence

Next, you determine the sequence in which account number segments are printed on the report. This is based on the number of segments that you have assigned to your account numbers [through G/L Options Maintenance (MENU GLFIL2)]. For example, if your account number contains three segments, you may wish to print the report in sequence by the second segment of the account number (e.g., cost center), not the first segment (e.g., division). You are not limited to printing accounts in the pre-determined account number segment sequence.

Ascending/Descending

For each segment, you determine the order in which account number segments are printed. You may print each segment in either ascending or descending order.

Totals and Breaks

Additionally, you may print the total, skip to a new page, or show the segment description each time the segment value changes.

Report Selection

The final step to defining a report format is to select the accounts that will print on the report. You may select accounts by a range of account number segments and/or by a range of account code values.

Segment Ranges

When selecting ranges of account number segments to print on a G/L Report, use the From and To rules as explained in the Cross Applications User Guide. You may specify a different range for each account number segment; not a range of complete account numbers.

Account Codes

If you have defined account codes in G/L, you may use them to select accounts to print on the G/L Report. Those accounts that have been assigned the specified account code and range of account code values are printed. You may select by account codes in addition to, or in place of account segment ranges.

Printing Reports

After you have specified the report format, column definition, report sequence, and account selection, you may save and print the report, or simply save the report to print at a later time. Each time you select a report format to print, you must select the companies and time periods for which account information is printed on the report.

Company Selection

You must select which companies to print on the report. You may select:

- All companies
- By column
- Some companies

All Companies

Selecting to print the report for all companies simply prints the selected accounts for each company you have set up in G/L.

By Column

You may print one company in each column of your report. If you choose to do this, you must provide the company number when selecting the periods for each column. Otherwise, you are not required to specify a company number for a column.

Some Companies

If you do not want to print the report for all companies, or print different companies in different columns, you may select up to 36 individual companies for which accounts are selected to print on the report.

After you have specified which companies will print, you must select which periods will be reported.

Period Selection

For each column on the report, specify a range of dates for which account information is reported. Using the From and To ranges as explained in the Cross Applications User Guide, key the calendar month and year of the range of periods to print in each column.

Include Year-End

For columns with a source of actual, you may optionally include year-end adjustments on the report. Year-end adjustments are posted to a year-end adjusting period (period 14) in G/L. If the range of periods selected for a column includes the year-end period, you may include year-end adjustments on your report.

When you have completed these report specifications, the standard Report Option Screen is displayed and your custom report is printed. Refer to the Appendix section of the Cross Applications User Guide for details about this screen.

CHAPTER 5

Entering General Ledger Transactions

5

Use the Transaction Entry option on the General Ledger Main Menu (MENU GLMAIN) to create or maintain a transaction group. A transaction group consists of one or more transactions which share a common company, posting date and, optionally, a common reversing date. A transaction group consists of detail transactions. A detail transaction is an individual entry for an account. You specify the account, the type of transaction (which may be general journal, reversing, adjustment, or yearly adjustment), whether the account is debited or credited (if different from the normal balance of the account), and optionally a source description, project description, and transaction description.

An individual transaction group must be entered, edited, and posted before the transaction information is utilized by General Ledger. Transaction groups created by the system for out-of-balance transactions can be corrected through this option. Year end adjusting entries are only allowed in the last fiscal period. You cannot enter a post date that is not in the last fiscal period of the year.

Transaction Entry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Transaction Entry Selection Screen	Use to specify the ID of the group you want to enter, change, or delete.
General Ledger Group Selection Screen	Use to select from a list of defined transactions groups.
General Ledger Group Information Screen	Use to enter or change information about the transaction group, such as a description and posting date.
Transaction Entry Screen	Use to add, change, or delete detailed transactions.
Default Segment Values Screen	Use to specify the default segment values to use when entering transactions for the account number.

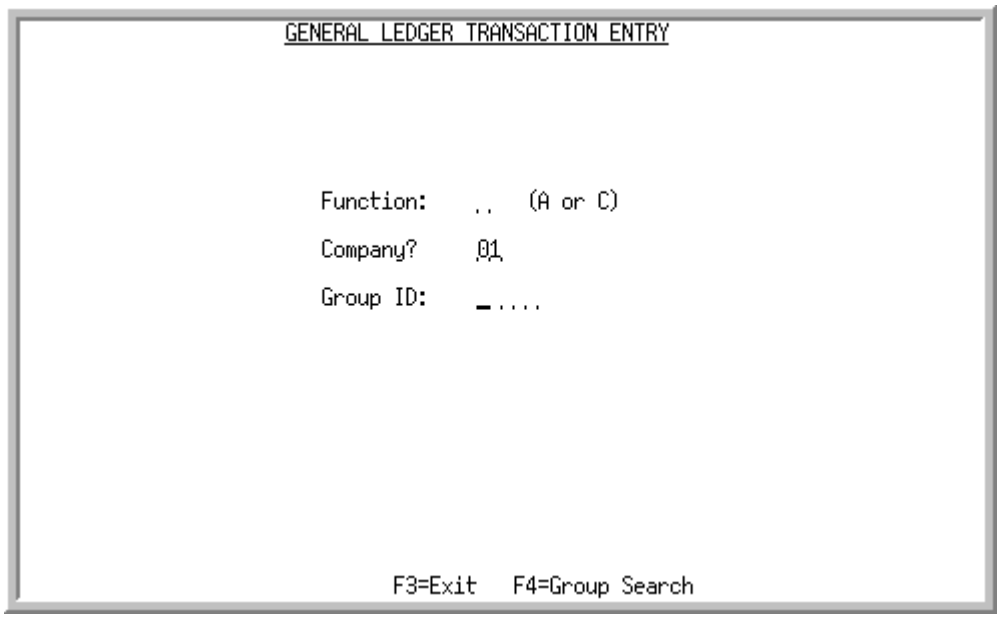
Title	Purpose
Insert Transaction Screen	Use to insert a transaction before an existing transaction.
Transaction Entry Review Screen	Use to review transactions as they are entered or to change or delete a selected transaction.
Comment Entry Screen	Use to add or change comments associated with a detailed transaction.
General Ledger Group Totals Screen	Display totals for the transaction group. Use to review the group and to specify whether to print the edit reports for the group.

How To Restart This Option

If a group has a status of In Use-ws on the General Ledger Group Selection Screen (p. 5-5) and is not in use by that workstation, restart as follows:

1. Go to the workstation indicated and select the Transaction Entry option (MENU GLMAIN).
2. Key a C for Function; key the **Company** number and **Group ID**. Press ENTER to display the General Ledger Group Information Screen (p. 5-8).
3. Press F10=END to end.
4. Press F12=RETURN to return to the General Ledger Transaction Entry Selection Screen (p. 5-3).
5. Press F3=EXIT to exit.

General Ledger Transaction Entry Selection Screen



This screen appears after you select option 1 - Transaction Entry (MENU GLMAIN). Use this screen to select a transaction **Group ID** to add or change. Groups cannot be deleted. To remove a **Group ID**, select it for change, delete the transactions in the group, and post the empty group.

This screen can also be accessed by pressing F5=CREATE GROUP on the End Voucher Information Screen in the Accounts Payable Inquiry (MENU APMAIN) when redistribution adjustments were made and a General Ledger group needs to be created. If you access this screen via the Accounts Payable Inquiry, use this screen to select a unique General Ledger Group ID to add. You will only be able to add a General Ledger group, and the **Function** and **Company** fields will not be displayed. The F4=GROUP SEARCH will still be available so that you can easily locate an unused Group ID.

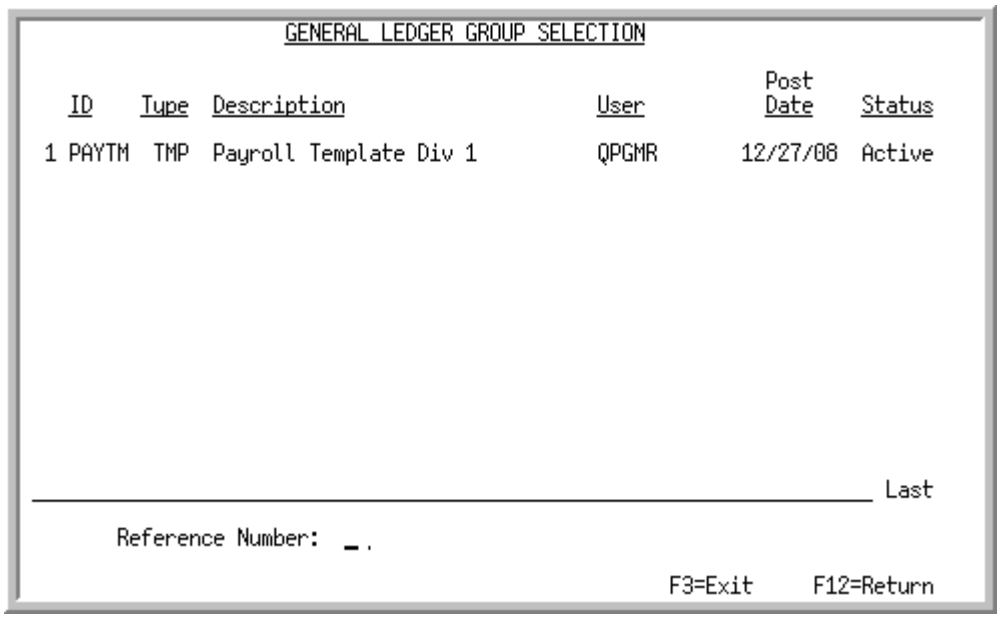
General Ledger Transaction Entry Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	This field does not appear when this screen is accessed from the Accounts Payable Inquiry (MENU APMAIN). Used to define the type of operation to perform on a transaction group. Key A to add a transaction group. Key C to change an existing transaction group. (A 1) Required

General Ledger Transaction Entry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Also, this field does not appear when this screen is accessed from the Accounts Payable Inquiry (MENU APMAIN). The number of the company for which this transaction group is being added or changed. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Group ID	Key a five character identifier of the transaction group you are adding or changing. If you are changing a group and you do not know the group ID, you may access the group search by pressing F4=GROUP SEARCH. The group ID for an out of balance transaction is the workstation ID where the out-of-balance transaction is first posted, concatenated with a three-digit number, for example, RH003. The G/L Transaction Post Report printed for the out-of-balance transaction provides this number. You can also select the group using the group search. NOTE: Do not use special characters in your group ID (i.e.. /, &, $, etc.). You can only use letters and numbers. If this screen is accessed from the Accounts Payable Inquiry (MENU APMAIN), you will only be able to use this field to add (not change) a General Ledger group for transactions for which redistribution adjustments were made. (A 5) Required
F3=Exit	Press F3=EXIT to exit from this option and return to the menu.
F4=Group Search	Press F4=GROUP SEARCH to display a list of defined groups. The the General Ledger Group Selection Screen (p. 5-5) appears, which displays the Group ID, Type, Description, User, Post Date, and Status for each unposted transaction group. From this screen select the desired group to change.
Enter	Press ENTER to confirm your selections. The General Ledger Group Information Screen (p. 5-8) appears.

General Ledger Group Selection Screen



This screen appears after you press F4=GROUP SEARCH from

- the General Ledger Transaction Entry Selection Screen (p. 5-3).
- the Copy Transactions From Template Selection Screen (p. 6-2).
- the General Ledger Transaction Edit Screen (p. 7-3).
- the General Ledger Transaction Post Screen (p. 8-3).

This screen displays a list of defined group IDs as well as the type, description, user, post date, and status for each unposted transaction group. Use this screen to search for and select unposted transaction groups for change, you may select an existing transaction group to edit, or to post.

General Ledger Group Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number referring to a specific group. Use this **Reference Number** to select a group for changes, editing, or posting. Display
ID	The five character group identification code of the transaction group displays in this column. Display
Type	The type of transaction group displays in this column. The type may be G/J for general journal entries or TMP for template entries. Display

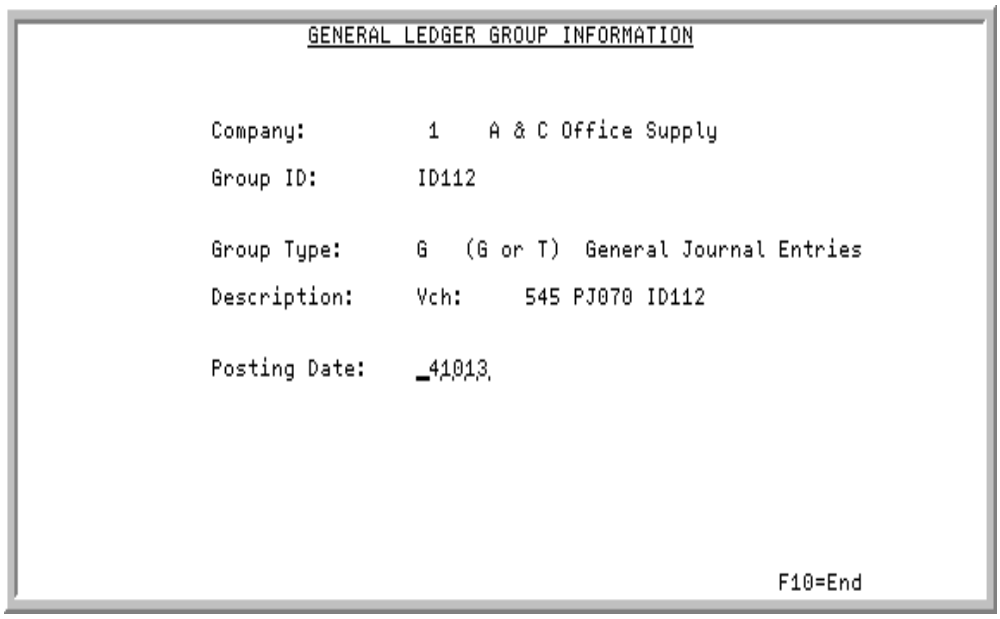
General Ledger Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Description	For a group that you created, the description of the transaction group which was entered on the General Ledger Group Information Screen (p. 5-8) displays in this column. For an out-of-balance transaction group, this field displays the original journal number for the transaction in the first five positions and the high sequence line number in the last five positions. The high sequence line number records the number of lines in the original transaction group in order to track any lines you add to the group. Display
User	The user ID of the last person who updated the transaction group displays in this column. Display
Post Date	The posting date of the transaction group displays in this column. Display
Status	The status of the transaction group displays in this column. The status may be: • **ACTIVE**: The group is in process and has not been edited. • **EDITED**: The group has been edited successfully. • **POSTING**: The group is in the process of being posted. • **IN USE-ws**: The group is currently being used at another workstation. The other workstation is identified with workstation ID ws. Refer to "How To Restart This Option" on page 5-2 if the group shows as in-use but is not in use by that workstation. Display
Reference Number	Key the line number of the transaction group to select the group. (N 2,0) Required
F3=Exit	Press F3=EXIT to exit this option and return to the menu.
F12=Return	Press F12=RETURN to return to the previous screen without selecting any transaction groups.

General Ledger Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you are entering/changing a group, the General Ledger Group Information Screen (p. 5-8) appears. If you are printing an edit list, the Report Options appears. Refer to the Cross Applications User Guide for information about this screen. If you are posting a group, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

General Ledger Group Information Screen



This screen appears after you select a transaction group and press ENTER on the General Ledger Group Selection Screen (p. 5-5). Use this screen to enter or change information about the selected transaction group.

General Ledger Group Information Screen Fields and Function Keys

Field/Function Key	Description
Company	The number of the company and the company name for which this transaction group is being added or changed. Display
Group ID	The five character group identification code for this transaction group. Display
Group Type	This field is display-only for out-of-balance groups created by the system, or if you accessed this option via the Accounts Payable Inquiry when redistributing adjustments for vouchers. This field is required for groups you created. Key G to work with general journal entries. Key T to work with template entries to create a general ledger template group. (A 1) Required/Display

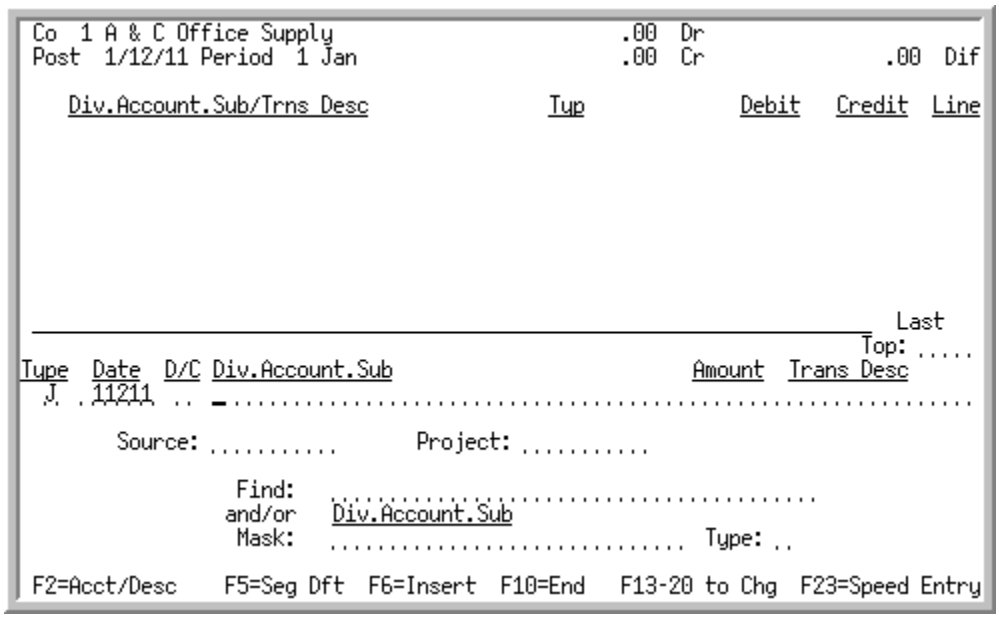
General Ledger Group Information Screen Fields and Function Keys

Field/Function Key	Description
Description	This field is display-only for out-of-balance groups created by the system. For an out-of-balance transaction group, this field will display the original journal number for the transaction in the first five positions and the high sequence line number in the last five positions. The high sequence line number records the number of lines in the original transaction group in order to track any lines you add to the group. This field is also display-only if this option is accessed via the Accounts Payable Inquiry when redistributing adjustments for vouchers. The original voucher number will appear in this field, and this number will later be used to link the General Journal (GJ) number to the original voucher entries when the group is posted. When not display-only, key the unique description for the group. (A 30) Required/Display
Posting Date	This field is display-only for out-of-balance groups created by the system. For an out-of-balance transaction group, this field displays the posting date assigned to the original transaction. Key the date on which to post this group of transactions. The posting period is displayed to the right of the posting date. The posting period is determined by the Fiscal Calendar which was set up through Fiscal Calendar Maintenance (MENU GLFIL2). You may post to any open or temporarily closed period. A warning message is displayed when posting to a temporarily closed period, but you may still post. You may not post to a permanently closed period. Therefore, a date within that period is invalid. NOTE: When this option is accessed via the Accounts Payable Inquiry when redistributing adjustments for vouchers, after entering a valid posting date for the General Ledger group, the redistribution account information will be converted accordingly. This will allow the General Ledger group to receive all the adjustment entry information, while allowing you to continue to edit/post the group or to maintain it at a later time. *Default Value:* Today's date. *Valid Values:* A date within an open or temporarily closed period. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required/Display

General Ledger Group Information Screen Fields and Function Keys

Field/Function Key	Description
Reversing Date	This field does not appear if this option is accessed via the Accounts Payable Inquiry when redistributing adjustments for vouchers. This field is display-only for out-of-balance groups created by the system. For an out-of-balance transaction group, this field displays the reversing date assigned to the original transaction. This field is required if reversing entries are being entered. R-type transactions automatically generate two transactions when posted: • A regular Journal Entry (transaction type J) for the Posting Period. • A Reversing Entry (transaction type R) for the Reversing Period. The Debit/Credit Code is reversed. Key the date on which to reverse the transactions. Reversing Entries must balance within a group. The reversing period is displayed directly to the right of the reversing date. *Valid Values:* A date within a period greater than the posting period. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required/Display
F10=End	Press F10=END to end this transaction group. The General Ledger Group Totals Screen (p. 5-33) appears.
Enter	Press ENTER to confirm your selections. The Transaction Entry Screen (p. 5-11) appears.

Transaction Entry Screen



This screen appears after you press ENTER from the General Ledger Group Information Screen (p. 5-8) or F2=TRANSACTIONS from the General Ledger Group Totals Screen (p. 5-33). Use this screen to add, change, or delete detail transactions in the selected transaction group.

This screen is a split display. The top half displays the individual detail transactions that have been entered. The bottom half is used to enter or update transactions.

If adjustments to a posted voucher entry were entered through the Accounts Payable Inquiry (MENU APMAIN) on the Redistribute Accounts Screen, those line transactions automatically brought into the group will be displayed on this screen. At this point, you can still maintain these adjustments or add additional lines, if needed. Note that any changes made to this General Ledger group are tied back to the original voucher line where the account was redistributed. This is indicated by the voucher line information which is protected in the transaction Source on this screen and is automatically assigned to any additional line.

NOTE: The account number and description that you see may be restricted based on the **Restrict Transaction Entry** field and the **Security Levels (1-9): Transaction Entry** field as defined in Authority Profile Maintenance (MENU XASCTY).

Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Co	The number of the company and the company name for which this transaction group is being added or changed. Display

Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Post	The posting date and period for the current transaction group. The posting period is the accounting period and period description which corresponds to the posting date. Display
Dr	The total of all debit amounts in this transaction group. Display
Cr	The total of all credit amounts in this transaction group. Display
Dif	The difference between the total debit and the total credit amounts in this transaction group. Total debits must equal total credits before a group can be posted. Display
(Reference Number)	The number referring to a specific detail transaction. Use this **Reference Number** *t*o determine which function key should be pressed to change or delete a transaction. Display
Acct/Trns Desc	The account number and transaction description. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions in the transaction group are displayed in the top half of this screen. Press F2=ACCT/DESC / F2=DESC ONLY / F2=TR DESC ONLY / F2=ACCT/TR DESC to toggle between displaying the • account number/account description • account description only • transaction description only • account number/transaction description A + displayed at the end of the transaction description indicates that there were comments entered for this transaction. Display
Typ	The type of transaction for this line; J - journal, R- reversing, A - adjusting, Y - year-end entry.
Debit	If the transaction amount for this transaction is a debit, the value will display in this field. Display
Credit	If the transaction amount for this transaction is a credit, the value will display in this field. Display

Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Line	The line number of the detail transaction. The line number indicates the sequence in which this detail transaction was entered. Display
Type	The type of detail transaction to enter. The codes and transaction types are described as follows: • J -Regular Journal Entry. • R -Reversing Entry. A Reversing Date must have been entered on the General Ledger Group Information Screen (p. 5-8). The journal entry (as keyed) will post to the posting date period. An additional reversing entry will post to the reversing date period. All reversing entry debits and credits must balance in addition to total debits and credits balancing for this group. • A - Adjusting Entry. An adjusting entry is a correction to a previous entry. • Y - Year-end Adjusting Entry. Intended for year-end adjustments performed at audit time. These entries are posted to period 14. Period 14 is used to distinguish year-end adjustments from general journal and adjusting entries made in the last period of the fiscal year. *Default Value:* J for first entry; previous value for remaining entries. *Valid Values:* J, R, A or Y (A 1) Required
Date	The date the transaction occurred. This is an informational field only; used in reports and inquiries. Key the transaction date. *Default Value:* G/L Posting Date from the General Ledger Group Information Screen (p. 5-8); previous value entered for following entries. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
D/C	The Debit/Credit Code is used to indicate if the amount entered will be a debit or a credit to the account. If this code is left blank, the system will use the normal balance of the account as the default. *Default Value:* Blank *Valid Values:* D, C or if left blank, the normal balance of account (A 1) Optional

Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
G/L Account Number	Key the number of the account that is updated for this journal entry. NOTE: The account number that you key may be restricted based on the **Restrict Transaction Entry** field and the **Security Levels (1-9): Transaction Entry** field as defined in Authority Profile Maintenance (MENU XASCTY). *Default Value:* None, unless specified on the Default Segment Screen. *Valid Values:* • Any valid account number or short name • May not be blank or contain embedded blanks • The number of digits in the segment cannot exceed the segment length • The value of a segment cannot be 0 (Variable) Required
Amount	This is the amount of the debit or credit for the account specified. Key the appropriate amount. The amount keyed is displayed in 2-position decimal format on the G/L Transaction Entry Review Screen (p. 5-25). For example, if you key 1, the system interprets it as 1.00; if you key 10, the system interprets it as 10.00; if you key 100, the system interprets it as 100.00; if you key 12500, the system interprets it as 12500.00, etc. Therefore, for example, if you want to identify a specific decimal value, you must key the decimal. That is, if you want 125.75, you must key 125.75. (N 13,2) Required
Trans Desc	The description of the transaction. If the transaction description requires additional characters, press F5=COMMENTS from the G/L Transaction Entry Review Screen (p. 5-25) to enter an expanded description for this transaction. To duplicate the transaction description from the last transaction entered, press the DUP key when the cursor is in this field. This description prints on the General Ledger Detail Report (p. 29-1) (MENU GLREPT). (A 15) Optional

Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Source	The source of the transaction. The source may be used to reference the general journal from which this transaction occurred. For example, the transaction may be from an opening entry, cash receipts, miscellaneous cash, or a sales journal. This field is required only if you have entered Y to the **Transaction Source Required** field in G/L Options Maintenance (p. 18-1) (MENU GLFIL2). To duplicate the transaction source from the last transaction entered, press the DUP key when the cursor is in this field. NOTE: If adjustments to a posted voucher entry were entered through the Accounts Payable Inquiry (MENU APMAIN) on the Redistribute Accounts Screen, any changes made to a General Ledger group are tied back to the original voucher line where the account was redistributed. This is indicated by the voucher line information which is shown and protected in this field, if applicable, and is automatically assigned to any additional line. (A 15) Optional
Project	For internal use only. May be used for job accounting. To duplicate the project ID from the last transaction entered, press the DUP key when the cursor is in this field. (A 10) Optional
Find	Search words help you to find accounts without knowing the account number. Use search words to activate the G/L Account Search. Up to 10 characters per word may be entered and can appear in any order. Any account number that contains all of the characters entered will display. (A 40) Optional
Mask	In addition to or in place of search words (**Find** field), account masks may be entered to activate the search. An account mask is a pattern of digits that match the account numbers you want to work with. For areas of the account number that are not known, key an X in that position. If a segment in the mask contains a digit, then the segment is padded to the left with zeros. If a segment in the mask contains one or more Xs, then the segment is padded to the left with Xs. For example, assume that you have 3 segments with lengths 2-3-4. If you keyed X.1.5X, it will be translated to XX.001.005X. Default segment values are ignored when entering a mask. (A 29) Optional
Type	To limit the search, enter an account type. Only accounts with the type selected in this field will display: A - asset, L - liability, E - expense, I - income, Q - Equity. *Valid Values:* A, L, E, I or Q (A 1) Optional

Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
F2=Acct/Desc / F2=Desc Only / F2=Tr Desc Only / F2=Acct/Tr Desc	This toggle key displays only if **Restrict Transaction Entry** is set to N for this user on the G/L Access Levels Screen in Authority Profile Maintenance (MENU XASCTY). Press F2=ACCT/DESC to display the **Account Number** and the **Account Description** for each detailed transaction Press F2=DESC ONLY to display only the **Account Description** for each detail transaction Press F2=TR DESC ONLY to display only the **Transaction Description** for each detail transaction. If an extended transaction description has been entered through the Comment Entry Screen (p. 5-30), a + is displayed to the right of this description. Press F2=ACCT/TR DESC to display the **Account Number** and the **Transaction Description** for each detail transaction. If an extended transaction description has been entered through the Comment Entry Screen (p. 5-30), a + is displayed to the right of the transaction description.
F5=Seg Dft	Press F5=SEG DFT to access the Default Segment Values Screen (p. 5-19). Use this screen to enter default segment values for the account number. When defaults are used, you are required to key in only the segments for which no default values have been defined.
F6=Insert	The F6=INSERT function key does not appear for out-of-balance groups created by the system, to prevent system-assigned line sequence numbers from being changed. However, you can add new lines to the group with line sequence numbers greater than the transaction lines created by the system. Press F6=INSERT to insert a transaction before an existing transaction. All required information must be entered before pressing F6=INSERT. The Insert Transaction Screen (p. 5-22) appears.
F10=End Transaction Group	Press F10=END TRANSACTION GROUP to display the General Ledger Group Totals Screen (p. 5-33) to end the entry or update of transaction group.

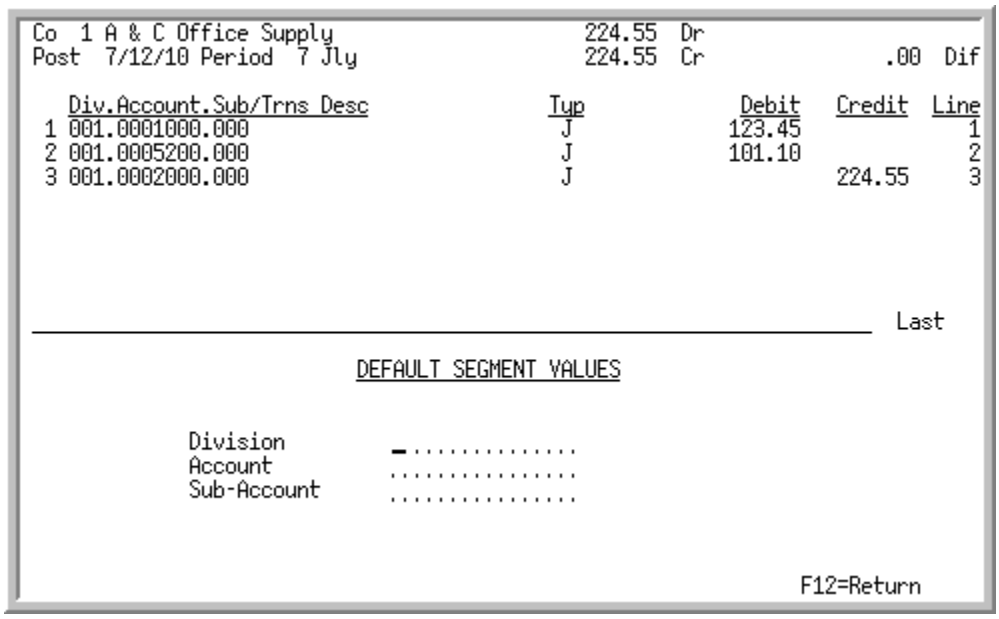
Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
F13-F20 To Change Detail Transaction Line	Press the key that corresponds to the **Reference Number** of the transaction that you wish to change. You cannot change the G/L account number. To change the account number, you must delete the detail transaction containing the account number to change; then add a new detail transaction using the new account number. NOTE: Transactions may be deleted only through this process. F24=DELETE does not appear on the Transaction Entry Screen (p. 5-11). This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. The Transaction Entry Review Screen (p. 5-25) will display for the selected item.
F23=Speed Entry/ F23=Regular Entry	Press F23=SPEED ENTRY to enter transactions without displaying the Transaction Entry Review Screen (p. 5-25) after each transaction entry. This is helpful to speed the process of transaction entry. When using Speed Entry, press F23=REGULAR ENTRY to display the Transaction Entry Review Screen (p. 5-25) after each transaction entry (this returns to Regular Entry).

Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed search criteria in the **Find**, **Mask**, or **Type** fields, the G/L Account Search Screen (p. 11-7) appears. Otherwise, the Transaction Entry Review Screen (p. 5-25) appears.

Default Segment Values Screen



This screen displays when F5=SEG DFT is pressed on the Transaction Entry Screen (p. 5-11). Use this screen to define the default segment values for the account number when entering transactions. By specifying default segment values on this screen, the keystrokes required to enter a transaction are reduced.

Default Segment Values Screen Fields and Function Keys

Field/Function Key	Description
Co	The number of the company and the company name for which this transaction group is being added or changed. Display
Post	The posting date and period for the current transaction group. The posting period is the accounting period and period description which corresponds to the posting date. Display
Dr	The total of all debit amounts in this transaction group. Display
Cr	The total of all credit amounts in this transaction group. Display

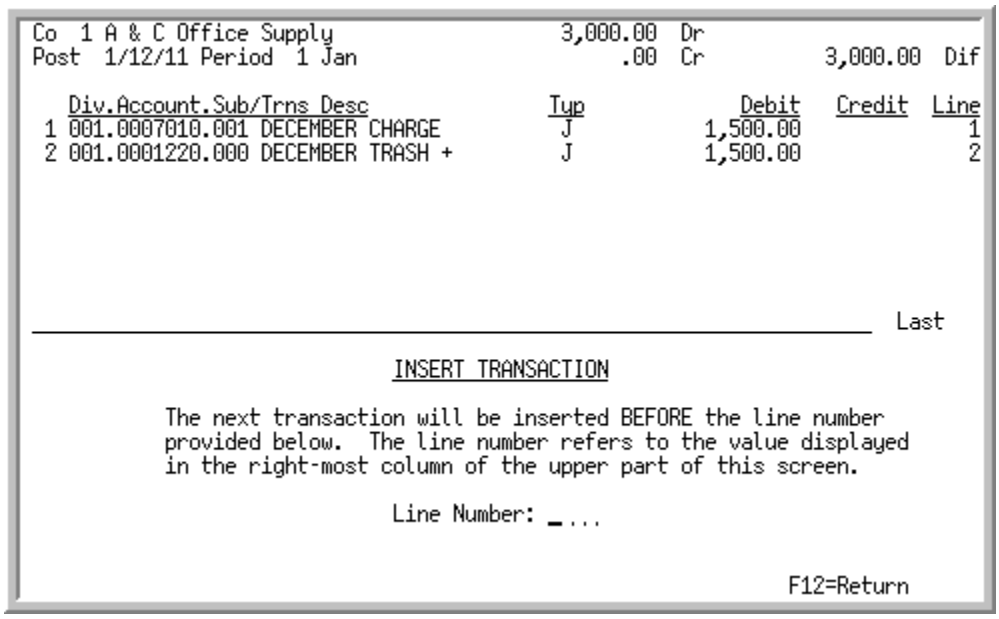
Default Segment Values Screen Fields and Function Keys

Field/Function Key	Description
Dif	The difference between the total debit and the total credit amounts in this transaction group. Total debits must equal total credits before a group can be posted. Display
Reference Number	The number referring to a specific detail transaction. Use this **Reference Number** *t*o determine which function key should be pressed to change or delete a transaction. Display
Acct/Trns Desc	The account number and transaction description. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions in the transaction group are displayed in the top half of this screen. Press F2=ACCT/DESC / F2=DESC ONLY / F2=TR DESC ONLY / F2=ACCT/TR DESC to toggle between displaying the • account number/account description • account description only • transaction description only • account number/transaction description A + displayed at the end of the transaction description indicates that there were comments entered for this transaction. Display
Typ	The type of transaction for this line; J - journal, R- reversing, A - adjusting, Y - year-end entry.
Debit	If the transaction amount for this transaction is a debit, the value will display in this field. Display
Credit	If the transaction amount for this transaction is a credit, the value will display in this field. Display
Line	The line number of the detail transaction. The line number indicates the sequence in which this detail transaction was entered. Display
Segment Description	This is the name of the account number segments as defined in G/L Options Maintenance (p. 18-1) (MENU GLFIL2). Display

Default Segment Values Screen Fields and Function Keys

Field/Function Key	Description
Default Segment Values	Enter the default values for each account number segment which will be used when keying the **G/L Account Number** on the Transaction Entry Screen (p. 5-11). For example, if all of the transactions being entered are for Division 1, enter a 1 in the division segment and then you will not need to key it on the **Account Number** line. When entering the default segment value, you do not need to key in leading zeroes. If the segment value has a description [entered through Segment Values Maintenance (p. 12-2) (MENU GLFILE)], the description will display to the right of the segment value. *Valid Values:* • If the segment is set up as Y to **Edit**, then the value entered here must be entered in Segment Values Maintenance (MENU GLFILE). • The number of digits in the segment value cannot exceed the length of the segment. (N 15,0) Required
F12=Return	Press F12=RETURN to return to transaction entry without saving any additions or changes to default segment values.
Enter	Press ENTER to confirm your selections. The Transaction Entry Screen (p. 5-11) appears.

Insert Transaction Screen



This screen displays after entering an account number and pressing F6=INSERT on theTransaction Entry Screen (p. 5-11). Use this screen to insert a transaction before an existing transaction.

Insert Transaction Screen Fields and Function Keys

Field/Function Key	Description
Co	The number of the company and the company name for which this transaction group is being added or changed. Display
Post	The posting date and period for the current transaction group. The posting period is the accounting period and period description which corresponds to the posting date. Display
Dr	The total of all debit amounts in this transaction group. Display
Cr	The total of all credit amounts in this transaction group. Display
Dif	The difference between the total debit and the total credit amounts in this transaction group. Total debits must equal total credits before a group can be posted. Display

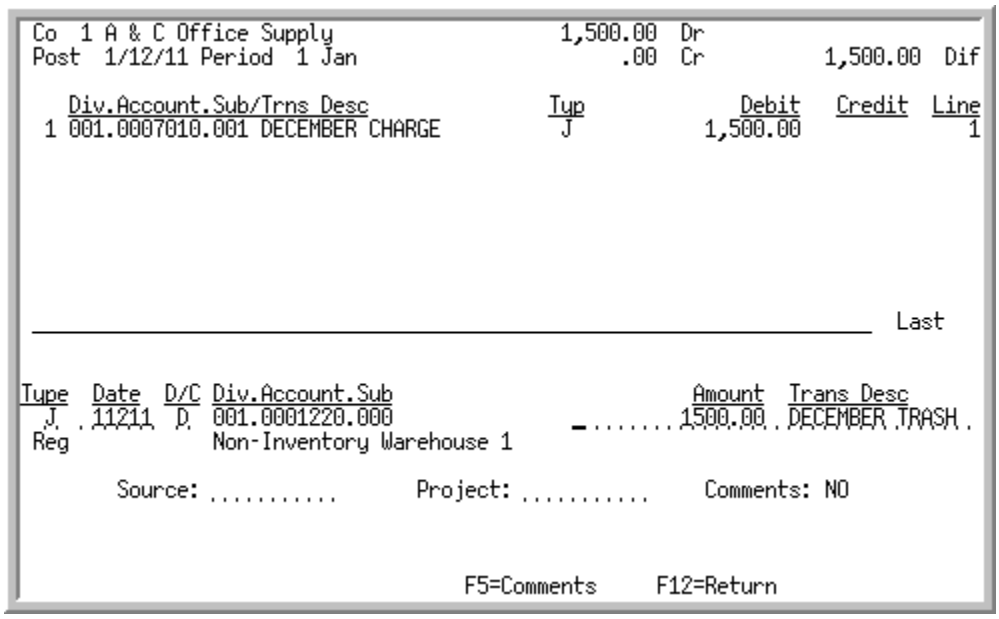
Insert Transaction Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number referring to a specific detail transaction. Use this **Reference Number** *t*o determine which function key should be pressed to change or delete a transaction. Display
Acct/Trns Desc	The account number and transaction description. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions in the transaction group are displayed in the top half of this screen. Press F2=ACCT/DESC / F2=DESC ONLY / F2=TR DESC ONLY / F2=ACCT/TR DESC to toggle between displaying the • account number/account description • account description only • transaction description only • account number/transaction description A + displayed at the end of the transaction description indicates that there were comments entered for this transaction. Display
Typ	The type of transaction for this line; J - journal, R- reversing, A - adjusting, Y - year-end entry.
Debit	If the transaction amount for this transaction is a debit, the value will display in this field. Display
Credit	If the transaction amount for this transaction is a credit, the value will display in this field. Display
Line	The line number of the detail transaction. The line number indicates the sequence in which this detail transaction was entered. Display
Insert Transaction Message	A message is displayed which indicates that the transaction will be inserted before the line number you indicate in the **Line Number** field. Display

Insert Transaction Screen Fields and Function Keys

Field/Function Key	Description
Line Number	The line number of the detail transaction before which this transaction is inserted. The transaction **Line** number is displayed to the right of each transaction line. NOTE: Do not use the **Reference Number** of the transaction which is displayed to the left of that transaction. For example, three transaction entries are displayed in the top half of the Transaction Entry Screen (p. 5-11). Before entering the fourth transaction, you determine that the fourth transaction should actually be the second transaction of the current group. To do this, you would enter the data of the transaction to insert on the bottom half of the G/L Transaction Entry Screen and press F6=INSERT. Then, key 2 in this field, and press ENTER. *Valid Values:* Any existing transaction line number for the current group. (N 4,0) Required
F12=Return	Press F12=RETURN to return to transaction entry without inserting a transaction. The Transaction Entry Screen (p. 5-11) will re-display.
Enter	Press ENTER to confirm your selections. The Transaction Entry Screen (p. 5-11) appears.

Transaction Entry Review Screen



This screen appears from the Transaction Entry Screen (p. 5-11), if you are not in the speed entry mode. This screen is used to review transactions as they are being entered, or to change or delete transactions when selected by F13 - F20. If you selected a transaction generated by the system in an out-of-balance transaction group, only the **Amount** field can be changed on this window.

NOTE: The account number and description that you see may be restricted based on the **Restrict Transaction Entry** field and the **Security Levels (1-9): Transaction Entry** field as defined in Authority Profile Maintenance (MENU XASCTY).

Transaction Entry Review Screen Fields and Function Keys

Field/Function Key	Description
Co	The number of the company and the company name for which this transaction group is being added or changed. Display
Post	The posting date and period for the current transaction group. The posting period is the accounting period and period description which corresponds to the posting date. Display
Dr	The total of all debit amounts in this transaction group. Display
Cr	The total of all credit amounts in this transaction group. Display

Transaction Entry Review Screen Fields and Function Keys

Field/Function Key	Description
Dif	The difference between the total debit and the total credit amounts in this transaction group. Total debits must equal total credits before a group can be posted. Display
Reference Number	The number referring to a specific detail transaction. Use this **Reference Number** *t*o determine which function key should be pressed to change or delete a transaction. Display
Acct/Trns Desc	The account number and transaction description. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions in the transaction group are displayed in the top half of this screen. Press F2=ACCT/DESC / F2=DESC ONLY / F2=TR DESC ONLY / F2=ACCT/TR DESC to toggle between displaying the • account number/account description • account description only • transaction description only • account number/transaction description A + displayed at the end of the transaction description indicates that there were comments entered for this transaction. Display
Typ	The type of transaction for this line; J - journal, R- reversing, A - adjusting, Y - year-end entry.
Debit	If the transaction amount for this transaction is a debit, the value will display in the this field. Display
Credit	If the transaction amount for this transaction is a credit, the value will display in the this field. Display
Line	The line number of the detail transaction. The line number indicates the sequence in which this detail transaction was entered. Display

Transaction Entry Review Screen Fields and Function Keys

Field/Function Key	Description
Transaction Type	The type of detail transaction to enter. The codes and transaction types are described as follows: • J -Regular Journal Entry. • R -Reversing Entry. A Reversing Date must have been entered on the General Ledger Group Information Screen (p. 5-8). The journal entry (as keyed) will post to the posting date period. An additional reversing entry will post to the reversing date period. All reversing entry debits and credits must balance in addition to total debits and credits balancing for this group. • A - Adjusting Entry. An adjusting entry is a correction to a previous entry. • Y - Year-end Adjusting Entry. Intended for year-end adjustments performed at audit time. These entries are posted to period 14. Period 14 is used to distinguish year-end adjustments from general journal and adjusting entries made in the last period of the fiscal year. *Default Value:* value keyed on the Transaction Entry Screen (p. 5-11) *Valid Values:* J, R, A or Y (A 1) Required
Date	The date the transaction occurred. This is an informational field only; used in reports and inquiries. Key the transaction date. *Default Value:* value keyed on the Transaction Entry Screen (p. 5-11) *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
D/C	The Debit/Credit Code is used to indicate if the amount entered will be a debit or a credit to the account. If this code is left blank, the system will use the normal balance of the account as the default. *Default Value:* value keyed on the Transaction Entry Screen (p. 5-11) *Valid Values:* D, C or blank (A 1) Optional

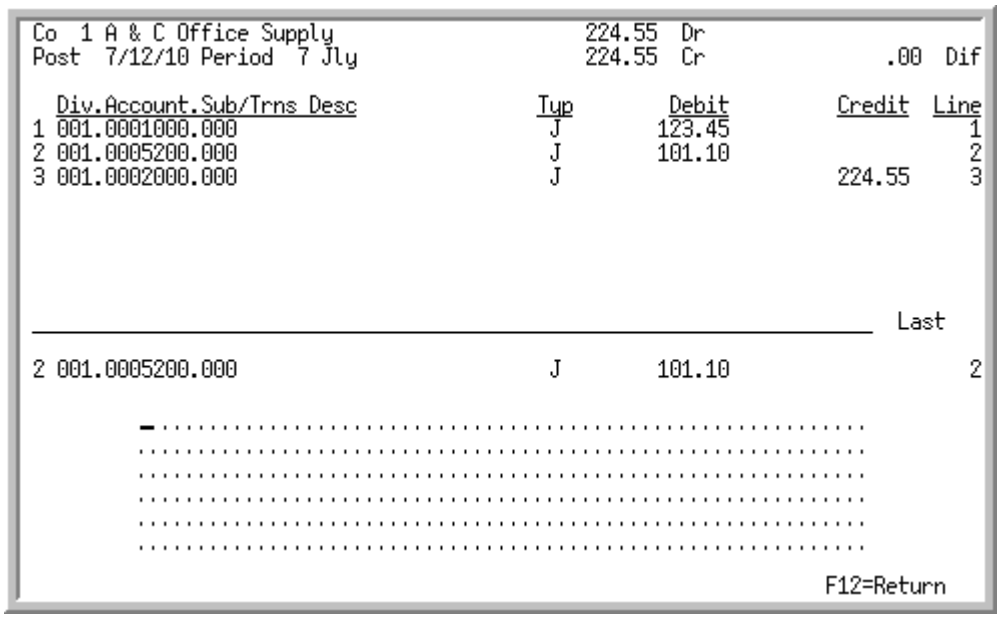
Transaction Entry Review Screen Fields and Function Keys

Field/Function Key	Description
G/L Account Number	Key the number of the account that is updated for this journal entry. NOTE: The account number that you key may be restricted based on the **Restrict Transaction Entry** field and the **Security Levels (1-9): Transaction Entry** field as defined in Authority Profile Maintenance (MENU XASCTY). *Default Value:* value keyed on the Transaction Entry Screen (p. 5-11) *Valid Values:* • Any valid account number or short name • May not be blank or contain embedded blanks • The number of digits in the segment cannot exceed the segment length • The value of a segment cannot be 0 Required
Amount	This is the amount of the debit or credit for the account specified. Key the appropriate amount. The amount keyed is displayed in 2-position decimal format on the G/L Transaction Entry Review Screen (p. 5-25). For example, if you key 1, the system interprets it as 1.00; if you key 10, the system interprets it as 10.00; if you key 100, the system interprets it as 100.00; if you key 12500, the system interprets it as 12500.00, etc. Therefore, for example, if you want to identify a specific decimal value, you must key the decimal. That is, if you want 125.75, you must key 125.75. *Default Value:* value from the Transaction Entry Screen (p. 5-11) (N 11,2) Required
Trans Desc	The description of the transaction. If the transaction description requires additional characters, press F5=COMMENTS from the G/L Transaction Entry Review Screen (p. 5-25) to enter an expanded description for this transaction. To duplicate the transaction description from the last transaction entered, press the DUP key when the cursor is in this field. This description prints on the General Ledger Detail (MENU GLREPT). *Default Value:* value from the Transaction Entry Screen (p. 5-11) (A 15) Optional

Transaction Entry Review Screen Fields and Function Keys

Field/Function Key	Description
Source	The source of the transaction. The source may be used to reference the general journal from which this transaction occurred. For example, the transaction may be from an opening entry, cash receipts, miscellaneous cash, or a sales journal. This field is required only if you have entered Y to the **Transaction Source Required** field in G/L Options Maintenance (MENU GLFIL2). To duplicate the transaction source from the last transaction entered, press the DUP key when the cursor is in this field. *Default Value:* value from the Transaction Entry Screen (p. 5-11) (A 15) Optional
Project	For internal use only. May be used for job accounting. To duplicate the project ID from the last transaction entered, press the DUP key when the cursor is in this field. *Default Value:* value from the Transaction Entry Screen (p. 5-11) (A 10) Optional
Comments	This indicates if an expanded description has been entered for this detail transaction. This field will display YES or NO. An expanded description can be entered on the Comment Entry Screen (p. 5-30). Display
F5=Comments	Press F5=COMMENTS to add or change an expanded description for this transaction. When additional comments are entered, a + sign is displayed to the right of the transaction description on the top half of the screens.
F12=Return	Press F12=RETURN to return to the Transaction Entry Screen (p. 5-11) without accepting the transaction.
F24=Delete	The F24=DELETE function key appears only for groups you created. This function key does not appear for out-of-balance transaction lines created by the system. However, you can delete any lines you manually added to the out-of-balance group. Use F24=DELETE to delete the selected transaction. This key may be used only when you have accessed this screen when changing a transaction (F13 - F20). Press F24=DELETE twice to delete the transaction.
Enter	Press ENTER to confirm your selections. The Transaction Entry Screen (p. 5-11) appears.

Comment Entry Screen



This screen displays when you press F5=COMMENTS from theTransaction Entry Review Screen (p. 5-25). Use this screen to enter or change the extended description for a detail transaction. An extended description may be up to 360 characters in length. When comments are keyed on this screen, a + sign is displayed to the right of the transaction description displayed on the top of the screen.

Comment Entry Screen Fields and Function Keys

Field/Function Key	Description
Co	The number of the company and the company name for which this transaction group is being added or changed. Display
Post	The posting date and period for the current transaction group. The posting period is the accounting period which corresponds to the posting date. Display
Dr	The total of all debit amounts in this transaction group. Display
Cr	The total of all credit amounts in this transaction group. Display
Dif	The difference between the total debit and the total credit amounts in this transaction group. Total debits must equal total credits before a group can be posted. Display

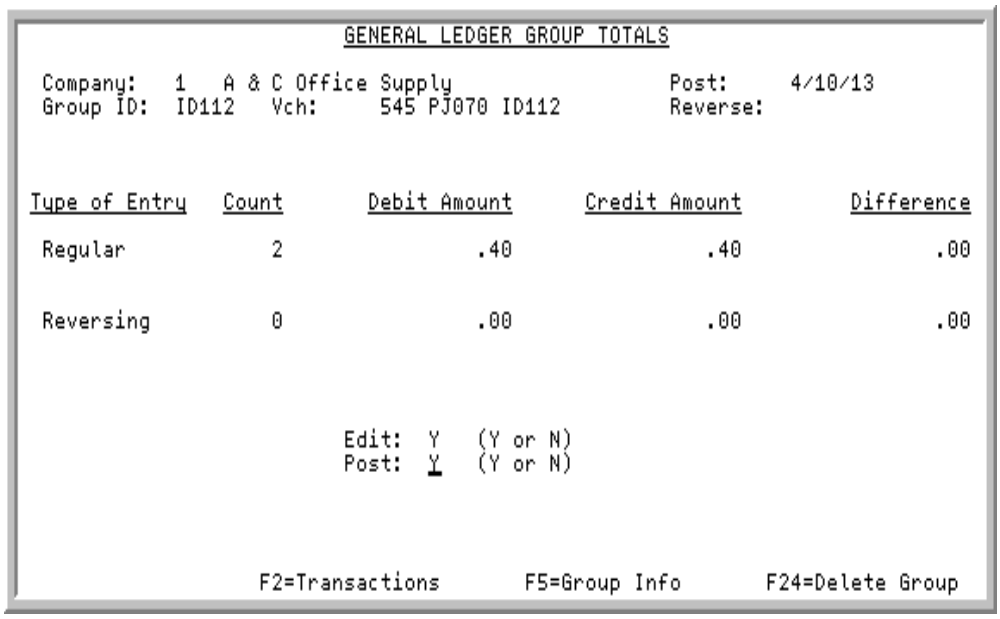
Comment Entry Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The number referring to a specific detail transaction. Use this **Reference Number** *t*o determine which function key should be pressed to change or delete a transaction. Display
Acct/Trns Desc	The account number and transaction description. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions in the transaction group are displayed in the top half of this screen. Press F2=ACCT/DESC / F2=DESC ONLY / F2=TR DESC ONLY / F2=ACCT/TR DESC to toggle between displaying the • account number/account description • account description only • transaction description only • account number/transaction description A + displayed at the end of the transaction description indicates that there were comments entered for this transaction. Display
Typ	The type of transaction for this line; J - journal, R- reversing, A - adjusting, Y - year-end entry.
Debit	If the transaction amount for this transaction is a debit, the value will display in the this field. Display
Credit	If the transaction amount for this transaction is a credit, the value will display in the this field. Display
Line	The line number of the detail transaction. The line number indicates the sequence in which this detail transaction was entered. Display
G/L Account Number/ Trans Description/Acct Description	Displays the reference number, G/L account number, transaction description, journal type, amount of the current transaction, and the actual line number selected to have a comment added. Display
Comments	Use this area to record comments pertaining to a single transaction or a group of transactions. They will print on the G/L Transaction Post Journal (p. 8-7), and the General Ledger Detail Report (p. 29-1), and are available for display during inquiry. (6 @ A 60) Required

Comment Entry Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Transaction Entry Screen (p. 5-11) without saving the transaction comments.
Enter	Press ENTER to confirm your selections. The Transaction Entry Screen (p. 5-11) appears.

General Ledger Group Totals Screen



This screen appears after you press F10=END from the General Ledger Group Information Screen (p. 5-8), or the Transaction Entry Screen (p. 5-11).

Use this screen to review total information about the transaction group, delete the group, and/or process the group to edit and/or post, if available.

A warning message will display if the group is out of balance (a difference exists between the debit-credit amounts of regular or reversing entries) or if you specified a reversing date on the General Ledger Group Information Screen (p. 5-8), but no reversing transactions were entered in the group.

General Ledger Group Totals Screen Fields and Function Keys

Field/Function Key	Description
Company	The number of the company and the company name for which this transaction group is being added or changed. Display
Group ID	This is the five character name used to identify this transaction group. Directly following the group ID is the group description. Display
Post/Reverse	These are the posting and reversing dates for this transaction group. Display

General Ledger Group Totals Screen Fields and Function Keys

Field/Function Key	Description
Control Totals	Use this section to verify that all transactions have been entered and are in balance. Totals are provided separately for regular transactions and reversing transactions. If a group is out of balance, you may return to detail transaction entry F2=TRANSACTIONS, or end the group and print Transaction Edit Reports (by responding to the **Edit** field with Y). Posting is not permitted if any errors exist in the transaction group. Display
Edit	Use this field to designate if you want to print the G/L Transaction Entry Edit Report (p. 7-8) and the G/L Transaction Entry Edit - Error Report (p. 7-5) for this transaction group. Key Y to run the edit process. NOTE: If the **Always Print Transaction Edit Report** field on the G/L Company Options Maintenance Screen (p. 18-12) is set to N and there are no errors in the group, then the G/L Transaction Entry Edit - Error Report (p. 7-5) will not print regardless if you key Y in this field. The edit process will run but not generate any printed output. Key N if you do not want the edit process run at this time. See CHAPTER 7: *Editing General Ledger Transaction Groups* for further details about printing these reports. NOTE: If your are not authorized to run the Transaction Edit reports, a message will be displayed. (A 1) Required

General Ledger Group Totals Screen Fields and Function Keys

Field/Function Key	Description
Post	This field displays only if this option was accessed by pressing F5=CREATE GROUP on the End Voucher Information Screen in the Accounts Payable Inquiry (MENU APMAIN) when redistribution adjustments were made and a General Ledger group needs to be created. Use this field to post the transaction group. Key Y to post this group. The standard posting screens in Post Transactions (MENU GLMAIN) will appear prior to the General Ledger group being submitted to the Transaction Process (TP) to perform the post job. While processing, you will be returned to the Accounts Payable Inquiry (MENU APMAIN). The information stored will indicate that the group was created as a result of a voucher redistribution account functionality. Note that if the edit process fails, the group will still have been created and could be maintained at a later time. Key N if you do not want this group posted. You will be returned to the Accounts Payable Inquiry and will be able to later maintain and/or post this group, if desired. *Default Value:* Y if you are authorized to post a General Ledger group and will be input-capable; N and protected if you are not authorized to post a General Ledger group (A 1) Required
F2=Transactions	Press F2=TRANSACTIONS to display the Transaction Entry Screen (p. 5-11) for the current transaction group.
F5=Group Info	Press F5=GROUP INFO to display the General Ledger Group Information Screen (p. 5-8) for the current transaction group.
F24=Delete Group	The F24=DELETE GROUP function key appears only for groups you created. This function key does not appear for out-of-balance groups created by the system. Press F24=DELETE GROUP to delete this group of transactions. You will be required to confirm deletion of this group by pressing F24=DELETE GROUP again. You may not delete a transaction group if it contains any detail transactions. NOTE: If redistribution adjustments were made through the Accounts Payable Inquiry (MENU APMAIN), when the General Ledger group is deleted so are any readjustment entries that were made.

General Ledger Group Totals Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. You are returned to the G/L Main Menu (MENU GLMAIN). If the **Edit** field is Y, the G/L Transaction Entry Edit Report (p. 7-8) and the G/L Transaction Entry Edit - Error Report (p. 7-5) will print. If the **Post** field is Y, the General Ledger Transaction Post Screen (p. 8-3) will appear.

CHAPTER 6

Creating Transactions From Templates

6

Use the Create Transactions from Templates option to copy a transaction group template to a new transaction group. A transaction group template is a transaction group which has been defined specifically for the purpose of copying when processing a new transaction group. Transaction group templates are keyed through Transaction Entry (MENU GLMAIN). Specify the **Group Type** as T (for template) on the General Ledger Group Information Screen (p. 5-8). The template transaction group will be available to copy to new transaction groups. This reduces keying for standard or recurring transactions. Use this option to copy an existing transaction group template to a new transaction group.

Once the copy has occurred, you can make the required modifications or additions, if any, to the new transaction group in Transaction Entry (p. 5-1) which has been opened for you. Proceed to edit and post the transaction group in the typical manner. Refer to Transaction Edit List (MENU GLMAIN) and Post Transactions (MENU GLMAIN).

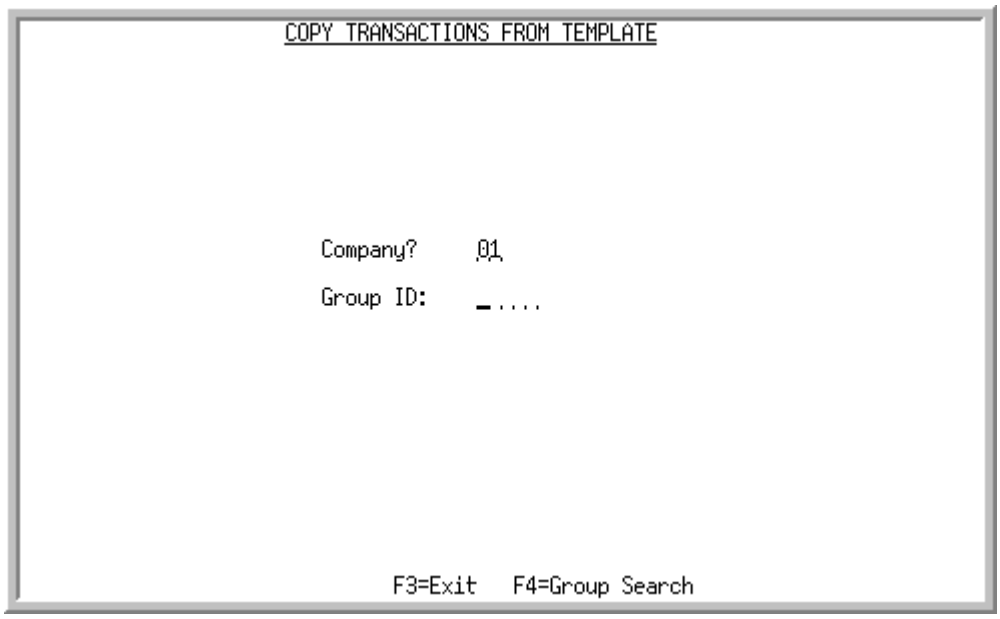
Create Transactions From Templates

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Copy Transactions From Template Selection Screen	Use to specify the company and group ID for the transaction group template.
General Ledger Group Selection Screen	Use to select from a list of defined transactions groups. For a description of this screen, refer to CHAPTER 5: *Entering General Ledger Transactions*.
Create Transactions From Template Screen	Use to define the transaction group you are creating.

NOTE: The remainder of the screens that are shown are from CHAPTER 5: *Entering General Ledger Transactions*. Refer to that chapter for more information on those screens.

Copy Transactions From Template Selection Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is GL100FM_STARTG.

This screen appears after you select the Create Transactions From Templates option from the General Ledger Main Menu (MENU GLMAIN). Use this screen to select the company and group ID of the transaction group template to copy to a new transaction group.

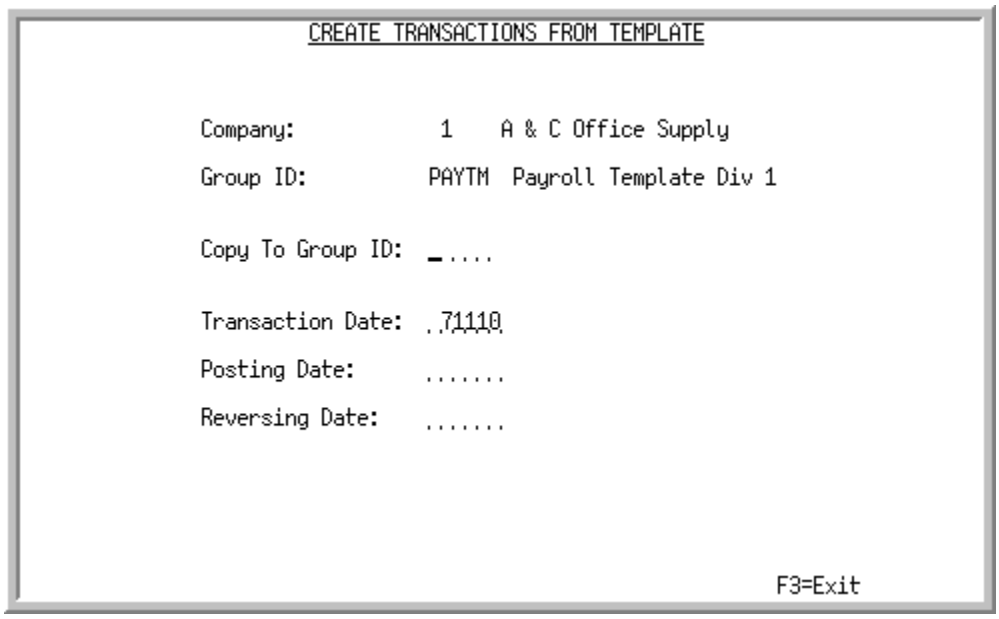
Copy Transactions From Template Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The number of the company for which this transaction group template is being copied to create a new transaction group. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 1) Required

Copy Transactions From Template Selection Screen Fields and Function Keys

Field/Function Key	Description
Group ID	The five character identifier of the transaction group template which you will copy to a new transaction group. If you do not know the name of a transaction group template, you may access the group search by pressing F4. *Valid Values:* Must be an existing template group (A 5) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the G/L Main Menu (MENU GLMAIN).
F4=Group Search	Press F4=GROUP SEARCH to display the General Ledger Group Selection Screen (p. 5-5). This screen displays the Group ID, Group Type, Group Description, User, Post Date, and Status for each unposted transaction group used in transaction processing. From this screen select the desired transaction group template for which a new transaction group will be created.
Enter	Press ENTER after you have made your selections. The Create Transactions From Template Screen (p. 6-4) appears.

Create Transactions From Template Screen



This screen appears after you press ENTER from the Copy Transactions From Template Selection Screen (p. 6-2). Use this screen to define the new transaction group which is created through this option, and to specify the transaction dates, posting date, and (optionally) reversing date for the new transaction group.

Create Transactions From Template Screen Fields and Function Keys

Field/Function Key	Description
Group ID	This is the five character identification for this transaction group template. Display
Copy To Group ID	This is the group identification code of the new transaction group which is created through this option. Key the name of the new transaction group to which the transaction group template displayed in the **Group ID** field will be copied. You cannot use the name of an existing transaction group. *Valid Values:* May not be an existing transaction group (A 5) Required

Create Transactions From Template Screen Fields and Function Keys

Field/Function Key	Description
Transaction Date	This is the transaction date to use for each detail transaction in the new transaction group. The transaction date is the date on which a transaction occurred; it is an informational field only, used in reports and inquiries. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Posting Date	The posting date for the transaction group being created. You may post a transaction group to any open or temporarily closed period. A warning message is displayed when posting to a temporarily closed period. You may not post to a permanently closed period. Therefore a date within that period is invalid. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Reversing Date	The reversing date of the group of transactions. The reversing period is displayed directly to the right of the reversing date. This field is required only if reversing entries are being entered. R-type transactions automatically generate two transactions when posted: a regular Journal Entry (transaction type J) for the Posting Period and a Reversing Entry (transaction type R) for the Reversing Period. The Debit/Credit Code is reversed. Reversing Entries must balance within a group. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Exit	Press F3=EXIT to exit this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Transaction Entry Screen (p. 5-11) appears and you will complete your template group in Option 1 - Transaction Entry.

CHAPTER 7

Editing General Ledger Transaction Groups

7

Use the Transaction Edit List option on the General Ledger Main Menu (MENU GLMAIN) to edit a transaction group which has been entered through Transaction Entry (MENU GLMAIN). An individual transaction group must be entered, edited, and posted before the transaction information is used by General Ledger.

Through this option, the following two reports can be generated:

- G/L Transaction Entry Edit - Error Report (p. 7-5), which prints each detail transaction in the transaction group and associated comments and indicates if any errors exist in the transaction group. If no errors existed in the transaction group, it will print a message informing you that the group successfully passed the edit. You will be unable to post a transaction group if errors are printed on the G/L Transaction Entry Edit - Error Report (p. 7-5).

  See the **Print Errors Only** field on the General Ledger Transaction Edit Screen (p. 7-3) and the **Always Print Transaction Edit Report** field on the G/L Company Options Maintenance Screen (p. 18-12) for additional information.

- G/L Transaction Entry Edit Report (p. 7-8), which is used to examine the accuracy of your detail transaction entries. See the **Print Errors Only** field on the General Ledger Transaction Edit Screen (p. 7-3) for additional information.

  You can correct data entry errors through Transaction Entry (MENU GLMAIN) and then edit the group again. There is no limit to the number of edits which may be performed on a transaction group. If the group is edited without errors, the transaction status changes from ACTIVE to EDITED. If errors do exist, the transaction status remains ACTIVE.

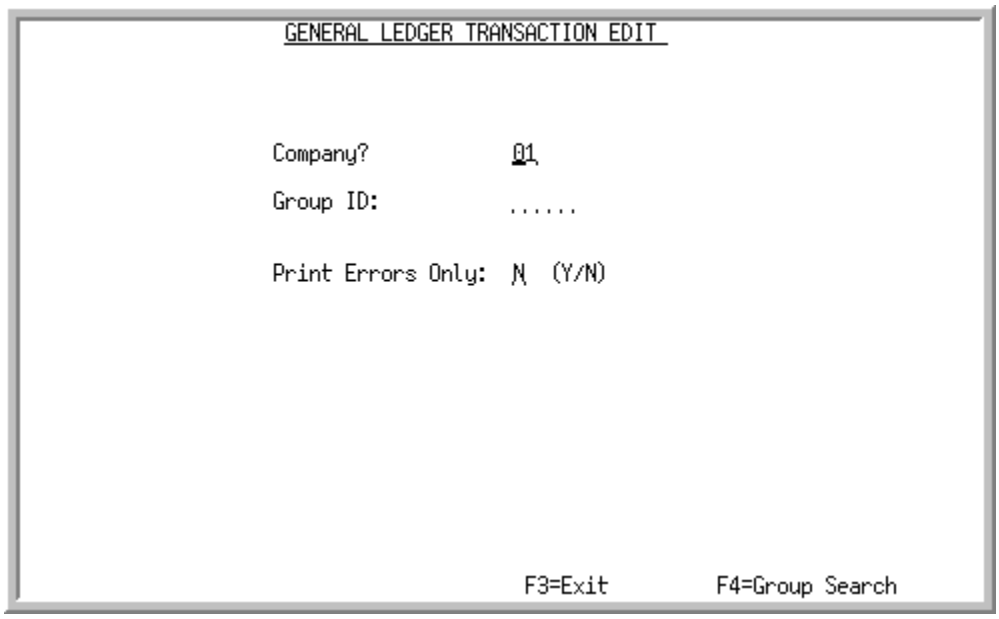
Transaction Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Transaction Edit Screen	Use to specify the company and group for editing.

Title	Purpose
General Ledger Group Selection Screen	Use to select from a list of defined transactions groups. For a description of this screen, refer to CHAPTER 5: *Entering General Ledger Transactions.*
G/L Transaction Entry Edit - Error Report	Prints the results of the group edit.
G/L Transaction Entry Edit Report	Prints the detailed transactions for the group edit.

General Ledger Transaction Edit Screen



This screen appears after you selecting the Transaction Edit List option from the General Ledger Main Menu (MENU GLMAIN). Use this screen to select the transaction group to edit. A transaction group is identified by the group ID.

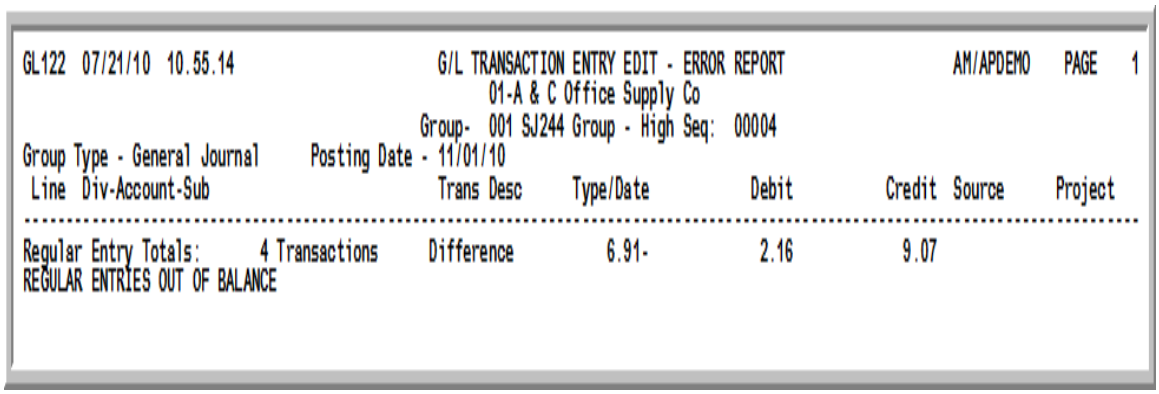
G/L Transaction Edit Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to specify the company associated with the group of transactions. *Default Value:* he default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) and which has been set up in G/L Options Maintenance (MENU GLFIL2). (N 2,0) Required
Group ID	This is the identifier of the transaction group to edit. If you do not know the Group ID, access the group search by pressing F4=GROUP SEARCH. (A 5) Required

G/L Transaction Edit Screen Fields and Function Keys

Field/Function Key	Description
Print Errors Only	This field indicates if you wish to print the G/L Transaction Entry Edit - Error Report (p. 7-5) only, or both the G/L Transaction Entry Edit - Error Report and the G/L Transaction Entry Edit Report (p. 7-8). The G/L Transaction Entry Edit - Error Report (p. 7-5) prints each detail transaction in the transaction group and associated comments and indicates if any errors exist in the transaction group. If no errors existed in the transaction group, it will print a message informing you that the group successfully passed the edit. The G/L Transaction Entry Edit Report (p. 7-8) is used to examine the accuracy of your detail transaction entries. Key Y to print only the G/L Transaction Entry Edit - Error Report (p. 7-5). Key N to print both reports. NOTE: If the **Always Print Transaction Edit Report** field on the G/L Company Options Maintenance Screen (p. 18-12) is set to N and there are no errors in the group, then the G/L Transaction Entry Edit - Error Report (p. 7-5) will not print regardless if you key Y in this field. If the **Always Print Transaction Edit Report** field has not been set up (that is, it is blank in the Order Control File), the report will continue to print during the General Ledger Transaction Edit process. (A 1) Required
F3=Exit	Press F3=EXIT to exit from this option and return to the menu.
F4=Group Search	Press F4=GROUP SEARCh to display a list of defined groups. The General Ledger Group Selection Screen (p. 5-5) appears. The G/L Group Selection Screen displays the group ID, group type, group description, user, post date, and status for each unposted transaction group used in G/L transaction processing. From this screen select the desired group to edit.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Transaction Entry Edit - Error Report



```
GL122  07/21/10  10.55.14                G/L TRANSACTION ENTRY EDIT - ERROR REPORT              AM/APDEMO   PAGE   1
                                                    01-A & C Office Supply Co
                                           Group-  001 SJ244 Group - High Seq:  00004
Group Type - General Journal     Posting Date - 11/01/10
 Line  Div-Account-Sub                    Trans Desc     Type/Date          Debit         Credit  Source     Project
-------------------------------------------------------------------------------------------------------------------
Regular Entry Totals:      4 Transactions     Difference          6.91-          2.16          9.07
REGULAR ENTRIES OUT OF BALANCE
```

This report is printed, if applicable, from multiple places during the General Ledger Transaction Edit process.

Use this report to determine if any errors exist in a transaction group entered through Transaction Entry (MENU GLMAIN). The fields printed on this report will not print simultaneously. All fields are shown on this report for illustration purposes only.

The following types of errors are indicated on this report:

- Invalid Account Number
- Suspended Account Number
- Regular Entries Out of Balance
- Reverse Entries Out of Balance
- If a General Journal Group contains a transaction with a zero dollar amount
- Year-End Entries Do Not Balance

If no errors are detected in the transaction group, the transaction group has passed the edit. If a transaction group passes this edit, the status of the transaction is changed from ACTIVE to EDITED. If a transaction group does not pass this edit, the status of the transaction group remains ACTIVE.

NOTE: If a group exists, the group will print in the "heading" information. Also, the **Group Type** will print either General Journal or Template.

G/L Transaction Entry Edit - Error Report

Report/Listing Fields	Description
Line	The line number assigned to the detail transaction during Transaction Entry (MENU GLMAIN). Use this line to reference a detail transaction. A line number will print in this column only if the detail transaction utilizes an invalid or suspended account number or if the transaction contains a zero dollar amount.

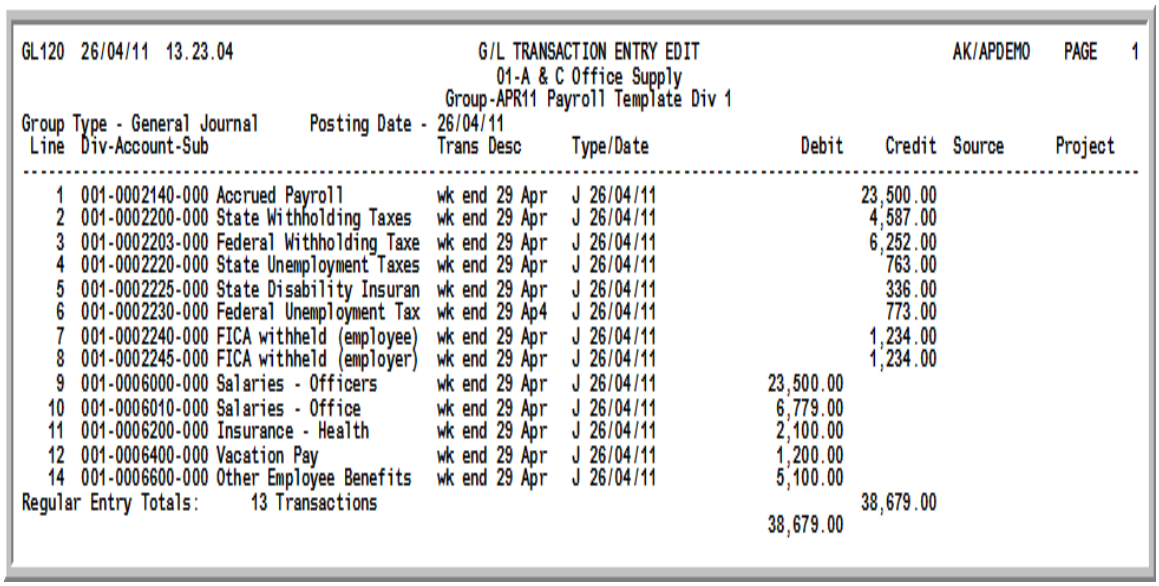
G/L Transaction Entry Edit - Error Report

Report/Listing Fields	Description
G/L Account Number	The G/L account number entered for this detail transaction. It is printed in the format specified in G/L Options Maintenance (MENU GLFIL2). An account number will display in this column only if the account number is invalid or suspended.
Error Messages	One of the following error messages is printed for the transaction in error: • INVALID #: This message prints if the account number specified in the detail transaction is an invalid account number. That is, it does not exist in the chart of accounts. The chart of accounts is maintained through G/L Accounts Maintenance (MENU GLFILE). • SUSPENDED #: This message prints if the account number specified in the detail transaction has been suspended. An account number is suspended through G/L Accounts Maintenance (MENU GLFILE) and may be reinstated through the same option. • AMOUNT = 0: This message prints if the amount keyed for a General Journal detail transaction is zero.
Trans Desc	The description of the G/L account entered for this detail transaction.
Type/Date	The transaction type and the transaction date for this detail transaction. The transaction type is J for Journal Entry, R for Reversing Entry, A for Adjusting Entry, or Y for Year-end Adjusting Entry. A value will display in this column only if the detail transaction utilizes an invalid or suspended account number.
Debit	The debit dollar amount which was entered for this detail transaction. A value will display in this column if the detail transaction utilizes an invalid or suspended account number. If regular or reversing detail transaction entries in a transaction group do not balance, the total debit amount is printed.
Credit	The credit dollar amount which was entered for this detail transaction. A value will display in this column if the detail transaction utilizes an invalid or suspended account number. If regular or reversing detail transaction entries in a transaction group do not balance, the total credit amount is printed.
Source	The source that was keyed for this detail transaction. A value will display in this column if a source was entered, and if the detail transaction utilizes an invalid or suspended account number.
Project	The project that was keyed for this detail transaction. A value will display in this column if a project was entered.

G/L Transaction Entry Edit - Error Report

Report/Listing Fields	Description
Regular Entry Totals	Indicates that the values that follow apply to all regular detail transaction entries that were entered in the transaction group.
Reversing Entry Totals	Indicates that the values that follow apply to all reversing detail transaction entries that were entered in the transaction group. This heading is printed only when reversing entries have been keyed in the transaction group.
Count	The number of transactions entered in this transaction group for all regular entries or for all reversing entries.
Difference	The difference between the total credit amount and the total debit amount for this transaction group for all regular entries or for all reversing entries. This field is printed only when the regular or reversing entries in this transaction group are out of balance.
Totals	The following total information is printed: One of the following balance errors is printed, if applicable: • REGULAR ENTRIES OUT OF BALANCE: This error message indicates that the regular entries in the transaction group are out of balance. The total debit amount, total credit amount, and difference between the total debits and total credits are printed. You must change the transaction group to eliminate this error before you can post the transaction group. • REVERSING ENTRIES OUT OF BALANCE: This error message indicates that the reversing entries in the transaction group are out of balance. The total debit amount, total credit amount, and difference between the total debits and total credits are printed. You must change the transaction group to eliminate this error prior to posting the transaction group.
Group xxxxx has successfully passed the edit.	This message prints if the transaction group for which this edit was run has passed the transaction group edit. When a transaction group has passed this edit, you may post the transaction group through Post Transactions (MENU GLMAIN).

G/L Transaction Entry Edit Report



```
GL120  26/04/11  13.23.04                    G/L TRANSACTION ENTRY EDIT                          AK/APDEMO    PAGE    1
                                                    01-A & C Office Supply
                                            Group-APR11 Payroll Template Div 1
Group Type - General Journal      Posting Date - 26/04/11
 Line  Div-Account-Sub                        Trans Desc      Type/Date                Debit     Credit  Source      Project
-------------------------------------------------------------------------------------------------------------------------------
    1  001-0002140-000 Accrued Payroll         wk end 29 Apr   J 26/04/11                      23,500.00
    2  001-0002200-000 State Withholding Taxes wk end 29 Apr   J 26/04/11                       4,587.00
    3  001-0002203-000 Federal Withholding Taxe wk end 29 Apr  J 26/04/11                       6,252.00
    4  001-0002220-000 State Unemployment Taxes wk end 29 Apr  J 26/04/11                         763.00
    5  001-0002225-000 State Disability Insuran wk end 29 Apr  J 26/04/11                         336.00
    6  001-0002230-000 Federal Unemployment Tax wk end 29 Ap4  J 26/04/11                         773.00
    7  001-0002240-000 FICA withheld (employee) wk end 29 Apr  J 26/04/11                       1,234.00
    8  001-0002245-000 FICA withheld (employer) wk end 29 Apr  J 26/04/11                       1,234.00
    9  001-0006000-000 Salaries - Officers     wk end 29 Apr   J 26/04/11          23,500.00
   10  001-0006010-000 Salaries - Office       wk end 29 Apr   J 26/04/11           6,779.00
   11  001-0006200-000 Insurance - Health      wk end 29 Apr   J 26/04/11           2,100.00
   12  001-0006400-000 Vacation Pay            wk end 29 Apr   J 26/04/11           1,200.00
   14  001-0006600-000 Other Employee Benefits wk end 29 Apr   J 26/04/11           5,100.00
Regular Entry Totals:      13 Transactions                                          38,679.00
                                                                                    38,679.00
```

This report prints each detail transaction that was keyed in the transaction group. Use this report to examine the accuracy of your detail transaction entry. Compare this report to the source document from which you enter detail transactions; any inconsistencies reflect a data entry error. Correct data entry errors through Transaction Entry (MENU GLMAIN).

This report is optionally printed through this option if you keyed Y for **Print Errors Only** on the General Ledger Transaction Edit Screen (p. 7-3).

Values for every detail transaction in the transaction group print in all columns on this report. Transaction group totals are printed at the bottom of the report.

G/L Transaction Entry Edit Report

Report/Listing Fields	Description
Line	The line number assigned to the detail transaction during Transaction Entry (MENU GLMAIN). Use this line to reference the detail transaction.
G/L Account Number	The G/L account number entered for this detail transaction. It is displayed in the format specified in G/L Options Maintenance (MENU GLFIL2).
Trans Desc	The description of the G/L account entered for this detail transaction.
Type/Date	The transaction type and the transaction date for this detail transaction. The transaction type is J for a journal entry, R for a reversing entry, A for an adjusting entry, or Y for a year-end adjusting entry.

G/L Transaction Entry Edit Report

Report/Listing Fields	Description
Debit	The debit dollar amount which was entered for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount which was entered for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.
Source	The source (if any) that was keyed for this detail transaction.
Project	The project (if any) that was keyed for this detail transaction.
Regular Entry Totals	Indicates that the values that follow apply to all regular detail transaction entries that were entered in the transaction group.
Reversing Entry Totals	Indicates that the values that follow apply to all reversing detail transaction entries that were entered in the transaction group.
Count	The number of transaction entered in this transaction group for all regular entries or for all reversing entries.
Difference	The difference between the total credit amount and the total debit amount for this transaction group for all regular entries or for all reversing entries. This field is printed only when the regular or reversing entries in this transaction group are out of balance.

CHAPTER 8

Posting General Ledger Transaction Groups

8

Use the Post Transactions option on the General Ledger Main Menu (MENU GLMAIN) to post a transaction group to update General Ledger. A transaction group is one or more transactions which share a common group ID. An individual transaction group must be entered, edited, and posted before the transaction information is utilized by General Ledger. You are not required to edit the transaction group through the Transaction Edit List option (MENU GLMAIN) because the Post Transactions option also edits the group. The group will post if the transaction group passes the edit either through the Transaction Edit List option or the Post Transaction option. However, if the group has errors, an error report will print. A group with errors remains active and posting is cancelled. Use the error report to identify and correct the errors. You will not be able to post a transaction group until no errors are detected in the group.

If there are no errors, the group will be posted. During the posting process:

- the group status changes from EDITED to POSTING
- the system submits the group to the Transaction Processor for posting
- each transaction in the group is assigned a journal reference number, unless you are posting an out-of-balance transaction group that was created by the system and then manually corrected through Transaction Entry (MENU GLMAIN). In this case, the journal number for the group will be the journal number originally assigned to the group at the time the data for the transaction was retained by the system. The first segment of the journal reference number, called the journal number, is assigned to one transaction group. A separate journal number is assigned to reversing entries generated from a transaction group. The prefix to the journal number is GJ for transaction groups added through Transaction Entry (MENU GLMAIN). The second segment of the journal reference number is assigned sequentially to each detail transaction in a transaction group. This segment is always 00001 for the first detail transaction in a transaction group.
- the G/L Transaction Post Journal (p. 8-7) prints
- account balances are updated in the G/L Summary File (GLSUM)
- transactions are posted to the G/L Transaction Detail File (GLDET)
- extended descriptions for transactions are written to the Transaction Detail Expanded Description File (GLDDS).
- the transaction group is deleted, so it may be used again

Post Transactions

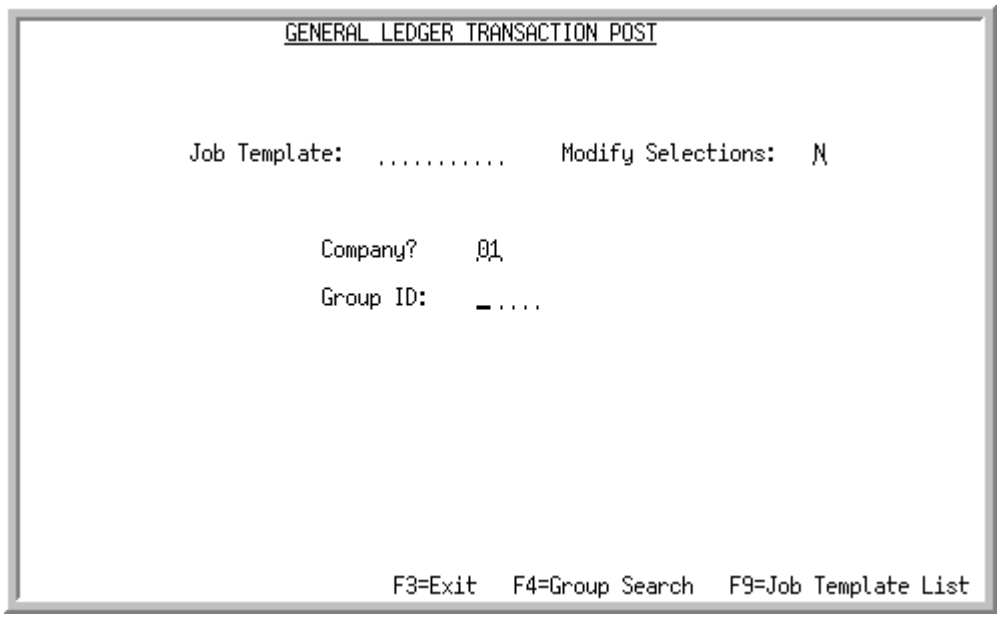
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Transaction Post Screen	Use to specify the company and group for posting. You also have the option to select the job template to be used for the G/L Transaction Post job.
General Ledger Group Selection Screen	Use to select from a list of defined transactions groups. For a description of this screen, refer to CHAPTER 5: *Entering General Ledger Transactions.*
G/L Transaction Post Journal	Prints the results of the group edit.

How To Restart This Option

If the option was interrupted before pressing ENTER from the Report Options Screen, then restart by selecting this option again. After pressing ENTER from the Report Options Screen, the posting procedure is automatically submitted to the Transaction Processor.

General Ledger Transaction Post Screen



This screen appears after selecting option 4 - Post Transactions from the General Ledger Main Menu (MENU GLMAIN). This screen can also be accessed from the General Ledger Group Totals Screen (p. 5-33) in Transaction Entry (MENU GLMAIN) if the **Post** field on that screen is set to Y.

Use this screen to select the group of transactions to post. Transactions to be posted are based on the company and group ID entered on this screen.

You also have the option to select the job template to be used for the G/L Transaction Post job.

G/L Transaction Post Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, G/L Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the G/L Transaction Post job, press F9=JOB TEMPLATE LIST. *Valid Values:* A job template defined for G/L Transaction Post jobs (that is, G/L130PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

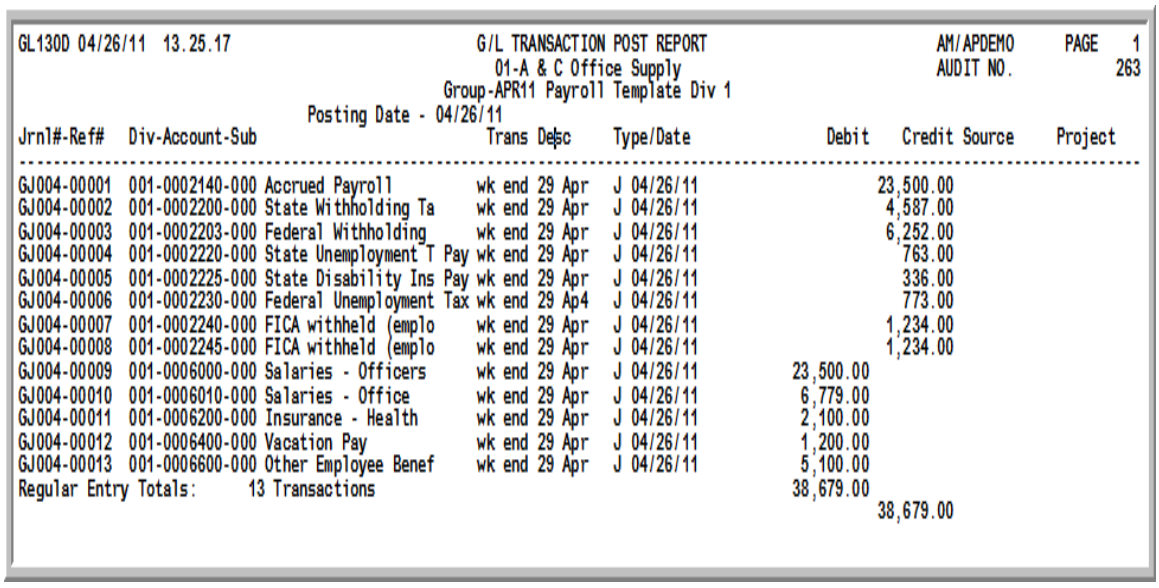
G/L Transaction Post Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one via F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
Company	Key the company number for which transactions will be posted. *Default Value:* Default Company set up for Distribution A+ *Valid Values:* Any company number which has been set up in G/L Options Maintenance (MENU GLFIL2). (N 2,0) Required
Group ID	This is the group identifier of the transaction group to post. If you do not know the Group ID, you may access the group search by pressing F4=GROUP SEARCH. The transaction group can only be a General Journal (G/J) Group. You cannot post a Template Group (TMP). (A 5) Required
F3=Exit	Press the F3=EXIT function key to exit from this option and return to the menu.
F4=Group Search	Press the F4=GROUP SEARCH function key to access the General Ledger Group Selection Screen (p. 5-5). This screen displays the Group ID, Group Type, Group Description, User, Post Date, and Status for each unposted transaction group used in G/L Transaction Processing. From this screen select the desired group to post. The Report Options Screen appears.
F9=Job Template List	Press the F9=JOB TEMPLATE LIST function key to display the Job Template List Screen, where you can review a list of existing job templates that have been created for G/L Transaction Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

G/L Transaction Post Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections. The Report Options Screen appears. Refer to the Cross Application User Guide for details about this screen. The G/L Transaction Entry Edit Report (p. 7-8) and the G/L Transaction Post Journal (p. 8-7) print. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

G/L Transaction Post Journal



GL130D 04/26/11 13.25.17 G/L TRANSACTION POST REPORT AM/APDEMO PAGE 1
01-A & C Office Supply AUDIT NO. 263
Group-APR11 Payroll Template Div 1
Posting Date - 04/26/11

Jrnl#-Ref#	Div-Account-Sub	Trans Desc	Type/Date	Debit	Credit	Source	Project
GJ004-00001	001-0002140-000	Accrued Payroll	wk end 29 Apr	J 04/26/11		23,500.00	
GJ004-00002	001-0002200-000	State Withholding Ta	wk end 29 Apr	J 04/26/11		4,587.00	
GJ004-00003	001-0002203-000	Federal Withholding	wk end 29 Apr	J 04/26/11		6,252.00	
GJ004-00004	001-0002220-000	State Unemployment T Pay	wk end 29 Apr	J 04/26/11		763.00	
GJ004-00005	001-0002225-000	State Disability Ins Pay	wk end 29 Apr	J 04/26/11		336.00	
GJ004-00006	001-0002230-000	Federal Unemployment Tax	wk end 29 Ap4	J 04/26/11		773.00	
GJ004-00007	001-0002240-000	FICA withheld (emplo	wk end 29 Apr	J 04/26/11		1,234.00	
GJ004-00008	001-0002245-000	FICA withheld (emplo	wk end 29 Apr	J 04/26/11		1,234.00	
GJ004-00009	001-0006000-000	Salaries - Officers	wk end 29 Apr	J 04/26/11	23,500.00		
GJ004-00010	001-0006010-000	Salaries - Office	wk end 29 Apr	J 04/26/11	6,779.00		
GJ004-00011	001-0006200-000	Insurance - Health	wk end 29 Apr	J 04/26/11	2,100.00		
GJ004-00012	001-0006400-000	Vacation Pay	wk end 29 Apr	J 04/26/11	1,200.00		
GJ004-00013	001-0006600-000	Other Employee Benef	wk end 29 Apr	J 04/26/11	5,100.00		
Regular Entry Totals: 13 Transactions					38,679.00		
						38,679.00	

NOTE: Depending on which interfaces are active, as determined through Company Name Maintenance (MENU XAFILE), this journal is printed at the completion of a successful posting run, and through a variety of options, including, if applicable, Day-End Processing (MENU XAMAST).

A G/L Transaction Post Journal prints each detail transaction that was posted. Use this journal as your record of the transactions posted to G/L. The journal is sorted by journal reference number; meaning, the order in which the transactions were keyed. A separate journal is generated for each journal type.

Important

Inventory transactions posted during the day only update item files, quantities on hand, etc. The only way to update general ledger with those transactions (and update item history files with the general ledger information) is to run Day-End Processing, or Post I/A Transactions to G/L. Either way, when this report is generated, it will include all transactions made which affected inventory (except sales) since the last time general ledger was updated (by either Day-End Processing or Post I/A Transactions to G/L).

An Audit Number is assigned to this journal which indicates the sequence in which the transactions included have been posted. Retain G/L Transaction Post Journals in sequential order by the Audit Number. This allows you to present written proof of your various journal entries sequenced by transaction.

Values for every detail transaction in the transaction group print in all columns on this journal. Transaction group totals are printed at the bottom of the journal. Sections of the report are separated by G/L Posting Date and also journal number. Generally, the G/L Transaction Post Journal consists of:

- A section containing all the transactions in the group. All transactions in this section of the journal have the same journal number (e.g. GJ100).
- A section containing transactions generated from any reversing entries in the first section. For example, a reversing entry $100 (DR) would generate an entry of $100 (CR).

These generated transactions will post to the reversing period assigned to the group. The journal number for these transactions will be one greater than the journal number in first section (e.g. GJ101).

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
AUDIT NO.	The Audit Number for this G/L Transaction Post Journal. The Audit Number is assigned to this journal to indicate the sequence in which transactions were posted. Since this journal serves as the formal document of journal entries made into G/L, retain these journals in sequence by Audit Number.
Jrnl#-Ref#	Journal Reference numbers are automatically assigned at posting time. They consist of two 5 character segments, as such: GJ001-00001. The first segment is called the journal number; the second segment is called the sequence number. The journal number is a combination of the journal type and a sequential number from 001 to 999. A separate G/L Transaction Post Journal is generated for each journal type and the sequential number is incremented for each transaction group posted. (A separate sequential number is assigned to reversing entries generated from a transaction group.) The sequence number is incremented by 1 for each transaction in the group (i.e., for the same journal number). If there are 20 transactions, each will be assigned a sequence number of 1 through 20. This number is always 00001 for the first detail transaction in a transaction group. Each type of transaction affecting G/L results in a specific journal type entry. Each of the following journal types used in Distribution A+ will result in a separate G/L Transaction Post Journal: • CD - Cash Disbursements Report • CJ - Miscellaneous Cash Journal • CR - Cash Receipts (Register) Journal • GJ - General Journal • IJ - Inventory Journal • IC - International Currency Journal • PJ - Purchase Journal • SJ - Sales Journal • TJ - Inter-company Transfer Journal

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Jrnl#-Ref#: CD	CD: If the A/P to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), A/P Cash Disbursement (CD) transactions are posted to G/L. Cash disbursement transactions are posted in A/P for voucher groups containing prepaid invoices through Post Vouchers (MENU APMAIN). Cash disbursement transactions are also posted in A/P when checks are posted (recorded) through Record Check Numbers (MENU APCHCK); when manual checks are posted through Post Manual Checks (MENU APCHCK); and when check reversals are posted through Post Check Reversals (MENU APCHCK). The resulting G/L Transaction Post Journal for cash disbursement transactions will contain Journal Reference numbers reflecting the cash disbursement report type of CD.
Jrnl#-Ref#: CJ	CJ: If the A/P to G/L interface and/or A/R to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), and if any bank transactions (deposits, withdrawals or transfers) are posted through Post Bank Acct Trn (MENU ARMAIN or APMAIN), Miscellaneous Cash Journal (CJ) transactions are posted to G/L. The resulting G/L Transaction Post Journal for miscellaneous cash transactions will contain Journal Reference numbers reflecting the miscellaneous cash journal type of CJ.
Jrnl#-Ref#: CR	CR: If the A/R to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), Cash Receipt (CR) transactions are posted to G/L. Cash receipt transactions are posted through Cash & Adjustment Post (MENU ARMAIN). A Cash Receipts Journal will also be generated for finance charge invoices that are created through Month End Processing (MENU ARMAST). The resulting G/L Transaction Post Journal for cash receipt transactions and finance charge invoices will contain Journal Reference numbers reflecting the cash receipts journal type of CR.
Jrnl#-Ref#: GJ	GJ: General Journal (GJ) transactions are posted to G/L through Post Transactions (MENU GLMAIN). The resulting G/L Transaction Post Journal for general journal transactions will contain Journal Reference numbers reflecting the general journal type of GJ.

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Jrnl#-Ref#: IC	IC: When foreign currency transactions are posted and a difference exists between the exchange rate in effect when the transaction was created and the rate in effect when the transactions are posted, a revaluation will automatically occur with the resulting gains/losses posted to the G/L Gain/Loss Account. A second G/L Transaction Post Journal listing the resulting gain/loss transactions will print in addition to the usual G/L Transaction Post Journal. The Currency Revaluation Detail Reports also will print a detailed breakdown of the G/L gain/loss transactions generated as a result of the revaluation. Refer to the International Currency User Guide for samples of these reports.
Jrnl#-Ref#: IJ	IJ: If the I/A to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), Inventory Journal (IJ) transactions are posted to G/L. Inventory journal transactions are created for any activity affecting inventory (except for sales). When posting any of these transactions through the associated posting options [e.g., Process Transactions (or MENU OBMAIN), PO Receipts Register (or MENU POMAIN) or MENU WOMAIN), Warehouse Management (MENU WMMAIN), or Receipt Post (MENU WOMAIN), etc.], the inventory journal transactions are not immediately posted to G/L. Instead, inventory journal transactions are posted to G/L manually through Post I/A Transactions to G/L (MENU IAMAST), or automatically during day-end when running Day-End Processing (MENU XAMAST). The resulting G/L Transaction Post Journal for inventory journal transactions will contain Journal Reference numbers reflecting the inventory journal type of IJ.
Jrnl#-Ref#: PJ	PJ: If the A/P to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), Purchase Journal (PJ) transactions are posted to G/L. Purchase journal transactions are created for vouchers. Vouchers are posted through Post Vouchers (MENU APMAIN). The resulting G/L Transaction Post Journal for purchase journal transactions will contain Journal Reference numbers reflecting the purchase journal type of PJ.
Jrnl#-Ref#: SJ	SJ: If the O/E to G/L and/or the A/R to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), Sales Journal (SJ) transactions are posted to G/L. Sales journal transactions are created for invoice postings occurring through Day-End Processing (MENU XAMAST) if the O/E to G/L interface is turned on, and through Invoice Post (MENU ARMAIN) if the A/R to G/L interface is turned on. The resulting G/L Transaction Post Journal for sales journal transactions will contain Journal Reference numbers reflecting the sales journal type of SJ.

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Jrnl#-Ref#: TJ	TJ: If Inter-company accounts, defined through G/L Transfer Definition (MENU G/LXFER), are being used, Inter-company Transactions Journal (TJ) transactions are posted to G/L. When any transaction is posted to an account that has been specifically defined as an inter-company account, an inter-company transaction journal transaction will be created and posted to G/L. The resulting G/L Transaction Post Journal for inter-company transaction journal transactions will contain Journal Reference numbers reflecting the inter-company transaction journal type of TJ.
G/L Account	The G/L account number entered for this detail transaction. It is displayed in the format specified in G/L Options Maintenance (MENU GLFIL2). The account description is printed following the G/L account number.
Trans Desc	The description of this detail transaction. If an extended transaction description has been entered during Transaction Entry (MENU GLMAIN), the extended transaction description is printed below this detail line in the **G/L Account** and **Trans Desc** columns.
Type/Date	The transaction type and the general ledger transaction date for this detail transaction. The transaction type is J for a journal entry, R for the first half of a reversing entry, X for the second half of a reversing entry, A for an adjusting entry, and Y for a year-end adjusting entry.
Debit	The debit dollar amount entered for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount entered for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.
Source: CD	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. CD - Cash Disbursements Report

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Source: CJ	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. CJ - Miscellaneous Cash Journal This journal is generated through Post Bank Account Transactions (MENU ARMAIN) or (MENU APMAIN). The values displayed in the Source field and their meaning are as follows: • **TRANS-OUT** - Transfers for the bank account withdrawing the money • **TRANS-IN** - Transfers for the bank account depositing the money • **WITHDRAWL** - Bank account withdrawals • **DEPOSIT** - Bank account deposits
Source: CR	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. CR - Cash Receipts (Register) Journal When this journal is generated through Month End Processing (MENU ARMAST), the value displayed in the **Source** field and it's meaning is as follows: • AR-F/C - Finance Charge Income or Finance Charge Accounts Receivable • When this journal is generated through Cash & Adjustment Post (MENU ARMAIN), the values displayed in the **Source** field and their meaning are as follows: • When posting in summary to Accounts Receivable, the **Source** field will display aR followed by the date that the invoice was posted. This is not the G/L posting date. • When posting in detail to Accounts Receivable, the **Source** field will display a followed by a blank space and the invoice number. If the invoice is a finance charge invoice, then the blank space before the invoice number would be replaced with F. • For all other accounts, the **Source** field will display a two character code followed by the date that the invoice was posted. This is not the G/L posting date. The two character codes and their meaning are as follows: • AR - Miscellaneous Cash • cR - Cash in Bank • dR - Cash Discounts Taken • jR - Adjustments • fR - Finance Charge A/R

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Source: GJ	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. GJ - General Journal This journal is generated through Post Transactions (MENU GLMAIN). This field will display the value that was entered in the **Source** field on the Transaction Entry Screen (MENU GLMAIN). If that field was blank, then this field will also be blank. For the second half of a reversing entry (Type = X), the **Source** will be a concatenation of the GJ Journal Number and the Reference Number of the first half of the reversing entry (Type = R). NOTE: When this is for a voucher redistribution, the line number of the expense account in the voucher transaction and the voucher number will be displayed.
Source: IJ	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. IJ - Inventory Journal This journal is generated through Process Transactions (MENU IAMAIN or OBMAIN), PO Receipts Register (MENU POMAIN or WOMAIN), Warehouse Management (MENU WMMAIN), or Receipt Post (MENU WOMAIN). The value displayed in the **Source** field and it's meaning is as follows: • I/A -This code will be displayed in the **Source** column for any Inventory Journals generated through the above menu options.
Source: IC	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. IC - International Currency Journal
Source: PJ	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. PJ - Purchase Journal

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Source: SJ	When this journal is generated through Invoice Post (MENU ARMAIN), the **Source** field displays the following: • When posting in summary to Accounts Receivable, the **Source** field for Accounts Receivable and Sales Income will display **AR** followed by the date that the invoice batch was posted. This is not the G/L posting date. • When posting in detail to Accounts Receivable, the **Source** field will display **I** followed by a blank space and the invoice number. If the invoice is a finance charge invoice, then the blank space before the invoice number would be replaced with **F**. When this journal is generated through Day-End Processing (MENU XAMAST), the **Source** field displays the following: • When posting in summary to Accounts Receivable, the **Source** field will display **PMT** followed by the date that the day-end was run. This is not the G/L posting date. • When posting in detail to Accounts Receivable, the **Source** field will display **I** followed by the invoice number. • For all other accounts, the **Source** field will display a three character code followed by the date that the day-end was run. This is not the G/L posting date. The three character codes and their meaning are as follows: • **CGS** - Cost of Goods Sold • **CNT** - Container Charge • **DSC** - Trade Discount • **FET** - Federal Excise Tax • **INV** - Inventory • **OER** - Pending Rebates • **SLS** - Sales Income or Special Charges • **TAX** - Sales Tax Payable • **WH9** - In-Transit Inventory or Transfer Revenue for the “To” warehouse on a warehouse transfer • **WHT** - Inventory or Transfer Cost of Goods Sold for the “From” warehouse on a warehouse transfer
Source: TJ	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. TJ - Inter-Company Transfer Journal

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Project	The project ID keyed for this detail transaction. This field is defined by the user and can be used to attach additional information to the transaction.
Entry Totals	The heading **Regular Entry Totals** indicates that the values that follow apply to all regular detail transaction entries that were entered in the transaction group. The heading **Reversing Entry Totals** indicates that the values that follow apply to all reversing detail transaction entries that were entered in the transaction group.
Count	This is the number of transaction entered in this transaction group for all regular entries or for all reversing entries.

CHAPTER 9

Offline GL Transaction Entry

9

This option allows you to import GL transactions from an Excel Workbook into a GL Transaction Group, which can subsequently be edited and posted. When you run this option, the system will update the GL Offline Import File (GLIMP) from the GL Offline Import File (GLIMP.CSV) (comma separated value) file created from an imported Excel workbook.

The GL Offline Import File (GLIMP.CSV) file must be located at the \IFS\Root (Integrated File System) directory of the System i for the update process. It is recommended that each user that begins this process should have their own copy of the workbook and GL Offline Import File (GLIMP.CSV) with which to work.

Important

Before this option can be run, the directory structure must have been completed and the master copy of the GLOffline.xls worksheet must have been copied from the installation CD's. Refer to the Post Installation chapter of the Installation and Software Update Guide for more information.

When you initially select option 5 on this menu, the Offline GL Transaction Entry Screen (p. 9-3) appears. You will first select option 1 to **Launch Offline GL Workbook Template**. The program will go to the \IFS\Root directory structure of \APLUS\IMPORT\GL and append the current user's System i User ID to create a fourth level directory (for example, User ID APDEMO would have a path of \APLUS\IMPORT\GL\APDEMO). The \APLUS\IMPORT\GL directory contains the Excel workbook that will be used for the Offline General Ledger. Excel is opened automatically presenting the GLOffline.xls. You must use a copy of the workbook provided.

Then, using Excel, the user enters the required information to the workbook pages of the GLOffline.xls for the GL Offline Import File (GLIMP.CSV). The second workbook page provides FTP Upload information to the upload program. It is recommended that you save a local copy of this workbook for editing purposes. When your entry work is done, the .CSV file will be created from the GLOffline.xls using either the CREATE CSV button or the FTP UPLOAD button; this will help ensure that the GL Offline Import File (GLIMP.CSV) is in the \APLUS\IMPORT\GL\UserID directory to continue processing.

When you select option 5 again, you will select 2 on the Offline GL Transaction Entry Screen (p. 9-3) to perform the **Offline GL Import**. You will then be required to enter the Group ID, Posting Date, and optionally a Reversing Date for the GL Transaction Group. When you press ENTER, the updated GL

Offline Import File (GLIMP.CSV) on the \IFS\Root with a path of \APLUS\IMPORT\GL\UserID will be processed to create the Offline GL File (GLIMP) on the System i. The Offline GL file (GLIMP) will be edited to ensure that all the data is correct and accurate, just as if the transactions were being keyed through Transaction Entry (MENU GLMAIN). If all transactions pass the edits, the GL group will be added. You can then maintain, edit, and/or post the added GL group from options 1, 3 and 4 on MENU GLMAIN. An additional supporting file that will also be updated, as necessary, is the GL Transaction Work Expanded Description File (GLTDS).

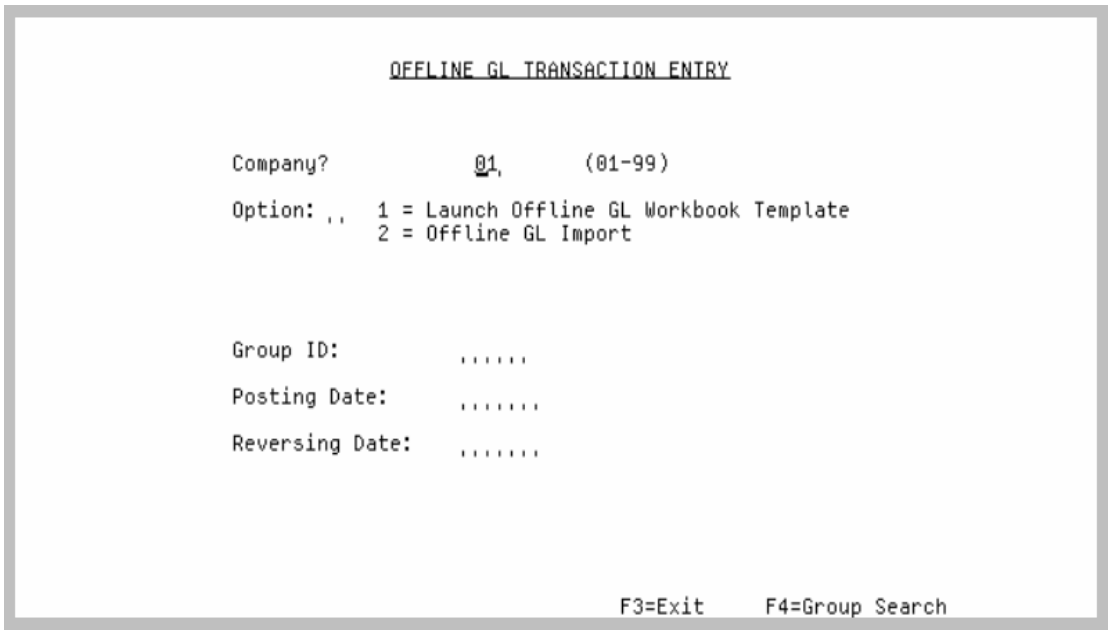
The Offline GL Transaction Entry (p. 9-2) lists the MIC messages that can occur which will prevent the GL group from being created. Review the report against the original worksheet that was keyed and correct the fields in error to be processed again. If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: DSPMSGD RANGE(USRnnnn) MSGF(DWERR) and press ENTER, where nnnn is the MIC message number printed on the report.

Offline GL Transaction Entry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Offline GL Transaction Entry Screen	Use to select to Launch the Offline GL Workbook Template, or perform the Offline GL Import.
General Ledger Group List Screen	Use to review existing GL groups, when determining the Group ID for the Offline GL transactions.
GL Offline Workbook	Use to review the setup and requirements of the Excel worksheets that are used to update General Ledger information.
GL Offline FTP Server Information Worksheet	There are two worksheets in the Excel workbook.The second worksheet has the **FTPServerInformation** used to capture server and user information for the System i.
FTP Upload Pop-Up Window	Use to review default information from the **FTPServerInformation** worksheet.
GL Offline Errors/Warnings Report	Prints for any error or warning message that was found in the GL Transaction Entry Offline process, which will prevent the GL group from being created.

Offline GL Transaction Entry Screen



This screen appears after selecting option 5 - Offline GL Transaction Entry from the General Ledger Main Menu (MENU GLMAIN). Use this screen to select the function you want to perform.

Option 1 will create a user specific directory on the /IFS/Root of the System i (if it does not exist), and download a copy of the GLOffline.xls while opening Excel. The workbook has two worksheets and can be saved locally by each user. The first worksheet is used to add GL transaction records to be included in a new GL Transaction Group.The second worksheet has default server and user information for the FTP Upload Pop-Up Window (p. 9-14).

Option 2 will process the .CSV file using the path of \APLUS\IMPORT\GL\UserID to load the GL Offline Import File on the System i; the GL Offline Import File will be edited and used to create a new GL Transaction Group. Error messages will print on the GL Offline Errors/Warnings Report (p. 9-16).

Offline GL Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company number for which you will be importing GL Transactions. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Option	Use this field to select the appropriate step to perform. Key 1 to download a copy and open the Offline GL workbook, where you can add lines to an Excel worksheet that represents each GL transaction detail line that will be added in a newly created GL Transaction Group. It is recommended that you save the worksheet locally and modify the local copy. Key 2 to process the .CSV file created from the Excel worksheets. The GLIMP.CSV file will load the Offline GL File on the System i; the Offline GL file will be edited and used to create a new GL Transaction Group. The .CSV file is deleted once processed. The Offline GL workbook data is kept for the reprocessing of GL Transaction Detail lines that were in error. (N 1,0) Required
Import File Path	This field will only display when you key 2 in the **Option** field and press ENTER. The **Import File Path** specifies the /IFS/Root directory path where the program will find the GL Offline Import File (GLIMP.CSV) to be used for this specific update. *Default Value:* /APLUS/IMPORT/GL/<USER ID> *Valid Values:* Must be a valid directory on the IFS; cannot be blank (A 128) Required
Group ID	Use this field to key the five character group identification code for this transaction group. You cannot use an existing Group ID. If you would like to review the existing Group IDs to avoid duplication, press the F4=GROUP SEARCH function key. (A 5) Required, only if the Option field is 2=Offline GL Import.

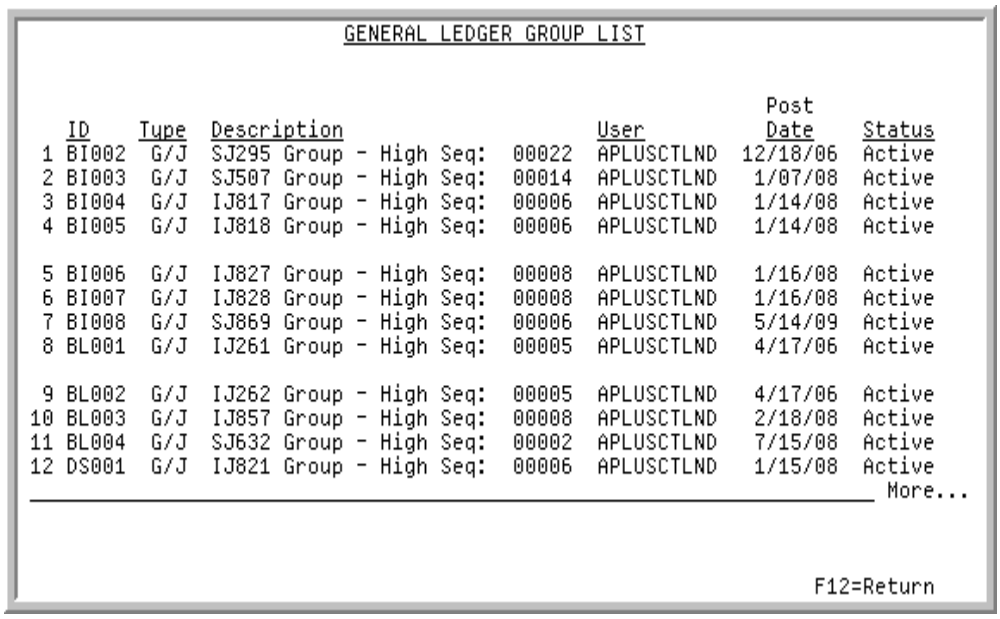
Offline GL Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Posting Date	Key the date on which to post this group of transactions. The posting period is displayed to the right of the posting date. The posting period is determined by the Fiscal Calendar which was set up through Fiscal Calendar Maintenance (MENU GLFIL2). You may post to any open or temporarily closed period. A warning message is displayed when posting to a temporarily closed period, but you may still post. You may not post to a permanently closed period. Therefore, a date within that period is invalid. *Valid Values:* A date within an open or temporarily closed period. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required, only if the Option field is 2=Offline GL Import/Display
Reversing Date	This field is required if reversing entries are included in the GL Offline Import file. R-type transactions automatically generate two transactions when posted: • A regular Journal Entry (transaction type J) for the Posting Period. • A Reversing Entry (transaction type R) for the Reversing Period. The Debit/Credit Code is reversed. Key the date on which to reverse the transactions. Reversing Entries must balance within a group. The reversing period is displayed directly to the right of the reversing date. *Valid Values:* A date within a period greater than the posting period. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional, only if the Option field is 2=Offline GL Import/Display
F3=Exit	Press the F3=EXIT function key to exit from this option and return to the menu.
F4=Group Search	If you would like to review the existing Group IDs to avoid duplication (since you cannot use an existing Group ID for the transaction group), press the F4=GROUP SEARCH function key. The General Ledger Group List Screen (p. 8-9) will appear.

Offline GL Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	The ENTER key has two functions on this screen. Press ENTER after keying 1 in the **Option** field to open Excel for processing, while downloading a local copy of the GLOffline.xls Excel workbook. Press ENTER after keying 2 in the **Option** field to begin the Offline GL Import process. The screen will redisplay with the **Import File Path** field for verification. Accept the default data as shown or change it to be the /IFS/Root directory location of the GL Offline Import File (GLIMP.CSV) to be used. Press ENTER (or click OK) to begin the edit process. When there are no errors in the GL Offline Import File (GLIMP.CSV), the following break message is sent: Offline GL Transaction Maintenance has finished successfully. Go to Transaction Entry to view your new group. The group will need to be edited and posted manually. When there are errors in the GL Offline Import File (GLIMP.CSV), the following break message is sent: Errors have been detected. Please review the Offline GL Edit Report. When there are no GL entries to be maintained, the following break message is sent: No GL Entries Exist to be Maintained. This option is cancelled.

General Ledger Group List Screen



This screen appears after you press F4=GROUP SEARCH from the Offline GL Transaction Entry Screen (p. 9-3). This screen displays a list of defined group IDs, as well as the type, description, user, post date, and status for each unposted transaction group. Use this screen to review existing GL groups, when determining the Group ID for the Offline GL transactions. You cannot enter a Group ID that has already been added.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

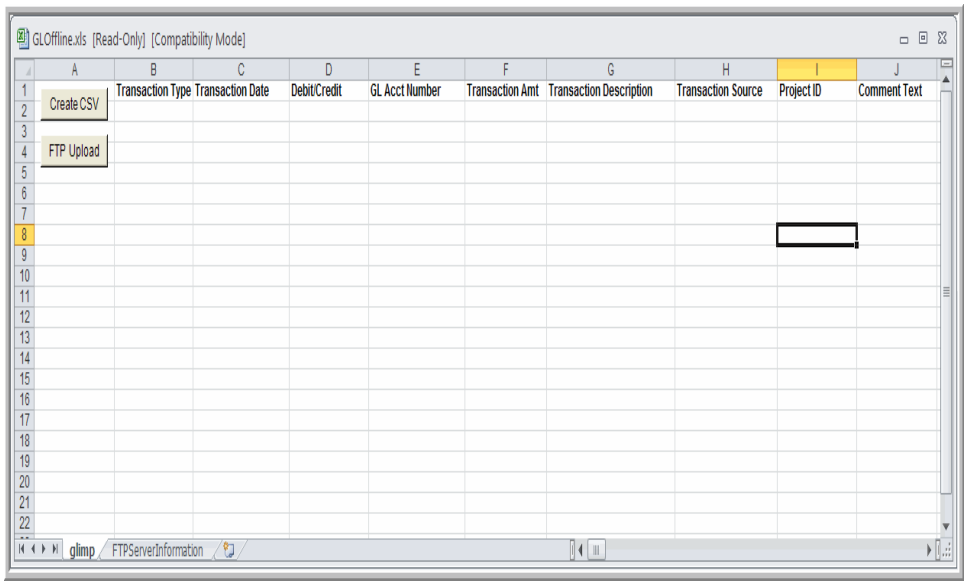
General Ledger Group List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number referring to a specific group. Display
ID	The five character group identification code of the transaction group. Display
Type	The type of transaction group. The type may be G/J for general journal entries or TMP for template entries. Display

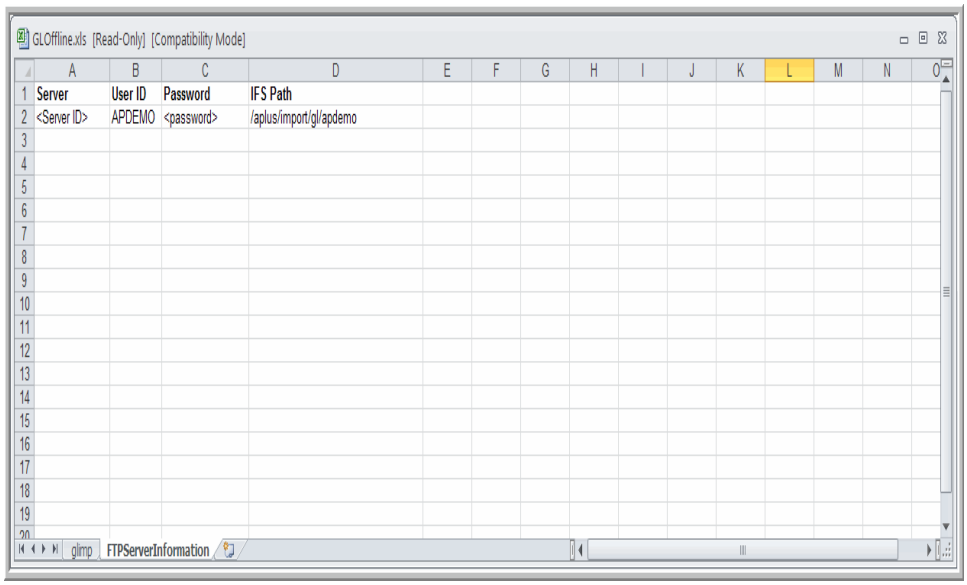
General Ledger Group List Screen Fields and Function Keys

Field/Function Key	Description
Description	The description of the transaction group. For an out-of-balance transaction group, this field displays the original journal number for the transaction in the first five positions and the high sequence line number in the last five positions. The high sequence line number records the number of lines in the original transaction group in order to track any lines you add to the group. Display
User	The user ID of the last person who updated the transaction group. Display
Post Date	The posting date of the transaction group. Display
Status	The status of the transaction group. The status may be: • ACTIVE: The group is in process and has not been edited. • EDITED: The group has been edited successfully. • POSTING: The group is in the process of being posted. • IN USE-ws: The group is currently being used at another workstation. The other workstation is identified with workstation ID ws. Refer to "How To Restart This Option" on page 5-2 if the group shows as in-use but is not in use by that workstation. Display
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Offline GL Transaction Entry Screen (p. 9-3).

GL Offline Workbook



GL Offline FTP Server Information Worksheet



The GL Offline Workbook sample is the **GLIMP** tab of the Excel GLOffline.xls that is downloaded from selecting 1 on the Offline GL Transaction Entry Screen (p. 9-3). The GL Offline FTP Server Information Worksheet sample is the **FTPServerInformation** tab of the same workbook.

The IFS/Root directory will have a folder path of /APLUS/IMPORT/GL that contains the Excel workbook that will be used for the Offline GL Transaction Entry. For each user that will have access, a fourth level directory of the <User ID> is created (for example, User ID APDEMO would have a path of /APLUS/IMPORT/GL/APDEMO). When you click the FTP UPLOAD button, the GL Offline Import File (GLIMP.CSV) will be placed here for the system to use for updating. When you click the CREATE

CSV button, the GL Offline Import File (GLIMP.CSV) will be placed in the same directory as the GLOffline.xls workbook, either on the IFS\Root or the saved local directory. If it is in a local directory, you must manually move it to the /APLUS/IMPORT/GL/UserID level directory.

NOTE: The GLOffline.xls template can be renamed when it is saved locally. If Office 2007 is being used instead of Office 2003, save the worksheet as type '.xlsm', which is the file extension for an Excel 2007 Macro-Enabled Workbook.

There are two worksheets in the Excel workbook. The first worksheet is used to add GL transaction records to be included in a new GL Transaction Group; each row represents one GL transaction detail record.The second worksheet has the **FTPServerInformation** to capture server and user information for the System i.

Important

The columns of data on each of the worksheets MUST remain in the exact sequence in which they are provided. Failure to do this will result in incorrect data uploads.

GL Offline Workbook Fields and Buttons

Field/Function Key	Description
Transaction Type	Use this field to identify the type of detail transaction to enter. Key J for regular journal entry. Key R for reversing entry. Key A for adjusting entry. *Valid Values:* J, R, A (A 1) Required
Transaction Date	Use this field to identify the date the transaction occurred. Key the date in the CCYYMMDD format. All eight positions must be entered. If left blank, the **Posting Date** from the Offline GL Transaction Entry Screen (p. 9-3) will be used. **Example:** For January 31, 2012, enter in 20120131. (N 8,0) Optional

GL Offline Workbook Fields and Buttons

Field/Function Key	Description
Debit/Credit	Use this field to identify the debit/credit code, which indicates if the amount entered will be a debit or a credit to the account. Key D for a debit to the account, using capital letters. Key C for a credit to the account using capital letters. If this field is left blank, the normal balance field from the GL Account Master File (GLMST) will be used. *Valid Values:* D, C or if left blank, the normal balance of account (A 1) Optional
GL Acct Number	Use this field to identify the GL account number to be used for this transaction. Key the GL account number. This number should be keyed in the same way it is keyed in GL Transaction Entry (MENU GLMAIN), with account separators. Leading zeros do not need to be keyed for each segment. **Example:** Account 001.0000001.001 can be entered as 1.1.1. NOTE: The account number that you key may be restricted based on the **Restrict Transaction Entry** field and the **Security Levels (1-9): Transaction Entry** field as defined in Authority Profile Maintenance (MENU XASCTY). *Valid Values:* • Any valid account number or short name • May not be blank or contain embedded blanks • The number of digits in the segment cannot exceed the segment length • The value of a segment cannot be 0 (Variable) Required
Transaction Amt	Use this field to identify the amount of the debit or credit for the account specified. Key the appropriate amount. To specify a decimal amount, key the decimal point. For negative values, the negative sign can either be entered at the beginning or at the end of the transaction amount. **Example:** -25.12 and 25.12- are both valid (N 13,2) Required

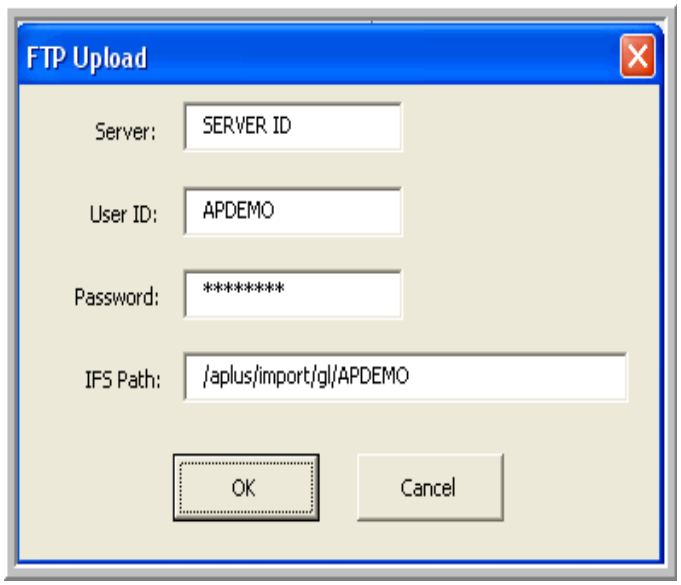
GL Offline Workbook Fields and Buttons

Field/Function Key	Description
Transaction Description	Use this field to identify the description of the transaction. Key the transaction description being made. NOTE: This field is mapped to a 15A position field in the GL Transaction Detail File, so any data beyond 15 characters will be truncated when the Excel Workbook is copied to the GL Offline Import File (GLIMP). The **Comment Text** field can be used for additional information if the user requires more than 15 characters. (A 15) Required
Transaction Source	Use this field to identify the source of the transaction. The source may be used to reference the general journal from which this transaction occurred. Key the transaction source. For example, the transaction may be from an opening entry, cash receipts, miscellaneous cash, or a sales journal. NOTE: This field is required only if you have entered Y to the **Transaction Source Required** field in G/L Options Maintenance (p. 18-1) (MENU GLFIL2). (A 15) Optional/Required
Project ID	Use this field to identify the project ID associated with this transaction. Key the Project ID. (A 10) Optional
Comment Text	Use this field to record a comment pertaining to a single transaction or a group of transactions. Key additional information about the transaction. (A 60) Optional
Create CSV	The CREATE CSV button will be selected when the user is using a local copy of the GLOffline.xls workbook, and wants to create the GL Offline Import File (GLIMP.CSV) file in the same local directory as the workbook. This process will be used if your System i User ID does not have authority to create files or directly access the \IFS\Root. The CSV file will then need to be copied from the local directory where they are created to an IFS directory that the user wants to use for the GL Offline Import File (GLIMP.CSV). Additionally, the CREATE CSV button will be selected when the user is updating the GLOffline.xls workbook directly in their user directory on the \IFS\Root. Press the CREATE CSV button to take the data from the GLIMP worksheet and create the GL Offline Import File (GLIMP.CSV) that will be used in the update.

GL Offline Workbook Fields and Buttons

Field/Function Key	Description
FTP Upload	Select the FTP UPLOAD button instead of the CREATE CSV button if your System i User ID has authority to create the GL Offline Import File (GLIMP.CSV) in an IFS directory. The FTP UPLOAD button will display a pop-up window to confirm the default data on the **FTPServerInformation** workbook tab. Accepting that window will then create and transfer the GL Offline Import File (GLIMP.CSV) to the user's \IFS\Root directory path specified for update. Press the FTP UPLOAD button to take the data from the GLIMP worksheet and create the GL Offline Import File (GLIMP.CSV) that will be used in the update and transfer the file to the directory path specified on the FTP Upload Pop-Up Window (p. 9-14).

FTP Upload Pop-Up Window

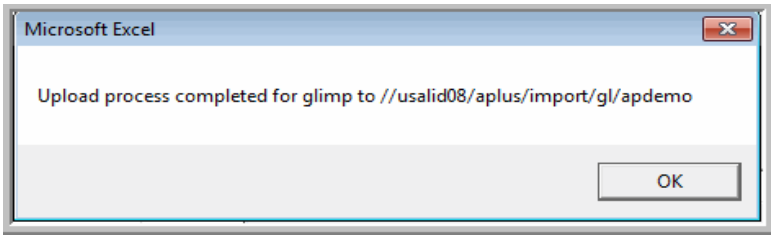
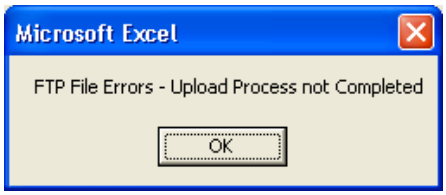


This pop-up window appears when you press the FTP UPLOAD button on the GL Offline Workbook (p. 9-9). Default information from the **FTPServerInformation** worksheet is displayed.

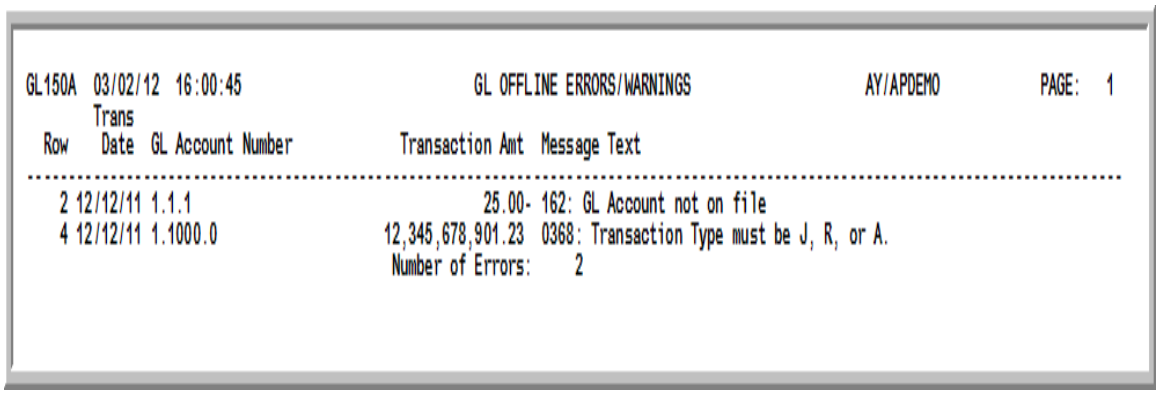
FTP Upload Pop-Up Window

Field/Function Key	Description
Server	Use to select the System i /IFS/Root directory that will be updated with the .CSV file to be updated. Key the Server IP address or the system name where the GL Offline Import File (GLIMP.CSV) will be updated.
User ID	Key the System i User ID that created the GLOffline.xls.
Password	Key the System i password for the specified **User ID**.
IFS Path	This field represents the folder structure that is used for the GLOffline.xls and GL Offline Import File (GLIMP.CSV) Key the IFS Path where the GL Offline Import File (GLIMP.CSV) will be located on the server. If this path is left blank, the GL Offline Import File (GLIMP.CSV) will be updated to the /APLUS/IMPORT/GL/<USER ID> directory on the server.

FTP Upload Pop-Up Window

Field/Function Key	Description
OK	Press OK to create the GL Offline Import File (GLIMP.CSV) and FTP it to the System i directory specified in the **IFS Path** field. If the **IFS Path** is blank, then the path /APLUS/IMPORT/GL/<USER ID> will default in and be used when you press OK on the window. The following message displays when the GL Offline Import File (GLIMP.CSV) has been transferred to the IFS directory. Press OK to continue the process.  When the window closes, go to Offline GL Transaction Entry (MENU GLMAIN) to continue the process, and import the transactions.
Error Message Box	If the message box below displays, check the following information on the FTPServerInformation tab:  1. Your Server ID. 2. Requires a valid System i User ID. 3. Requires an accurate password for the User ID. 4. The IFS path is invalid, verify setup including slashes. /APLUS/IMPORT/GL/<User ID> 5. There was some sort of communication error that is preventing you from transferring files to the System i.
Cancel	Press CANCEL to abort the update of the GL Offline Import File (GLIMP.CSV) to the directory specified in the **IFS Path** field on the FTP Upload Pop-Up Window (p. 9-14).

GL Offline Errors/Warnings Report



```
GL150A  03/02/12  16:00:45                GL OFFLINE ERRORS/WARNINGS              AY/APDEMO          PAGE:   1
       Trans
  Row    Date  GL Account Number          Transaction Amt  Message Text
-------------------------------------------------------------------------------------------------------------------
    2 12/12/11 1.1.1                                25.00- 162: GL Account not on file
    4 12/12/11 1.1000.0                 12,345,678,901.23  0368: Transaction Type must be J, R, or A.
                                         Number of Errors:     2
```

This report prints for any error or warning message that was found in the GL Transaction Entry Offline process, which will prevent the GL group from being created. Review the report against the original worksheet that was keyed and correct the fields in error to be processed again.

If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: DSPMSGD RANGE(USRnnnn) MSGF(DWERR) and press ENTER, where nnnn is the MIC message number printed on the report.

GL Offline Errors/Warnings Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
Row	The row on the GLOffline.xls worksheet where this error was found.
Trans Date	The date of the transaction that is in error.
GL Account Number	The GL account number associated with the transaction as it was entered on the worksheet.
Transaction Amt	The amount of the debit or credit for the account specified.
Message Text	The message text is the MIC message that would have been issued if the requested change was being keyed by the user. Use the following command to review the MIC message and the second level help text inserting the MIC message number to the USRnnnn parameter. DSPMSGD RANGE(USRnnnn) MSGF(DWERR) Select the option to Display Message Text to view the MIC message and the associated second level help text.

GL Offline Errors/Warnings Report

Report/Listing Fields	Description
Number of Errors	Total number of transactions on this worksheet that did not successfully pass the edit check process.

CHAPTER 10

Using the General Ledger Inquiry

10

Use the General Ledger Inquiry option on the General Ledger Main Menu (MENU GLMAIN) to inquire on

- detail transactions for a selected journal reference number
- detail transactions for a selected account number
- detail transactions and amounts which were used to generate a selected journal entry
- transaction source data, such as sales order history, receipt history, check history
- beginning period balances, period debit and credit amounts, and net change for each period for any account and for any fiscal year
- net changes of an account for all periods and for any four consecutive fiscal years
- an account's actual verses budgeted balances for all periods of any fiscal year.

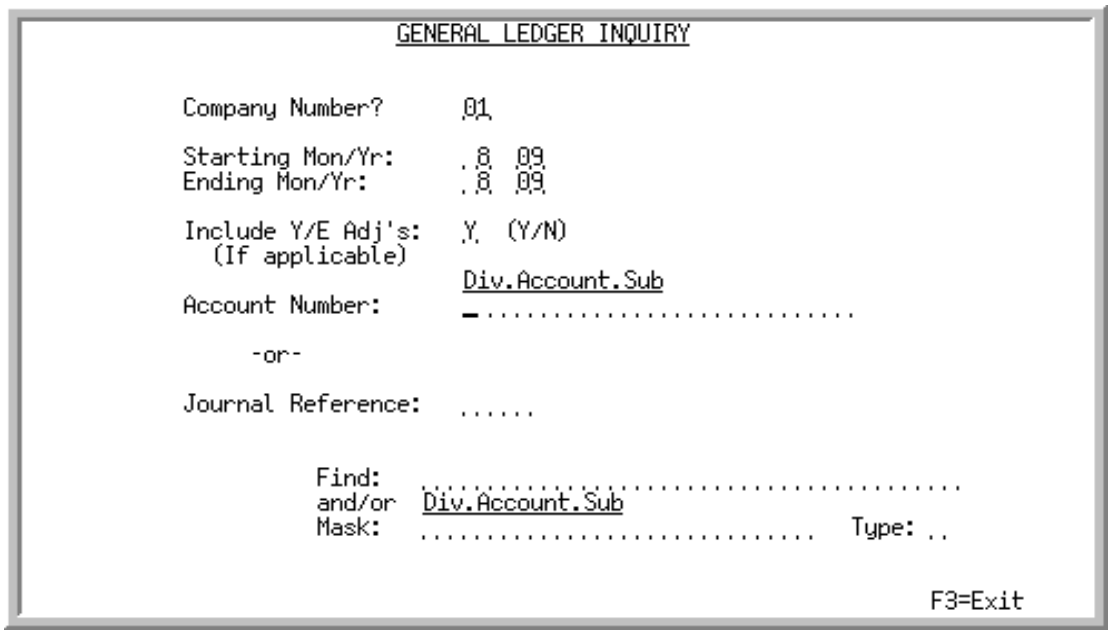
General Ledger Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Inquiry Selection Screen	Use to specify an account or journal reference number for the inquiry.
Detail Transactions By Account Screen	Displays detailed journal entries for an account over a specific time period.
Sales Journal Detail Screen	Displays invoices posted to a sales journal account.
Inventory Journal Detail Screen	Displays transaction posted to an inventory journal account.
Purchase Journal Detail Screen	Displays vouchers posted to a purchase journal account.

Title	Purpose
Receipt Detail Screen	Displays receipt history for a voucher line included in a purchase journal.
Cash Disbursements Journal Detail Screen	Displays invoices paid for a cash disbursement journal.
Cash Receipts Journal Detail Screen	Displays cash receipts for a cash receipts journal
Detail Transactions By Journal Reference Screen	Displays all of the detail transactions for a specific journal.
Transaction Detail Screen	Displays detailed information about a transaction in a posted transaction group.
Account Summary Screen Account Summary Screen - 4 Year View Account Summary Screen - Budget View	Displays summary information for an account in three views: one year, net change, and budgeted.
G/L Revaluation History Screen	Displays the source data for an International Currency journal.
G/L Revaluation Inquiry Screen - Bank Account	Displays after selecting a Bank - Gain Loss transactions on several screens.
G/L Revaluation Inquiry Screen - Accounts Receivable	Displays the gain/loss transactions generated from the Revalue Open Receivables (MENU ICRVAL) menu option.
G/L Revaluation Inquiry Screen - Cash Receipts	Displays the gain/loss transactions generated from the Cash & Adjustment Post (MENU ARMAIN) menu option.
G/L Revaluation Inquiry Screen - Accounts Payable	Displays the gain/loss transactions generated from the Revalue Open Payables (MENU ICRVAL) menu option.
G/L Revaluation Inquiry Screen - Accounts Payable Payments	Displays the gain/loss transactions generated from the Record Check Numbers / Post ACH Payments (MENU APCHCK) menu option.
G/L Revaluation Inquiry Screen - Receipts Pending Invoicing	Displays the a gain/loss transactions generated from the Revalue Receipts Pending Invoicing (MENU ICRVAL) menu option.
G/L Revaluation Inquiry Screen - Landing Cost	Displays the gain/loss transactions generated from the Revalue Receipts Pending Invoicing (MENU ICRVAL) menu option.

General Ledger Inquiry Selection Screen



This screen appears after you select the General Ledger Inquiry option from the General Ledger Main Menu (MENU GLMAIN). Use this screen to select a general ledger account or journal reference number for the G/L Inquiry. This may be done in one of three ways:

1. Key the G/L account number
2. Key the journal reference number of a transaction group
3. Use the G/L Account Search feature

This screen also requires the entry of a company and time period for the inquiry.

General Ledger Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the number of the company for which the G/L Inquiry is to occur. *Default Value:* Distribution A+ Default Company *Valid Values:* Any valid G/L company which has been defined through Company Name Maintenance (MENU XAFILE) and set up through G/L Options Maintenance (MENU GLFILE2) (A 2) Required

General Ledger Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Starting Mon/Yr	Key the first period for which detail and summary account information will display. Any transactions which occur in and after this period, and in or before the period keyed in the **Ending Mon/Yr** field will display in the inquiry. *Default Value:* Current system period and year; for 13-period accounting will be the current fiscal period and year. *Valid Values:* For 12 period accounting: 1-12, 14; for 13 period accounting: 1-14; for the year, a valid G/L fiscal year (2 @ N 2,0) Required
Ending Mon/Yr	Key the period through which detail and summary account information will display. Any transactions which occur in or before this period, and in or after the period keyed in the **Starting Mon/Yr** field will display in the inquiry. *Default Value:* Current system period and year; for 13-period accounting will be the current fiscal period and year. *Valid Values:* For 12 period accounting: 1-12, 14; for 13 period accounting: 1-14; for the year, a valid G/L fiscal year (2@ N 2,0) Required
Include Y/E Adj's (if applicable)	This field is used to determine if year-end adjustments (period 14) should be included in the inquiry where applicable (i.e., the range of periods includes the last period of the fiscal year). Key Y to show year-end adjustments in the inquiry. Key N if you do not want to include year-end adjustments (period 14) in the inquiry, even if the range of periods begins with, ends with, or contains period 14. *Default Value:* Y (A 1) Optional
Account Number	Key the account number to display on the Detail Transactions By Account Screen (p. 10-7). NOTE: If you key an account number, you cannot key a journal reference number in the **Journal Reference** field. *Default Value:* None *Valid Values:* • The number of digits in the segment cannot exceed the segment length • First character must be a digit (0-9), data entry separator (defined in G/L Options), trailing blanks, or a letter (A - Z for a Short Name) • The value of an account number segment cannot be 0 • Cannot contain embedded blanks Optional

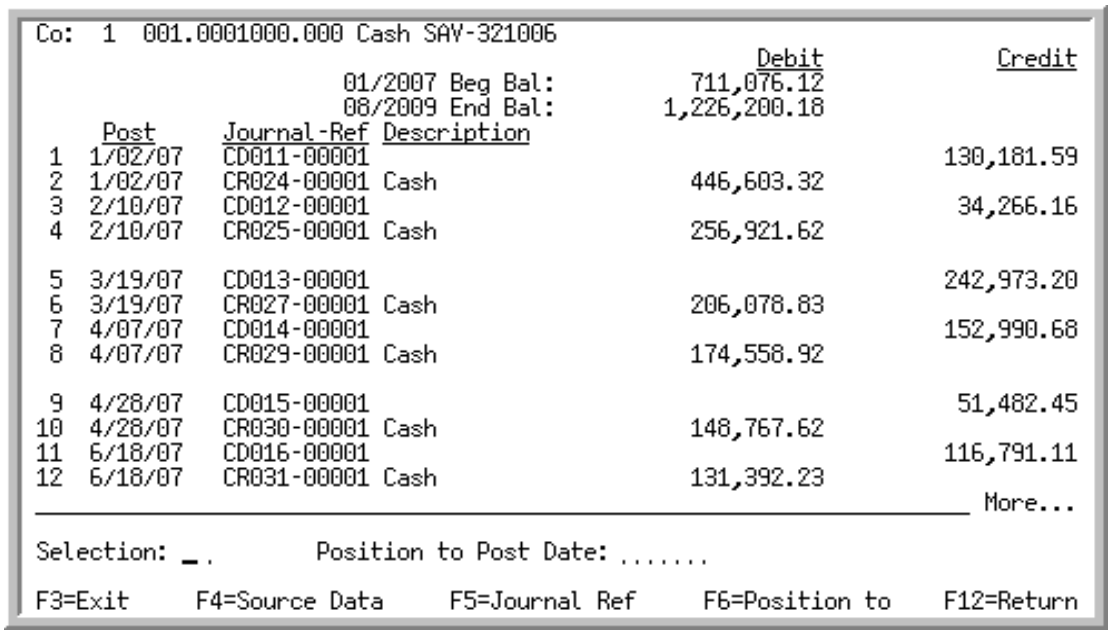
General Ledger Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Journal Reference	This field represents the first segment of the journal reference number assigned to a transaction group. Use the journal reference number to inquire on all transactions posted with that journal number. Use the Post Transactions option (MENU GLMAIN) or the General Ledger Detail option (MENU GLREPT) to determine the journal reference number for a transaction group or a detail transaction. If you key a journal reference number, the next screen displayed is the Detail Transactions By Journal Reference Screen (p. 10-37). NOTE: If you key a journal reference number, you cannot key an account number in the **Account Number** field. (A 5) Optional
Find	Search words help you to find accounts without knowing the account number. Use search words to activate the G/L Account Search. Up to 10 characters per word may be entered and can appear in any order. Any G/L account number that contains all of the characters entered will display. Key the search words to find a G/L account number. (A 40) Optional
Mask	In addition to (or in place of) search words (**Find** field), account masks may be entered to activate the search. An account mask is a pattern of digits that match the account numbers you want to work with. For areas of the account number that are not known, key an X in that position. If a segment in the mask contains a digit, then the segment is padded to the left with zeros. If a segment in the mask contains one or more X's, then the segment is padded to the left with X's. **Example:** Assume you have 3 segments with lengths 2-3-4. If you keyed X.1.5X, it will be translated to XX.001.005X. Default segment values are ignored when entering a mask. (A 29) Optional
Type	To limit the search, enter an account type. Only accounts with the type selected in this field will display: Key one of the following: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts Blank will not limit the accounts displayed based on the account type. *Valid Values:* A, L, E, I, Q (A 1) Optional

General Ledger Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to cancel the inquiry and return to the General Ledger Main Menu (MENU GLMAIN).
Enter	Press the ENTER key to confirm your selections. If you keyed an **Account Number** on this screen, the Detail Transactions By Account Screen (p. 10-7) appears. If you keyed a **Journal Reference** number on this screen, the Detail Transactions By Journal Reference Screen (p. 10-37) appears. If you keyed search criteria (**Find**), an account **Mask**, or an account **Type** on this screen, the G/L Account Search Screen (p. 11-7) displays.

Detail Transactions By Account Screen



This screen appears after you press:

- ENTER on the General Ledger Inquiry Selection Screen (p. 10-3), if you keyed an **Account Number**
- F5=JOURNAL REF from the Detail Transactions By Journal Reference Screen (p. 10-37) for a specified account
- ENTER on the Account Display Screen (p. 44-23) in Work with Saved Statements (MENU GLSTMT) after you select an account

This screen displays the detail transactions (journal entries) keyed for the general ledger account in the time period specified on the General Ledger Inquiry Selection Screen (p. 10-3). Use this screen to view the transaction detail of a selected line (by keying a reference number and pressing ENTER), view a list of all transactions for the journal (by keying a reference number and pressing F5=JOURNAL REF), or view a list of all transactions for the account number associated with the selected reference number (by keying a reference number and pressing F4=SOURCE DATA).

Detail Transactions By Account Screen Fields and Function Keys

Field/Function Key	Description
Co/Account/Account Description	These fields display the company number, account number, and account description of the account selected. The detail transactions made for this account in the time period specified are displayed on this screen. Display

Detail Transactions By Account Screen Fields and Function Keys

Field/Function Key	Description
Debit	This field displays debit values. If the beginning or ending balance for an account is a debit value, that value is displayed in this column. Likewise, if a detail transaction made against this account was a debit transaction, the dollar value of the debit is displayed in this column. Display
Credit	This field displays credit values. If the beginning or ending balance for an account is a credit value, that value is displayed in this column. Likewise, if a detail transaction made against this account was a credit transaction, the dollar value of the credit is displayed in this column. Display
Beg Bal	This field displays the beginning balance for the **Starting Mon/Yr** keyed on the General Ledger Inquiry Selection Screen (p. 10-3). Display
End Bal	This field displays the ending balance for the **Ending Mon/Yr** keyed on the General Ledger Inquiry Selection Screen (p. 10-3). The ending balance includes detail and summary information from the starting month/year, up to and including the ending month/year. This includes income or expense accounts. Display
(reference number)	This field is used to reference a detail transaction made for the selected account. Key this number in the **Selection** field to select an account for the detail or journal reference inquiry. Display
Post	This field displays the period and year to which this transaction was posted. Display

Detail Transactions By Account Screen Fields and Function Keys

Field/Function Key	Description
Journal-Ref	Journal reference numbers are automatically assigned at posting time. They consist of two 5 character segments, such as: GJ001-00001. The first segment is called the journal number; the second segment is called the sequence number. The journal number is a combination of the journal type and a sequential number from 001 to 999. A separate General Ledger Transaction Post Journal is generated for each journal type and the sequential number is incriminated for each transaction group posted. (A separate sequential number is assigned to reversing entries generated from a transaction group). The sequence number is incriminated by 1 for each transaction in the group (i.e., for the same journal number). If there are 20 transactions, each will be assigned a sequence number of 1 through 20. This number is always 00001 for the first detail transaction in a transaction group. NOTE: For details about journal reference numbers, refer to the **Journal#-Ref#** field description provided for the G/L Transaction Post Journal in Post Transactions (MENU GLMAIN). Display
Description	This field displays the description of the transaction. If the transaction description contains an extended description, a plus (+) sign is displayed to the right of the transaction description. Display
Selection	Use this field to key the reference number of the detail transaction for which you may display source data, review detail transactions keyed for the journal, or review each field of the detail transaction. After keying a reference number in this field, press F4=SOURCE DATA to display a list of all transactions and amounts associated with the selected journal. After keying a reference number in this field, press F5=JOURNAL REF to display all transactions for the corresponding journal reference (within the date range) for the specified line. The list will begin with the selected transaction. The Detail Transactions By Journal Reference Screen (p. 10-37) will appear. After keying a reference number in this field, press ENTER to display each field of the detail transaction. (N 2,0) Required

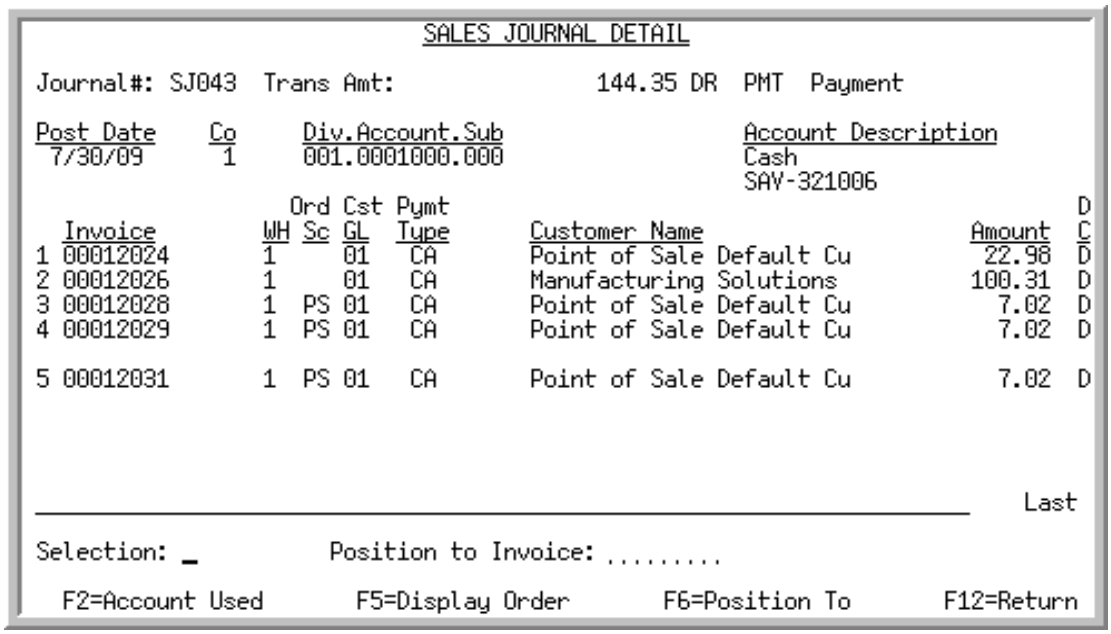
Detail Transactions By Account Screen Fields and Function Keys

Field/Function Key	Description
Position to Post Date	Use this field to specify the posting date of the transactions you want to review and then press the F6=POSITION TO function key to position the list of transactions to the date you specify. If there are no transactions for the date you specify, the list will position to the next closest date. Using this feature eliminates the need to scroll through many transactions to get the date you need. *Valid Values:* A valid calendar date keyed using the **Default Date Format** specified through Register A+ User IDs (MENU XACFIG) for your user ID or, if that field is blank, using the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F3=Exit	Press the F3=EXIT function key to exit from the inquiry and return to the General Ledger Main Menu (MENU GLMAIN).
F4=Source Data	After keying a reference number of a journal in the **Selection** field, press the F4=SOURCE DATA function key to review a list of all transactions and amounts associated with the selected journal. A message will appear to inform you if you are accessing source data for a journal number that has transactions that were maintained in an out-of-balance transaction group. If you selected • a Sales Journal (SJ) or Transfer Journal (TJ), the Sales Journal Detail Screen (p. 10-12) appears. • an Inventory Journal (IJ) or Transfer Journal (TJ), the Inventory Journal Detail Screen (p. 10-18) appears. • a Purchase Journal (PJ), the Purchase Purchase Journal Detail Screen (p. 10-22) appears. • a Cash Disbursements Journal (CJ), the Cash Disbursements Journal Detail Screen (p. 10-29) appears. • a Cash Receipts Journal (CR), the Cash Receipts Journal Detail Screen (p. 10-33) appears. NOTE: The function of G/L drill-down, allowing you to see transactions and amounts associated with journals, is not available for the General Journal (GJ) or the Cash Journal (CJ) because the only source data available for both are the journal entries. Additionally, G/L drill-down is not available if the transaction was done before G/L drill-down or if the **Retain History** field is set to N.

Detail Transactions By Account Screen Fields and Function Keys

Field/Function Key	Description
F5=Journal Ref	After keying a reference number of a journal in the **Selection** field, press the F5=JOURNAL REF function key to display the Detail Transactions By Journal Reference Screen (p. 10-37) where you may review detail transactions keyed for the journal.
F6=Position to	After keying a date in the **Position to Post Date** field, press the F6=POSITION to function key to reposition the list of transactions to the first transaction that matches the posting date you specified. If there are no transactions for the date you specify, the list will position to the next closest date.
F12=Return	Press the F12=RETURN function key to return to the General Ledger Inquiry Selection Screen (p. 10-3).
Enter	After keying a reference number of a journal in the **Selection** field, press to display the Transaction Detail Screen (p. 10-42). This screen displays each field of the selected detail transaction.

Sales Journal Detail Screen



This screen displays after pressing F4=SOURCE DATA to review source data for a sales journal (SJ) from any of the following screens:

- Detail Transactions By Account Screen (p. 10-7)
- Detail Transactions By Journal Reference Screen (p. 10-37)
- Transaction Detail Screen (p. 10-42)

Sales journal details are available for the following types of transactions: payment (PMT), order rebate (OER), trade discount (DSC), sales tax (TAX), sales (SLS), cost of good sold (CGS), inventory INV), federal excise tax (FET), container chargers (CNT), in-transit warehouse (WH9), and warehouse transfer (WHT). Use this screen to review the invoices that were posted to the selected sales journal account. The columns of information available on this screen will vary based on the type of transaction you are reviewing and only the fields that were used by the General Ledger Interface for the selected transaction type are shown. Fields on this screen used by the General Ledger Interface to retrieve the account number during Day-End Processing will be highlighted.

If you selected to review source data for a transfer journal (TJ), this screen appears because transfer journals refer to the sales journal that created it. No tailoring options need to be set for transfer journals. The drill-down feature for transfer journals will be available as long as the sales journal detail history is retained.

Sales Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Journal #	The first segment of the journal reference number that you selected displays in this field. The first segment of the journal reference number represents the posted transaction group for which detail transactions are displayed on this screen. A journal number is automatically assigned to a Sales Journal (or Transfer Journal) when it is created during Day-End Processing. Display
Trans Am	The total of all journal entry transaction amounts on this screen (and any subsequent screens that may exist is More... displays in the lower right corner of this screen), followed by the debit (DR) or credit (CR) code displays in this field. Display
Trans Type	The type of transaction, followed by the description of the transaction displays in this field. Display
Post Date	The General Ledger posting date that was selected when Day-End Processing was executed and the Sales Journal was created displays in this field. It represents the date to which this transaction group was posted. The posting date defaults to the current date, unless it was changed when Day-End Processing was run. Display
Co	The company number associated with the transactions for the journal displays in this field. Display
Account #	The account number associated with the journal entries shown displays in this field. This is the general ledger account number to which the transactions displayed on this screen were posted. Display
Account Description	The description of the account number displays in this field. Two lines of the account description are displayed if two lines were keyed when the account was established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Display
Invoice	The invoice number of the transaction displays in this column. Display

Sales Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
WH	This column does not appear if you are reviewing a sales journal for order rebate transaction types. The warehouse number for this invoice displays in this column. Display
Or Sc	This column appears only if you are reviewing a sales journal for payment, trade discount, tax, sales, cost of goods sold, federal excise tax, or container charge transaction types. The order source code assigned to the order displays in this column. Order source codes are used for posting accounts from Order Entry. For example, the order source code might be PH for phone orders if you wanted separate accounts updated based on how an order is placed. Display
Cst GL	This column appears only if you are reviewing a sales journal for payment, trade discount, tax, sales, cost of goods sold, federal excise tax, or container charge transaction types. The customer G/L code assigned to the customer/ship to location to classify the customer displays in the column. Customer G/L codes can be used when selecting accounts for posting during Day-End Processing (MENU XAMAST). Display
Pymt Type	This column appears only if you are reviewing a sales journal for payment transaction types. The payment type used on the order displays in this column. A payment type represents the method of payment used, such as cash or credit. Display
Tax Body	This column appears only if you are reviewing a sales journal for sales tax account transaction types. The tax body code assigned to the order (based on customer/ship-to address) at the time the order was invoiced displays in this column. Default tax body codes default from the Customer/Ship-to Master Files and can be changed in Order Entry. Tax body codes represent taxing jurisdictions, identifying the base and local tax rates of a taxing jurisdiction. Display

Sales Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
It GL	This column appears only if you are reviewing a sales journal for sales, cost of goods sold, inventory, in-transit warehouse, or warehouse transfer transaction types. The item G/L code assigned to the item for classification purposes displays in this column. Item G/L codes are used for posting to Sales/CGS or Inventory accounts. Display
Seq	This column appears only if you are reviewing a sales journal for an order rebate, sales, cost of goods sold, inventory, in-transit warehouse, or warehouse transfer transaction type. The sequence line number displays in this column. This is the reference to the line in the invoice that affected the account. Display
Business Unit	This column appears if you are reviewing a sales journal for an order rebate transaction type. The business unit, keyed during Voucher Entry, associated with the invoice displays in this column. Business unit codes are used for selecting accounts payable liability or expense accounts, and may further be used to determine to which account a transaction is posted. Display
Vendor G/L Code	This column appears only if you are reviewing a sales journal for an order rebate transaction type. The vendor G/L code assigned to the vendor displays in this column. Vendor G/L codes are used for selecting accounts payable liability or expense accounts, and may further be used to determine to which account a transaction is posted based on the classification of the vendor. Display
Vendor Name	This column appears only if you are reviewing a sales journal for an order rebate transaction type. The vendor number associated with the transaction displays in this column. Display

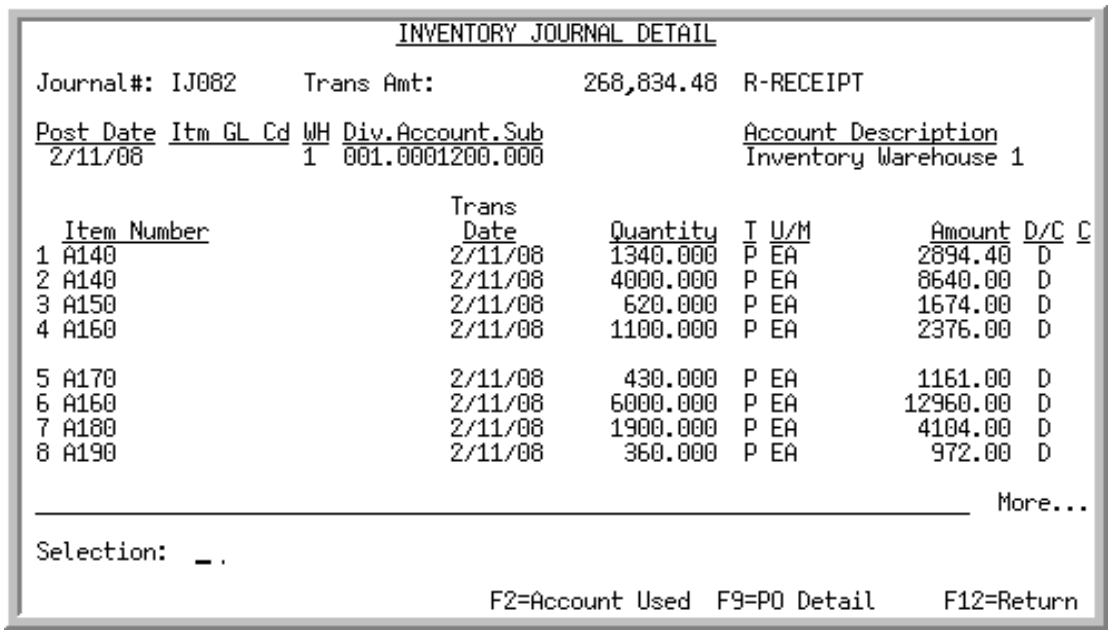
Sales Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Customer Name/ Interface Account Used	This column appears as **Customer Name** if you are reviewing a sales journal for a payment, trade discount, tax, federal excise tax, or container charge transaction type and displays the sold-to customer's name. For an order rebate, sales, inventory cost of goods sold, in-transit warehouse, or warehouse transfer transaction type, this column appears as **Item Number** and displays the item number. You can toggle the **Customer Name** or **Item Number** column with the **Interface Account Used** column using the F2 function key. The **Interface Account Used** column displays the interface account used to extract the general ledger account number (e.g. payment account, AR cost of goods sold, etc.). The description of the interface account is defined in the G/L Transfer Definition. Reviewing interface account used is useful for investigating General Ledger setup errors. For example, the account description could be "inventory," but the bucket from where the account was extracted was "A/R sales." This indicates that an inventory account was incorrectly keyed into the accounts receivable sales bucket in the G/L Transfer Definition. Display
Amount	The debit or credit amount entered for this transaction displays in this column. Display
D/C	The debit (D) or credit (C) code that for the amount entered for the transaction displays in this column. Display
Selection	Use this field to specify the reference number associated with an invoice to select the invoice to review detailed information. (N 2,0) Required
Position to Invoice	Use this field to position an invoice at the top of the screen. Repositioning eliminates the need to roll up or down through multiple screens of invoices that were processed through a single Day-End Processing (MENU XAMAST). Key the number of the invoice that you want to be positioned to the first line of the screen and then, press F6. The specified invoice will display on the first line of this screen. *Valid Values:* 1 - 99999 (N 5,0) Optional

Sales Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
F2=Item Number or F2=Customer Name / F2=Account Used	This function key appears as F2=CUSTOMER NAME / F2=ACCOUNT USED if you are reviewing a sales journal for a payment, trade discount, tax, federal excise tax, or container charge transaction type. For an order rebate, sales, inventory cost of goods sold, in-transit warehouse, or warehouse transfer transaction type, this function key appears as F2=ITEM NUMBER / F2=ACCOUNT USED. Press the F2=CUSTOMER NAME or F2=ITEM NUMBER / F2=ACCOUNT USED key to toggle between displaying **Item Number** or **Customer Name** column and the **Interface Account Used** column.
F5=Journal Ref	After keying a reference number in the **Selection** field, press the F5=JOURNAL REF function key to display the order history for the selected line. If no order history is available, a message appears indicating that no order is available. If you selected a line for an order rebate, sales, cost of goods sold, inventory, or warehouse transfer transaction type, the Shipped Orders by Item Inquiry Screen appears. If you selected a line for a payment, trade discount, tax, container charge, or federal excise tax transaction type, the Invoice Display Screen appears. Refer to the Order Entry User Guide for a description of those screens.
F6=Position to	After keying an invoice number in the **Position to Invoice** field, press the F6=POSITION to function key to reposition the list of invoices to the first invoice that matches the invoice number you specified.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Inventory Journal Detail Screen



This screen appears after you press F4=SOURCE DATA to review source data for an inventory journal (IJ) or a transfer journal (TJ) from any of the following screens:

- Detail Transactions By Account Screen (p. 10-7)
- Detail Transactions By Journal Reference Screen (p. 10-37)
- Transaction Detail Screen (p. 10-42)

Use this screen to review the transactions that were posted to the selected inventory journal account or transfer journal account. If there is a **P** (Purchase Order) in the **T** (Type) field, additional PO detail information may be accessed via the F9=PO DETAIL function key. A **P** displays in the **T** (Type) field when a transaction was posted using PO receipts and the open PO or PO history currently exists for that PO (for example, when entering a regular PO or PO return.) If there is a **W** (Work Order) in the **T** (Type) field, additional work order detail information may be accessed with the F9=PO DETAIL function key. A **W** displays in the **T** (Type) field when a transaction was posted using work order receipts and the open work order or the work order history currently exists for that work order.

If you selected to review source data for a transfer journal, this screen displays since Transfer journals work simply by pointing back to the inventory journal that created it. No tailoring questions need to be answered in order for transfer journals to work. The drill-down feature for transfer journals will continue to work as long as the inventory journal detail history is retained.

Inventory Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Journal #	The first segment of the journal reference number that you selected displays in this field. The first segment of the journal reference number represents the posted transaction group for which detail transactions are displayed on this screen. A journal number is automatically assigned to an inventory journal (or transfer journal) when it is created during the processes that cause its generation (i.e., when I/A transactions, Bill of Material receipts, or PO receipts are posted.) Display
Trans Am	The total of all journal entry transaction amounts on this screen, followed by the debit (DR) or credit (CR) code displays in this field. Display
Trans Type	The type of transaction, followed by the description of the transaction displays in this field. Display
Post Date	The G/L posting date that you entered on the G/L Posting Date Screen at the time the Inventory Journal (or Transfer Journal) was created displays on this screen. It represents the date to which this transaction group was posted. Display
It GL Cd	The item G/L code assigned to the item for classification purposes displays in this field. Item G/L codes are used for posting to Sales/CGS or Inventory accounts. This field will be filled in and highlighted if it was used as part of the key to extract the account number. Display
WH	The warehouse number for the invoice displays in this field. Display
Account #	The account number associated with the journal entries shown displays in this field. This is the general ledger account number to which the transactions displayed on this screen were posted. Display
Account Description	The account number description displays in this field. Two lines of the account description are displayed if two lines were keyed when the account was established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Display

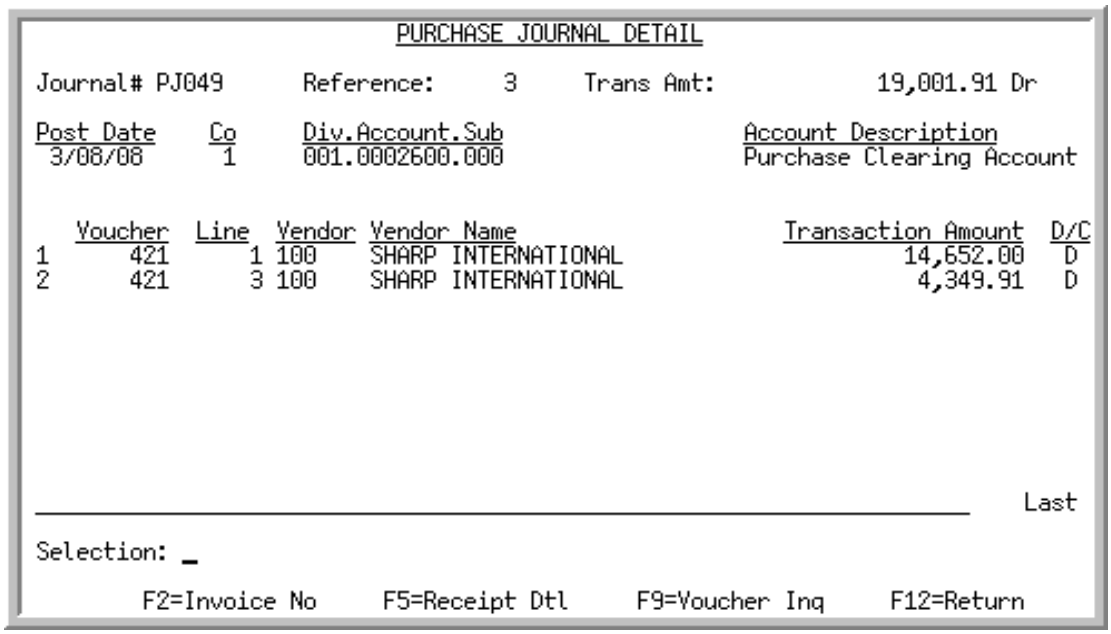
Inventory Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Item Number/Interface Account Used	This field displays the item number or the G/L interface account used (e.g., purchases, inventory, etc.) to extract the G/L account number. The display of this field is toggled with the F2=ACCOUNT USED / F2=ITEM NUMBER function key. The description of the interface account used to extract the G/L account number corresponds to the account descriptions in the G/L interface setup. The review of the interface account used is useful for investigating G/L setup errors. Display
Trans Date	The inventory transaction date displays in this column. This date equals the actual (current) date of the transaction. Display
Quantity	The quantity of the transaction displays in this field. If a negative sign succeeds the quantity it indicates that a PO return or negative adjustment has occurred.
T	The type of post that was performed for this transaction displays in this column. P displays in this column if a transaction was posted using PO receipts and the open PO or PO history currently exists for that PO. W displays in this column if a transaction was posted using work order receipts and the open work order or work order history currently exists for that work order. This column is blank if there is no PO history or work order history is available. History may not be available if the receipt was not done from a PO or work order or if the PO history or work order history has been deleted. Display
U/M	This field displays the stocking unit of measure of the item. Display
Trans Am	The debit or credit amount entered for this transaction displays in this column. Display
D/C	The debit (D) or credit (C) code that associated with the amount entered for the transaction displays in this column. Display
Cat	This column indicates whether comments exist for the transaction. Y displays in this column if comments exist for the transaction. N displays if no comments are available. Display

Inventory Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to key the reference number of the transaction for which PO history, work order history, receipt history and landing cost history will display, or for which opposing entries for the same item with the account numbers and amounts will display. After keying the reference number in this field, press F9 to display work order history, PO history, receipt history and landing cost history. After keying the reference number in this field, press ENTER to display opposing entries for the same item with the account numbers and amounts shown. (N 2,0) Required
F2=Account Used / F2=Item Number	Press the F2=ACCOUNT USED / F2=ITEM NUMBER function key to toggle between the item number or the description of the interface account used to extract the G/L account number (e.g., purchases, inventory, etc.).
F9=PO Detail or F9=WO Detail	In order to use the F9=PO DETAIL or F9=WO DETAIL function key, the inventory journal (IJ) must have been created from either a PO receipt or work order receipt or PO returns or work order returns (P or W displays in the **T** column): Press the F9=PO DETAIL function key after selecting the reference number for the transaction in the **Selection** field. If P displays in the **T** column for a purchase order, press the F9=PO DETAIL function key to display PO details for the transaction, such as PO history, receipt history, and landing cost history. The Purchase Order Item Detail Screen appears. Refer to the Purchasing User Guide for a description of this screen. If W displays in the **T** column for a work order, press the F9=WO DETAIL function key to display work order history or detail. The Work Order Display/History Screen appears. Refer to the Value Added Services User Guide for a description of this screen.
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	Use the ENTER function key to display opposing entries for the same item with the account numbers and amounts shown. Comments also may be displayed and maintained. After selecting a reference number in the **Selection** field, press the ENTER key to display the Transaction History Detail Screen. Refer to the Inventory Accounting User Guide for details about this screen.

Purchase Journal Detail Screen



This screen appears after you press F4=SOURCE DATA to review source data for a Purchase Journal from any of the following screens:

- Detail Transactions By Account Screen (p. 10-7)
- Detail Transactions By Journal Reference Screen (p. 10-37)
- Transaction Detail Screen (p. 10-42)

Use this screen to review the vouchers lines that comprise the Purchase Journal selected G/L lines. You also may use this screen to review receipt history for a specified voucher with the F5=RECEIPT DEL function key, or review header information for a selected voucher with the F9=VOUCHER IN function key.

Purchase Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Journal #	The first segment of the journal reference number that you selected displays in this field. The first segment of the journal reference number represents the posted transaction group for which detail transactions are displayed on this screen. A journal number is automatically assigned to a purchase journal when it is created during the processes that cause its generation (i.e., when open payable are posted.) Display

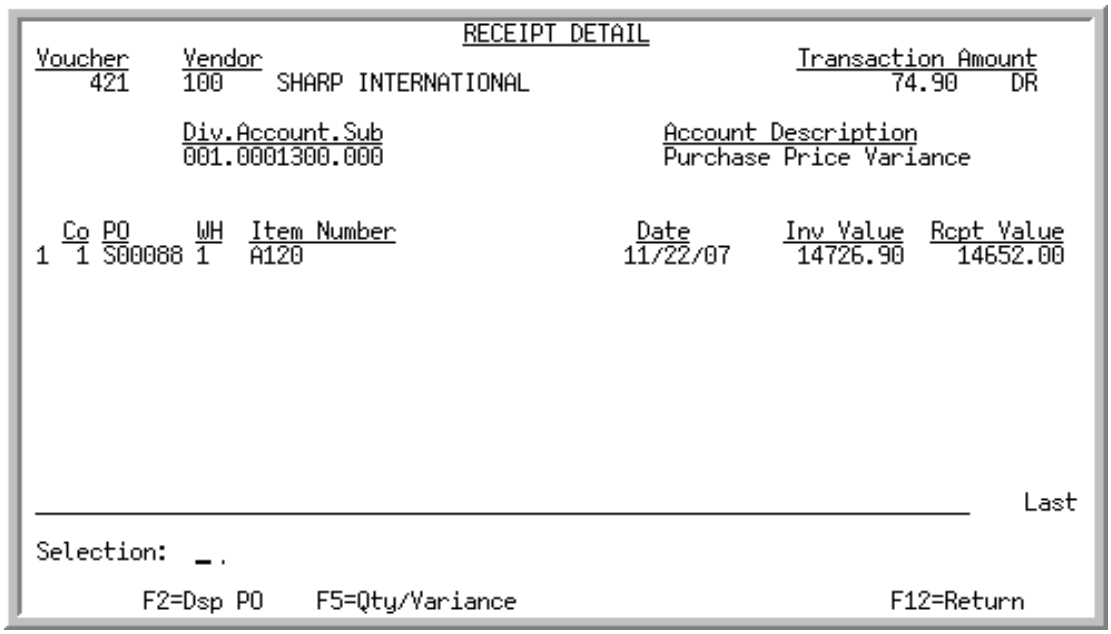
Purchase Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Reference	The G/L reference number from the calling screen displays in this field. This field is used to reference a detail transaction made in the selected transaction group. Display
Trans Am	The total of all journal entry transaction amounts on this screen, followed by the debit (DR) or credit (CR) code displays in this field. Display
Post Date	The G/L posting date that you entered on the G/L Posting Date Screen at the time the Purchase Journal was created displays on this screen. It represents the date to which this transaction group was posted. Display
CO	The company number associated with the transactions for the journal displays in this field. Display
Account #	The account number associated with the journal entries shown displays in this field. This is the general ledger account number to which the transactions displayed on this screen were posted. Display
Account Description	The account number description displays in this field. Two lines of the account description are displayed if two lines were keyed when the account was established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Display
Voucher	The voucher number for the selected account displays in this field. You can toggle this column with the **Invoice No** column using the F2=INVOICE NO / F2=VOUCHER NO function key. Display
Line	The line number of the voucher displays in this field. This field is blank for the accounts payable liability account because this account is posted at the voucher header level rather than the voucher line level. You can toggle this column with the **Invoice No** column using the F2=INVOICE NO / F2=VOUCHER NO function key. Display
Invoice No	The invoice number associated with the voucher displays in this column. You can toggle this column with the **Voucher** and **Line** columns using the F2=INVOICE NO / F2=VOUCHER NO function key. Display

Purchase Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor number associated with the voucher displays in this field. The vendor number is assigned on the Voucher Entry Screen during Voucher Entry. Display
Trans Am	The debit or credit amount entered for this transaction displays in this column. Display
D/C	The debit (D) or credit (C) code that associated with the amount entered for the transaction displays in this column. Display
Selection	Use this field with either the F5 or F9 function key to select a voucher to review receipt history or voucher header information. Key the reference number of the voucher you want to review. (N 2,0) Required
F2=Invoice No/ F2=Voucher No	Press the F2=INVOICE NO / F2=VOUCHER NO function key to toggle between displaying the **Voucher** and **Line** columns or the **Invoice** column.
F5=Receipt Del	The F5=RECEIPT DEL function key allows you to review receipt history for a specified voucher if that voucher was created using PO receipt validation, and will display only the expense side of the G/L transaction (for example, a credit to A/P would not contain receipt detail, but a debit to purchases would.) After keying a reference number of the voucher in the **Selection** field, press the F5=RECEIPT DEL function key to display receipt history for that voucher. The Receipt Detail Screen (p. 10-25) appears. If no detail exists for the selected line, a message will appear indicating that no receipt detail exists for the voucher you selected.
F9=Voucher In	The F9=VOUCHER IN function key allows you to review header information for a selected voucher. After keying a reference number of the voucher you want to select in the **Selection** field, press the F9=VOUCHER IN function key to display the Voucher Header Screen. Refer to the Accounts Payable User Guide for details about this screen.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Receipt Detail Screen



This screen appears after you press F5=RECEIPT DEL from the Purchase Journal Detail Screen (p. 10-22). Use this screen to review receipt history for the voucher line you selected from that screen. You also may use this screen to display header and detail information for a selected PO.

Receipt Detail Screen Fields and Function Keys

Field/Function Key	Description
Voucher	This number of the selected voucher displays in this field. Display
Vendor	The vendor number associated with the selected voucher displays in this field. Display
Transaction Am	The journal entry transaction amounts, followed by the debit (DR) or credit (CR) code displays in this field. Display
Account #	The account number associated with the journal entries shown displays in this field. This is the general ledger account number to which the transactions displayed on this screen were posted. Display

Receipt Detail Screen Fields and Function Keys

Field/Function Key	Description
Account Description	The account number description displays in this field. Two lines of the account description are displayed if two lines were keyed when the account was established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Display
Co	The company number associated with the transactions for the voucher displays in this column. Display
PO	*T*he PO number contained in the voucher displays in this column. Display
WH	The warehouse number for this invoice displays in this column. Display
Item Number	The item number contained in the voucher displays in this column. Display
Date	The transaction receipt date displays in this column. Display
(Receipt) Quantity	This column displays the quantity of the item received. This column appears for • Purchase Clearing Accounts • Purchase Price Variance • Landing Cost Variance • Purchase Tax Accounts For Purchase Price Variance and Landing Cost Variance accounts, you can use the F5=QTY/VARIANCE / F5=RCPT/IN VALUE / F5=LND COST/VARIANCE function key to display the **In Value** in this column. Display

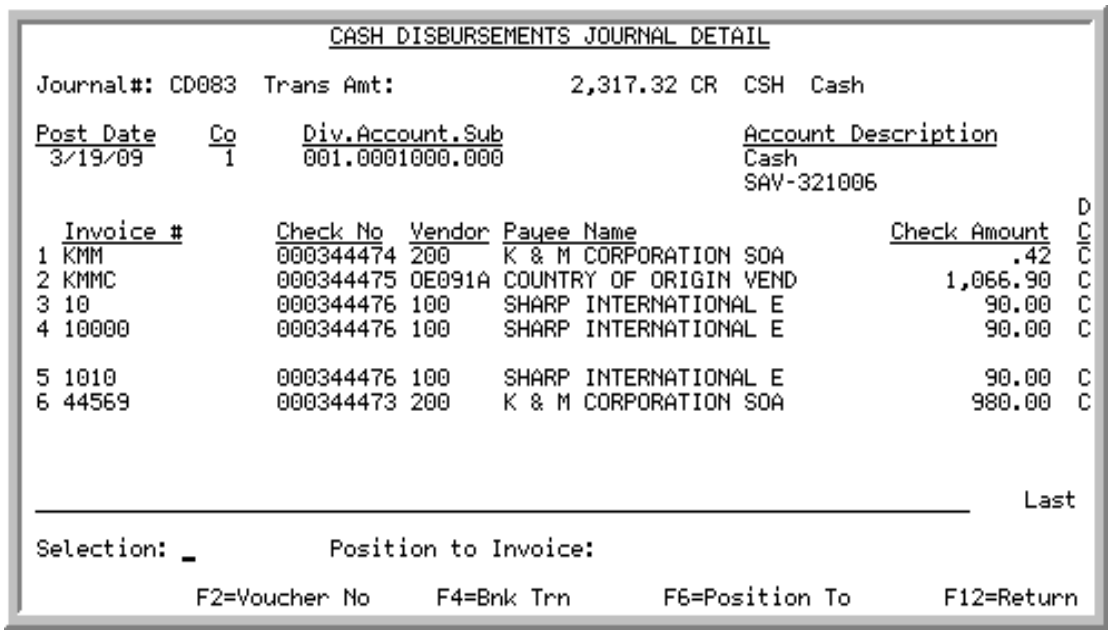
Receipt Detail Screen Fields and Function Keys

Field/Function Key	Description
Rcpt Value	This column displays the receipt value, which is the value of the receipt at receipt time (PO unit cost x quantity received). It will differ from the invoice value if the invoice value was changed during receipt validation. This column appears for • Purchase Clearing Accounts • Purchase Price Variance • Landing Cost Variance For Purchase Price Variance and Landing Cost Variance accounts, you can use the F5=QTY/VARIANCE / F5=RCPT/IN VALUE / F5=LND COST/VARIANCE function key to display the **Variance** in this column. For Purchase Tax Accounts, you can use the F6=TAX AM / F6=RCPT VALUE function key to display the **Tax Amount**. Display
Variance	This column displays the purchase price or landing cost variance; that is, the variance between the receipt and the invoice value. This column appears for • Purchase Price Variance • Landing Cost Variance You can use the F5=QTY/VARIANCE / F5=RCPT/IN VALUE / F5=LND COST/VARIANCE function key to display the **Rpt Value** in this column. Display
In Value	This column displays the invoice amount keyed through receipt validation in voucher entry. It is the amount that you agreed to pay for this receipt. This column appears for • Purchase Price Variance • Landing Cost Variance • Purchase Tax Accounts For Purchase Price Variance and Landing Cost Variance accounts, you can use the F5=QTY/VARIANCE / F5=RCPT/INV VALUE / F5=LND COST/VARIANCE function key to display the **Receipt Quantity** in this column. Display
Tax Amount	This column displays the tax amount if GST was calculated for the voucher during receipt validation. GST can only be calculated for taxable purchase order line items during receipt validation if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2). This field appears only for Purchase Tax Accounts. You can use the F6=TAX AMT / F6=RCPT VALUE function key to display the **Rcpt Value** in this column. Display

Receipt Detail Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to key the reference number of the PO for which header and detail history information will display. After keying the reference number in this field, press F2=Dsp PO to access PO history information. (N 2,0) Required
F2=Dsp PO	The F2=Dsp PO function key allows you to display header and detail history information for a selected PO. After keying a reference number of the PO in the **Selection** field on this screen, press the F2=Dsp PO function key to display PO history information. The Requisition/Purchase Order Header Screen appears. Refer to the Purchasing User Guide for details about this screen.
F5=Qty/Variance / F5=Rcpt/Inv Value / F5=Lnd Cost/Variance	The F5=Qty/Variance / F5=Rcpt/Inv Value / F5=Lnd Cost/Variance function key appears only for Purchase Price Variance and Landing Cost Variance accounts. This function key allows you to toggle between the invoice value and receipt value, and the receipt quantity and purchase price or landing cost variance. If this key displays as F5=Qty/Variance, the **Inv Value** and **Rcpt Value** fields display on this screen. If this key displays as F5=Rcpt/Inv Value, the **Quantity** and **Variance** fields display on this screen.
F6=Tax Amt / F6=Rcpt Value	The F6=Tax Amt / F6=Rcpt Value function key appears only for Purchase Tax Accounts. Press the F6=Tax Amt / F6=Rcpt Value function key to toggle between the receipt value and the tax amount.
F12=Return	Press the F12=Return function key to return to the previous screen.

Cash Disbursements Journal Detail Screen



This screen displays after pressing F4=SOURCE DATA to review source data for a Cash Disbursements Journal from any of the following screens:

- Detail Transactions By Account Screen (p. 10-7)
- Detail Transactions By Journal Reference Screen (p. 10-37)
- Transaction Detail Screen (p. 10-42)

Use this screen to review invoices that were paid for the selected journal. You also may display bank account transactions for the selected journal, if applicable.

Cash Disbursements Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Journal #	The first segment of the journal reference number that you selected displays in this field. The first segment of the journal reference number represents the posted transaction group for which detail transactions are displayed on this screen. A journal number is automatically assigned to a Cash Disbursements Journal when it is created during the processes that cause its generation (i.e., when checks are printed, manual checks are posted, or checks are reversed.) Display
Trans Amt	The total of all journal entry transaction amounts on this screen, followed by the debit (DR) or credit (CR) code displays in this field. Display

Cash Disbursements Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
(Transaction Type)	This field displays the type of transaction: Cash, Accounts Payable, or Cash Discount. Display
Post Date	The G/L posting date that you entered on the G/L Posting Date Screen at the time the Cash Disbursements Journal was created displays on this screen. It represents the date to which this transaction group was posted. Display
CO	The company number associated with the transactions for the journal displays in this field. Display
Account #	The account number associated with the journal entries shown displays in this field. This is the general ledger account number to which the transactions displayed on this screen were posted. Display
Account Description	The account number description displays in this field. Two lines of the account description are displayed if two lines were keyed when the account was established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Display
Invoice #	The vendor's invoice number that was keyed on the voucher displays in this column. Display
Check No	The check number used to pay the invoice displays in this column. You can toggle this column with the *Voucher #* column using the F2=VOUCHER NO / F2=CHECK NO function key. Display
Voucher #	The voucher number associated with the invoice displays in this column. You can toggle this column with the **Check No** column using the F2=VOUCHER NO / F2=CHECK NO function key. Display
Vendor	The vendor number associated with the invoice displays in this column. Display
Payee Name	The name of the payee to whom the check was written displays in this field. Display
Check Amount	The portion of the total check amount used to pay the invoice displays in this column. Display

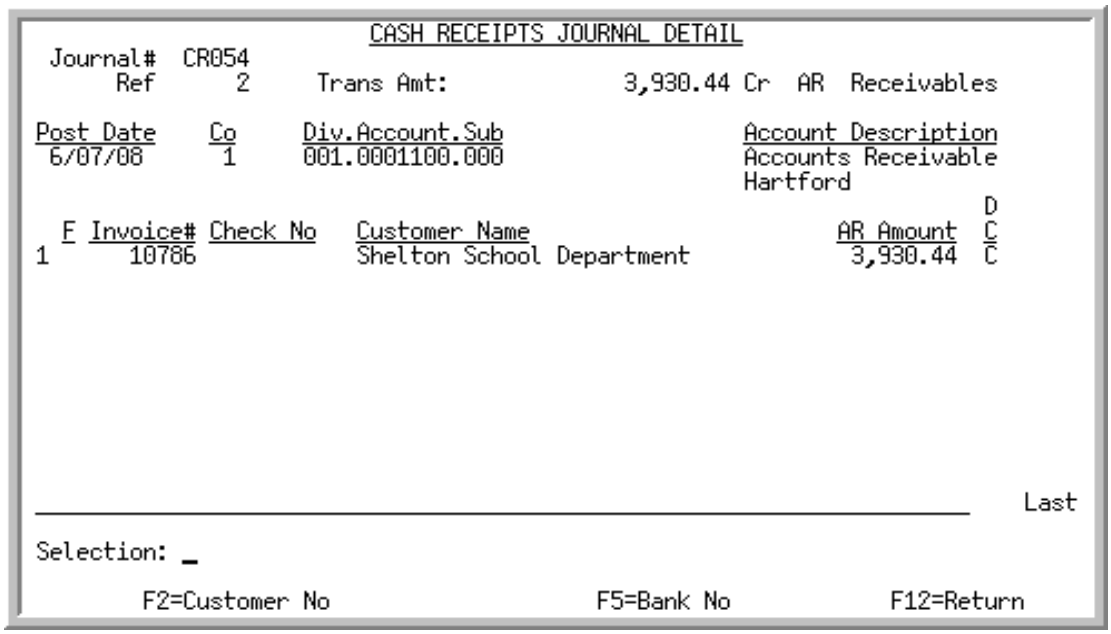
Cash Disbursements Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
D/C	The debit (D) or credit (C) code that makes up the transaction displays in this column. Display
Selection	Use this field to key the reference number of the invoice for which bank account transactions or open/paid/all invoices for the selected journal will display. After keying the reference number in this field, press F4=BNK TRN to access A/P bank transaction information or press ENTER to display open/paid/all invoices for the vendor on the Open/Paid Invoices Screen. (N 2,0) Required
Position to Invoice	Use this field to position an invoice at the top of the screen. Repositioning eliminates the need to roll up or down through multiple screens of invoices that were processed. Key the number of the invoice that you want to be positioned to the first line of the screen and then, press F6. The specified invoice will display on the first line of this screen. *Valid Values:* 1 - 99999 (N 5,0) Optional
F2=Voucher No/Check No	The F2=VOUCHER NO / F2=CHECK NO function key allows you to toggle between displaying the voucher number and the check number associated with the invoice.
F4=Bnk Trn	NOTE: The F4=BNK TRN function key displays only if you are reviewing the cash application of the transaction. That is, drilling down on transactions that affected a G/L account, such as cash, that involved the application of cash during the transaction. The F4=BNK TRN function key displays a summarized list of checks paid and their associated amounts. Press the F4=BNK TRN function key to display the AP Payment Detail Screen, where you may review checks that have been paid for the selected bank account. Refer to the Accounts Payable User Guide for details about this screen.
F6=Position To	After selecting a reference number in the **Position to Invoice** field, press the F6=POSITION TO function key to position the selected invoice on the first line of this screen.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Cash Disbursements Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Enter	The ENTER function key allows you to review invoice, payment, and voucher header details. After keying the reference number of an invoice in the **Selection** field, press the ENTER key to display open/paid/all invoices for the vendor on the Open/ Paid Invoices Screen. Refer to the Accounts Payable User Guide for details about this screen.

Cash Receipts Journal Detail Screen



This screen appears after you press F4=SOURCE DATA to review source data for a Cash Receipts Journal from any of the following screens:

- Detail Transactions By Account Screen (p. 10-7)
- Detail Transactions By Journal Reference Screen (p. 10-37)
- Transaction Detail Screen (p. 10-42)

Use this screen to review cash receipts for the selected journal. You also may use this screen to review bank accounts for the journal.

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Cash Receipts Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Journal #	The first segment of the journal reference number that you selected displays in this field. The first segment of the journal reference number represents the posted transaction group for which detail transactions are displayed on this screen. A journal number is automatically assigned to a Cash Receipts Journal when it is created during the processes that cause its generation (i.e., when cash is posted.) Display
Trans Amt	The total of all journal entry transaction amounts on this screen, followed by the debit (DR) or credit (CR) code displays in this field. Display

Cash Receipts Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
(Transaction Type)	This field displays the type of transaction: Cash, Accounts Receivable, A/R Cash Discount, or Adjustment/Write-off. Display
Post Date	The G/L posting date that you entered on the G/L Posting Date Screen at the time the Cash Disbursements Journal was created displays on this screen. It represents the date to which this transaction group was posted. Display
CO	The company number associated with the transactions for the journal displays in this field. Display
Account #	The account number associated with the journal entries shown displays in this field. This is the general ledger account number to which the transactions displayed on this screen were posted. Display
Account Description	The account number description displays in this field. Two lines of the account description are displayed if two lines were keyed when the account was established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Display
AR Amount Check Amount CD Amount	The heading of this field varies according to the type of transaction displayed in the top portion of this screen, as follows: • For A/R transactions, the accounts receivable amount displays. This is the amount by which this invoice reduced the customer's A/R balance. • For cash transactions, the check amount displays. This is the portion of the total customer check amount used to pay this invoice. • For cash discount transactions, the cash discount amount the customer received for this invoice displays.
F	F displays in this column if the invoice is a finance charge invoice. This column is blank for regular invoices. Display
Invoice #	The number of the invoice paid displays in this column. Display
Check No	The number of the check used to pay the invoice displays in this column. You can toggle this column with the **Cust No** column using the F2=CUSTOMER NO / F2=CHECK NO function key.

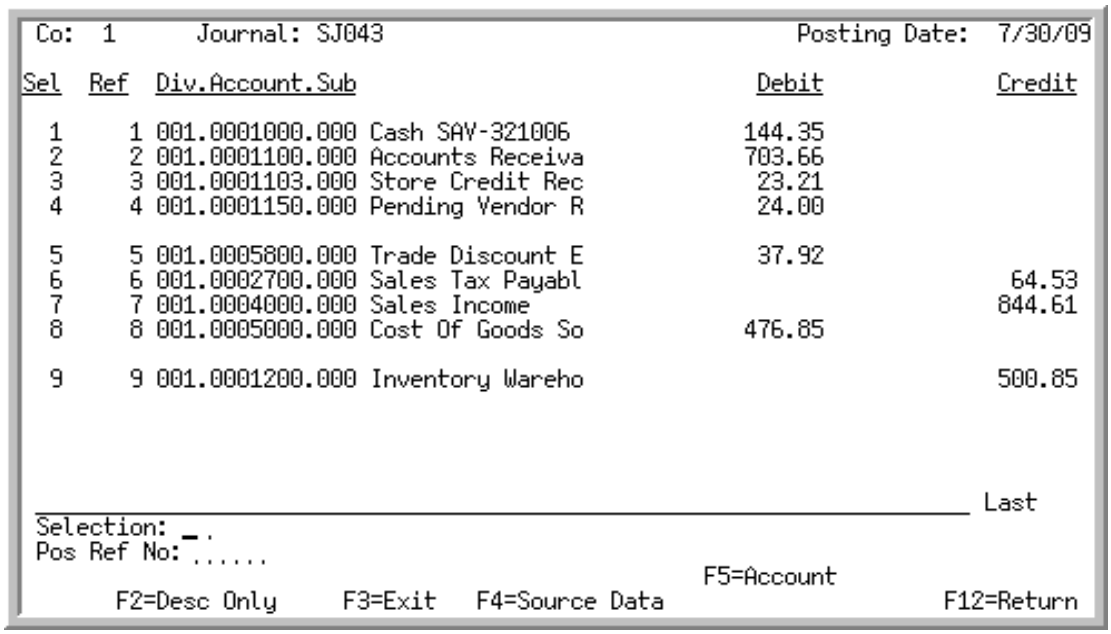
Cash Receipts Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
Cust No	The customer number associated with the invoice displays in this column. You can toggle this column with the **Check No** column using the F2=CUSTOMER NO / F2=CHECK NO function key. Display
Customer Name	The name of the customer associated with the invoice displays in this column. You can toggle this column with the **Bank No** column using the F5=BANK NO / F5=CUST NAME function key. Display
Bank No	The bank (ABA) number associated with the transaction displays in this column. This column is blank if no ABA number is associated with the transaction. You can toggle this column with the **Customer Name** column using the F5=BANK NO / F5=CUST NAME function key. Display
Check/AR/CD Amount	This column varies according to the type of transaction displayed in the top portion of this screen. For cash transactions, the check amount displays in this column. This is the portion of the total customer check amount used to pay this invoice. For accounts receivable transactions, the accounts receivable amount in this column. This is the amount by which this invoice reduced the customer's A/R balance. For cash discount transactions, the cash discount amount the customer received for this invoice displays in this column. Display
D/C	The debit (D) or credit (C) code that makes up the transaction displays in this column. Display
Selection	Use this field to key the reference number of the invoice for which A/R receipt detail or transactions and payment comments regarding the invoice will display. After keying the reference number of an invoice in this field, press F4=BNK TRN to access A/R receipt detail behind the transaction performed or ENTER to display all transactions and payment comments regarding the invoice. (N 2,0) Required
F2=Customer No/ F2=Check No	The F2=CUSTOMER NO / F2=CHECK NO function key allows you to toggle between the customer number or the check number associated with the invoice.

Cash Receipts Journal Detail Screen Fields and Function Keys

Field/Function Key	Description
F4=Bnk Trn	NOTE: The F4=BNK TRN function key displays only if you are reviewing the cash application of the transaction. That is, drilling down on transactions that affected a G/L account, such as cash, that involved the application of cash during the transaction. The F4=BNK TRN function key allows you to review the bank accounts for this journal. Press the F4=BNK TRN function key to display the AR Receipt Detail Screen, where you may review the A/R receipt detail behind the transaction performed. Refer to the Accounts Payable User Guide for details about this screen.
F5=Bank No / F5=Cust Name	The F5=BANK NO / F5=CUST NAME function key allows you to toggle between the bank number and the customer name associated with the invoice.
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	The ENTER key allows you review invoice detail, showing all transactions and payment comments regarding the invoice. After keying the reference number of the invoice in the **Selection** field, press ENTER to display the Invoice Inquiry Detail 1 Screen where you may review details behind the invoice transaction. Refer to the Accounts Receivable User Guide for details about this screen.

Detail Transactions By Journal Reference Screen



This screen appears after you press ENTER from the General Ledger Inquiry Selection Screen (p. 10-3) if you keyed a **Journal Reference** number on that screen, or after pressing F5=JOURNAL REF from the Detail Transactions By Account Screen (p. 10-7).

This screen displays the detail transactions (all entries) keyed for one journal. You also may use this screen to view a list of all transactions and amounts associated with the journal using the F4=SOURCE DATA function key or view detail transactions keyed for the G/L account contained in a selected detail transaction with the F5=JOURNAL REF function key.

Detail Transaction By Journal Reference Screen Fields and Function Keys

Field/Function Key	Description
Company-Journal	This field displays the company number and the first segment of the journal reference number. The first segment of the journal reference number represents the posted transaction group which displays on this screen. All detail transactions for this transaction group are displayed. (N 2,0 / A 5) Display
User	This field appears for General Journal (GJ) entries only. The user ID of the user who created the transaction displays in this field. Display
Posting Date	This is the date to which this transaction group was posted. Display

Detail Transaction By Journal Reference Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field is used to reference a detail transaction made in the selected transaction group and display further details about that transaction. Key this number in the **Selection** field and press F4=SOURCE DATA, F5=JOURNAL REF, or ENTER; refer to the Selection field for details.
Ref	This field is used to reference a detail transaction made in the selected transaction group and display that transaction to the top of the screen. Key this number in the **Pos Ref No** field and press ENTER to select an account that you want to display on the first line of this screen. Display
G/L Account Number/ Description Only	This field displays the G/L account number or the G/L account description, depending on the selection made with theF2=ACCOUNT NUMBER / F2=ACCOUNT DESCRIPTION toggle key. When the account number is displayed, the account number format (number of segments and segment lengths) is displayed in the account number heading. Display
Debit	This field displays debit values. If this detail transaction was a debit transaction, the dollar value of the debit is displayed in this column. Display
Credit	This field displays credit values. If this detail transaction was a credit transaction, the dollar value of the credit is displayed in this column. Display

Detail Transaction By Journal Reference Screen Fields and Function Keys

Field/Function Key	Description
Selection	This field is used to view a list of all transactions and amounts associated with the selected journal, display detail transactions keyed for a G/L account, or display all information of a detail transaction in a posted transaction group. Key the **Sel** number corresponding to the transaction for which you want to view a list of all transactions and amounts associated with the selected journal and press F4=SOURCE DATA. If applicable, the appropriate screen will display showing you source data associated with the journal. Key the **Sel** number corresponding to the transaction for which you want to display detail transactions and press F5=ACCOUNT. The Detail Transactions By Account Screen (p. 10-7) appears showing the transactions keyed for the account. Key the **Sel** number corresponding to the transaction you want to display in detail and press ENTER. The Transaction Detail Screen will display where you may review all information of a detail transaction in a posted transaction group. *Default Value:* None *Valid Values:* 1 through 12 (N 5,0) Required
Pos Ref No	Use this field to position a transaction to the top of this screen. This eliminates the need to roll down or roll up through screens of transactions. Key the reference number corresponding to the transaction you want to display on the first line of this screen and press ENTER. After positioning the transactions to a desired point, you may use the **Selection** field to select the transaction for further inquiry. *Default Value:* None *Valid Values:* 1 through 99999 (N 5,0) Optional
F2=Account Number/ F2=Account Description	Use the F2=ACCOUNT NUMBER / F2=ACCOUNT DESCRIPTION function key to toggle between displaying either the account number or the account description. column.
F3=Exit	Press the F3=EXIT function key to exit from the inquiry and return to the General Ledger Inquiry Selection Screen (p. 10-3).

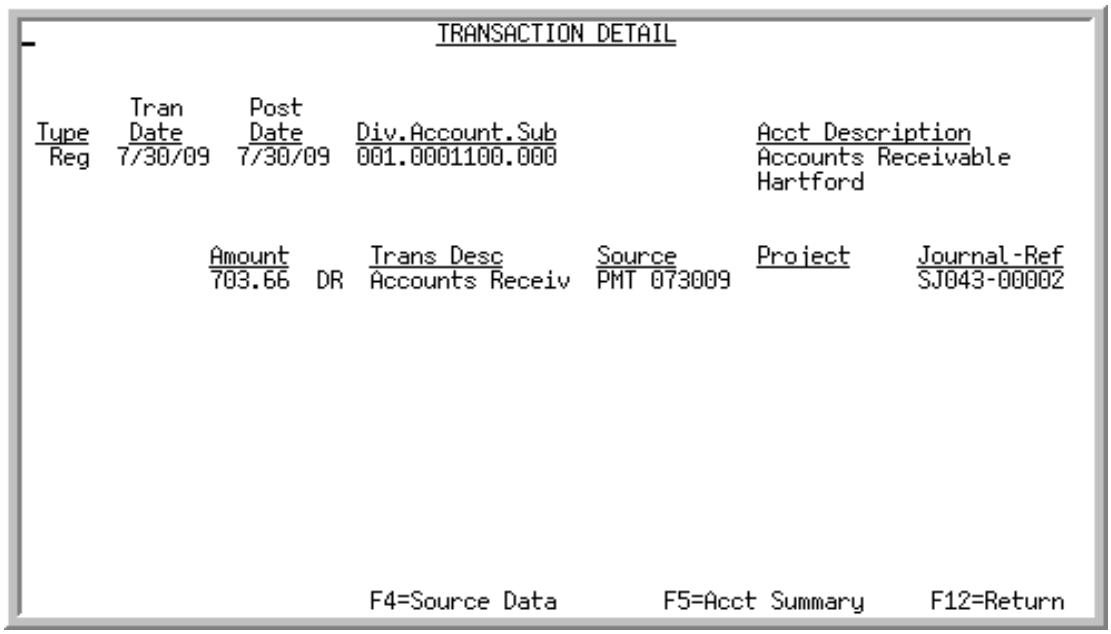
Detail Transaction By Journal Reference Screen Fields and Function Keys

Field/Function Key	Description
F4=Source Data	After keying a reference number of a journal in the **Selection** field, press the F4=SOURCE DATA function key to review a list of all transactions and amounts associated with the selected journal. A message will appear to inform you if you are accessing source data for a journal number that has transactions that were maintained in an out-of-balance transaction group. If you selected a Sales Journal (SJ) or Transfer Journal (TJ), the Sales Journal Detail Screen (p. 10-12) appears: If you selected an Inventory Journal (IJ) or Transfer Journal (TJ), the Inventory Journal Detail Screen (p. 10-18) will display. If you selected a Purchase Journal (PJ), the Purchase Journal Detail Screen (p. 10-22) will display. If you selected a Cash Disbursements Journal (CJ), the Cash Disbursements Journal Detail Screen (p. 10-29) will display. If you selected a Cash Receipts Journal (CR), the Cash Receipts Journal Detail Screen (p. 10-33) will display. If you selected a Transfer Journal (TJ), see the related SJ or IJ information. That is, refer to the Sales Journal Detail Screen (p. 10-12) or Inventory Journal Detail Screen (p. 10-18). If you selected an International Currency Journal (IC), the Cash Receipts Journal Detail Screen (p. 10-33) will display. NOTE: The function of G/L drill-down, allowing you to see transactions and amounts associated with journals, is not available for the General Journal (GJ) or the Cash Journal (CJ) because the only source data available for both are the journal entries. Additionally, G/L drill-down is not available if the transaction was done before G/L drill-down or if **Retain History** is set to N.
F5=Account	After keying a reference number of an account in the **Selection** field, press the F5=ACCOUNT function key to display the Detail Transactions By Account Screen (p. 10-7). You will be able to review detail transactions keyed for the G/L account contained in the detail transaction selected on this screen.

Detail Transaction By Journal Reference Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press the F12=RETURN function key to return to the General Ledger Inquiry Selection Screen (p. 10-3).
Enter	After keying a reference number of an account in the **Selection** field, press the ENTER key to display the Transaction Detail Screen (p. 10-42). You will be able to review all information of a detail transaction in a posted transaction group. After keying a reference number of an account in the **Pos Ref No** field, press the ENTER key to position the selected transaction to the top of the screen.

Transaction Detail Screen



This screen appears after you select a detail transaction and press ENTER from either the Detail Transactions By Account Screen (p. 10-7) or the Detail Transactions By Journal Reference Screen (p. 10-37).

This screen displays all information of a detail transaction in a posted transaction group (i.e., all G/L transaction detail for a journal entry displays on this screen.) You also may use this screen to display source data for the selected journal by pressing F4=SOURCE DATA, or display summary information for the account used in the detail transaction by pressing F5=ACCT SUMMARY.

Transaction Detail Screen Fields and Function Keys

Field/Function Key	Description
Type	This field displays the type of transaction group. The type may be: • Reg for regular journal entries • Adj for adjustment type journal entries • Rev for the entries that are journal transactions created as reversing entries • Y/E for the year-end adjusting journal entries Display
Tran Date	This field displays the date on which the transaction occurred. Display
Post Date	This field displays the posting date of the transaction group. Display

Transaction Detail Screen Fields and Function Keys

Field/Function Key	Description
Account Number	This field displays the account number posted to for this transaction. Display
Acct Description	This field displays the description of the G/L account. Two lines of the account description are displayed if two lines were keyed when the account was established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Display
Amount	This field displays the debit or credit dollar amount entered for this transaction. If this is a debit amount, DR is displayed to the right of the amount. If this is a credit amount, CR is displayed to the right of the amount. Display
Trans Desc	This field displays the description of the transaction entered. If an extended transaction description has been keyed during Transaction Entry (MENU GLMAIN), a + sign is displayed to the right of the standard transaction description. When International Currency is installed, for gains/losses incurred through foreign currency transactions, the applicable transaction description will display in this field (i.e. PY Revaluation for payment revaluation, CK Revaluation for check revaluation, etc.). Display
Source	This field displays the source that was keyed through Transaction Entry (MENU GLMAIN) for this transaction, if any. This field is used as a reference for the general journal from which this transaction occurred. For example, the transaction may be from an opening entry, cash receipts, miscellaneous cash, or a sales journal. Display
Project	This field displays the project that was keyed through Transaction Entry (MENU GLMAIN) or AP Voucher Entry (MENU APMAIN) for this transaction, if any. Display

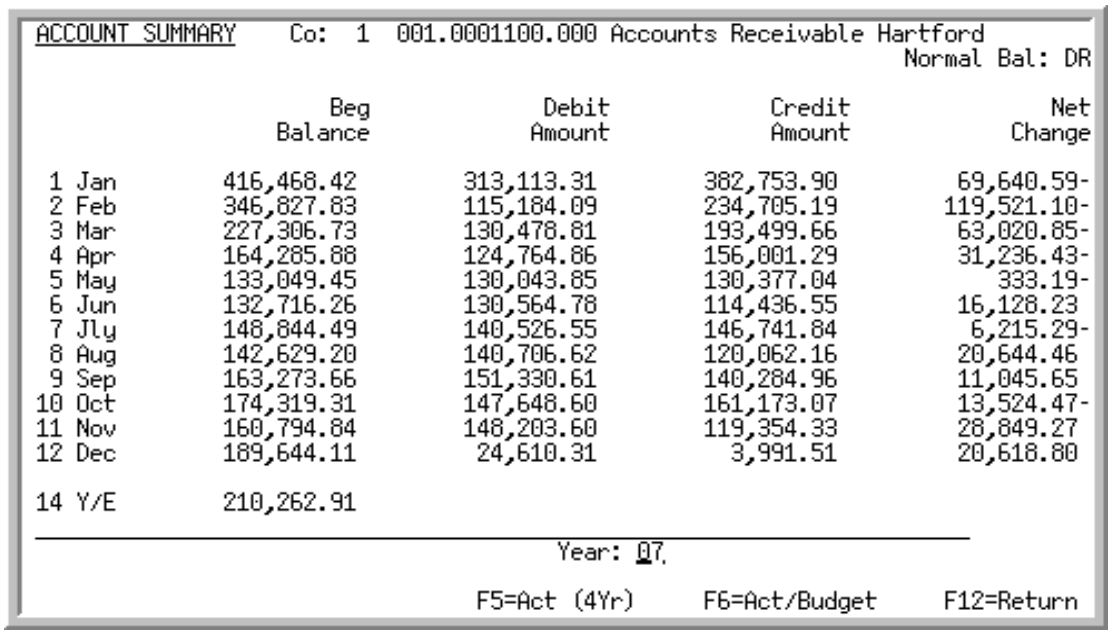
Transaction Detail Screen Fields and Function Keys

Field/Function Key	Description
Journal-Ref	This field displays the journal reference number assigned to each detail transaction. The first segment of the journal reference number, called the journal number, is assigned to the transaction group. The second segment of the journal reference number is assigned to each detail transaction within a transaction group. One journal number is assigned to one transaction group. Another is assigned to reversing entries generated from the group. This number is the next available journal reference number. The prefix to this number is *GJ* for transaction groups which have been keyed through Transaction Entry (MENU GLMAIN). Display
F4=Source Data	After keying a reference number of a journal in the Selection field, press the F4=SOURCE DATA function key to review a list of all transactions and amounts associated with the selected journal. A message will appear to inform you if you are accessing source data for a journal number that has transactions that were maintained in an out-of-balance transaction group. If you selected • a Sales Journal (SJ) or Transfer Journal (TJ), the Sales Journal Detail Screen (p. 10-12) appears. • an Inventory Journal (IJ) or Transfer Journal (TJ), the Inventory Journal Detail Screen (p. 10-18) appears. • a Purchase Journal (PJ), the Purchase Purchase Journal Detail Screen (p. 10-22) appears. • a Cash Disbursements Journal (CJ), the Cash Disbursements Journal Detail Screen (p. 10-29) appears. • a Cash Receipts Journal (CR), the Cash Receipts Journal Detail Screen (p. 10-33) appears. • a International Currency Journal (IC), the G/L Revaluation History Screen (p. 10-52) appears. NOTE: The function of G/L drill-down, allowing you to see transactions and amounts associated with journals, is not available for the General Journal (GJ) or the Cash Journal (CJ) because the only source data available for both are the journal entries. Additionally, G/L drill-down is not available if the transaction was done before G/L drill-down or if the **Retain History** field is set to N.

Transaction Detail Screen Fields and Function Keys

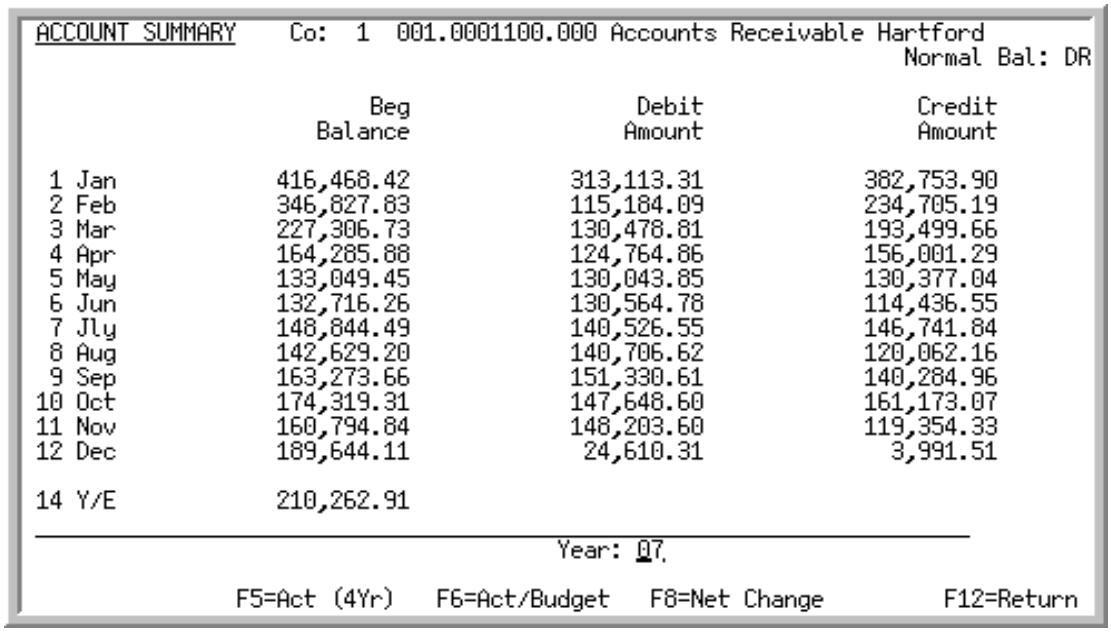
Field/Function Key	Description
F5=Acct Summary	Press the F5=ACCT SUMMARY function key to display summary information for the account used in the detail transaction displayed on this screen. The Account Summary Screen (p. 10-46) appears.
F12=Return	Press F12=RETURN function key to return to the previous inquiry screen.

Account Summary Screen



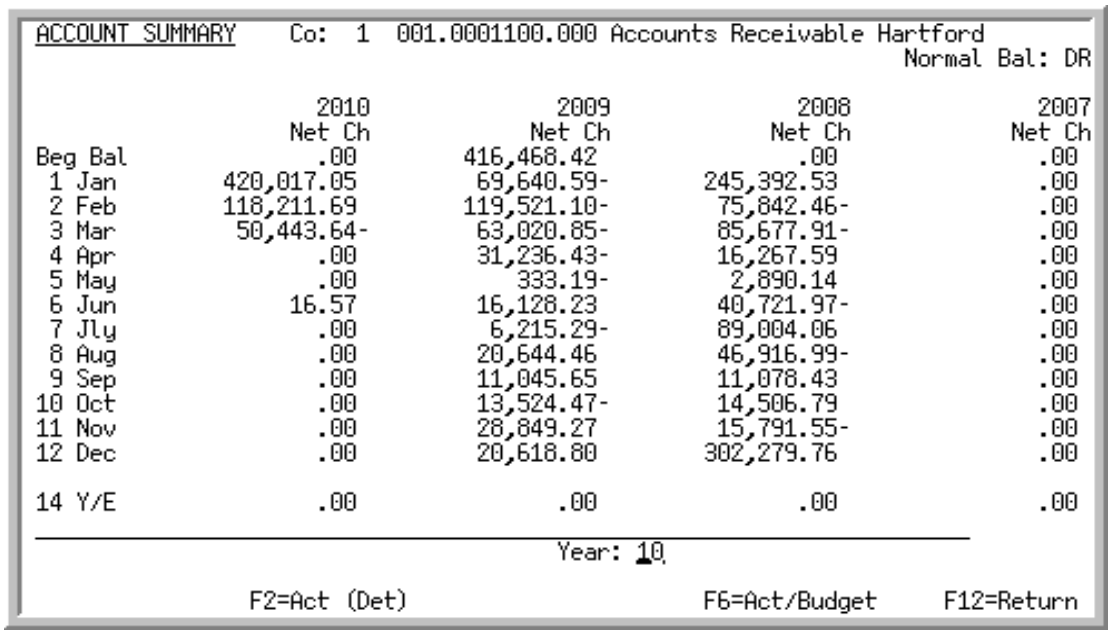
```
ACCOUNT SUMMARY    Co:  1  001.0001100.000 Accounts Receivable Hartford
                                                        Normal Bal: DR

                        Beg            Debit           Credit          Net
                    Balance           Amount           Amount       Change

 1 Jan          416,468.42       313,113.31       382,753.90     69,640.59-
 2 Feb          346,827.83       115,184.09       234,705.19    119,521.10-
 3 Mar          227,306.73       130,478.81       193,499.66     63,020.85-
 4 Apr          164,285.88       124,764.86       156,001.29     31,236.43-
 5 May          133,049.45       130,043.85       130,377.04        333.19-
 6 Jun          132,716.26       130,564.78       114,436.55     16,128.23
 7 Jly          148,844.49       140,526.55       146,741.84      6,215.29-
 8 Aug          142,629.20       140,706.62       120,062.16     20,644.46
 9 Sep          163,273.66       151,330.61       140,284.96     11,045.65
10 Oct          174,319.31       147,648.60       161,173.07     13,524.47-
11 Nov          160,794.84       148,203.60       119,354.33     28,849.27
12 Dec          189,644.11        24,610.31         3,991.51     20,618.80

14 Y/E          210,262.91

                                      Year: 07

                              F5=Act (4Yr)     F6=Act/Budget     F12=Return
```

Account Summary Screen Expanded Fields



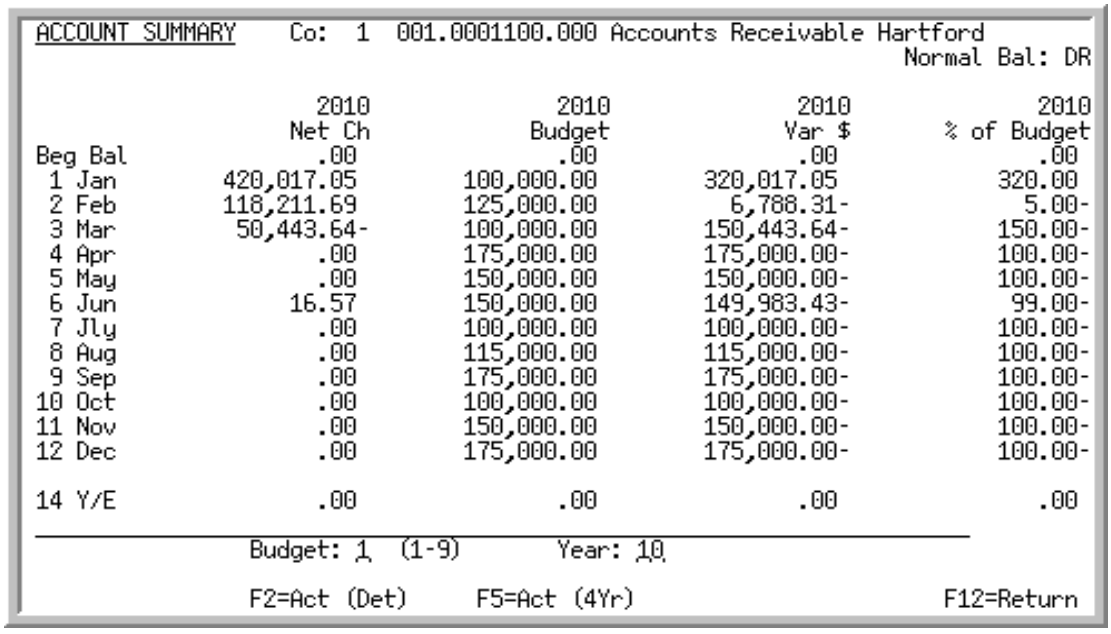
```
ACCOUNT SUMMARY    Co:  1  001.0001100.000 Accounts Receivable Hartford
                                                        Normal Bal: DR

                        Beg            Debit           Credit
                    Balance           Amount           Amount

 1 Jan          416,468.42       313,113.31       382,753.90
 2 Feb          346,827.83       115,184.09       234,705.19
 3 Mar          227,306.73       130,478.81       193,499.66
 4 Apr          164,285.88       124,764.86       156,001.29
 5 May          133,049.45       130,043.85       130,377.04
 6 Jun          132,716.26       130,564.78       114,436.55
 7 Jly          148,844.49       140,526.55       146,741.84
 8 Aug          142,629.20       140,706.62       120,062.16
 9 Sep          163,273.66       151,330.61       140,284.96
10 Oct          174,319.31       147,648.60       161,173.07
11 Nov          160,794.84       148,203.60       119,354.33
12 Dec          189,644.11        24,610.31         3,991.51

14 Y/E          210,262.91

                                      Year: 07

                      F5=Act (4Yr)   F6=Act/Budget   F8=Net Change     F12=Return
```

Account Summary Screen - 4 Year View



```
ACCOUNT SUMMARY    Co:  1  001.0001100.000 Accounts Receivable Hartford
                                                        Normal Bal: DR

                    2010            2009            2008            2007
                  Net Ch          Net Ch          Net Ch          Net Ch
Beg Bal              .00      416,468.42             .00             .00
 1 Jan        420,017.05       69,640.59-      245,392.53             .00
 2 Feb        118,211.69      119,521.10-       75,842.46-            .00
 3 Mar         50,443.64-      63,020.85-       85,677.91-            .00
 4 Apr              .00       31,236.43-       16,267.59             .00
 5 May              .00          333.19-        2,890.14             .00
 6 Jun            16.57       16,128.23       40,721.97-             .00
 7 Jly              .00        6,215.29-      89,004.06              .00
 8 Aug              .00       20,644.46       46,916.99-             .00
 9 Sep              .00       11,045.65       11,078.43              .00
10 Oct              .00       13,524.47-      14,506.79              .00
11 Nov              .00       28,849.27       15,791.55-             .00
12 Dec              .00       20,618.80      302,279.76              .00

14 Y/E              .00             .00             .00             .00
                                    Year: 10

               F2=Act (Det)                    F6=Act/Budget     F12=Return
```

Account Summary Screen - Budget View



```
ACCOUNT SUMMARY    Co:  1  001.0001100.000 Accounts Receivable Hartford
                                                        Normal Bal: DR

                    2010            2010            2010            2010
                  Net Ch          Budget          Var $       % of Budget
Beg Bal              .00             .00             .00             .00
 1 Jan        420,017.05      100,000.00      320,017.05          320.00
 2 Feb        118,211.69      125,000.00        6,788.31-           5.00-
 3 Mar         50,443.64-     100,000.00      150,443.64-         150.00-
 4 Apr              .00       175,000.00      175,000.00-         100.00-
 5 May              .00       150,000.00      150,000.00-         100.00-
 6 Jun            16.57       150,000.00      149,983.43-          99.00-
 7 Jly              .00       100,000.00      100,000.00-         100.00-
 8 Aug              .00       115,000.00      115,000.00-         100.00-
 9 Sep              .00       175,000.00      175,000.00-         100.00-
10 Oct              .00       100,000.00      100,000.00-         100.00-
11 Nov              .00       150,000.00      150,000.00-         100.00-
12 Dec              .00       175,000.00      175,000.00-         100.00-

14 Y/E              .00             .00             .00             .00
               Budget: 1  (1-9)       Year: 10

               F2=Act (Det)     F5=Act (4Yr)                   F12=Return
```

The Account Summary Screen appears in normal view. The Account Summary Screen Expanded Fields view appears if you are using expanded field sizes (as determined through Expanded Field Use Maintenance, MENU XAFIL2). Either screen appears after you press F5=ACCT SUMMARY from the Transaction Detail Screen (p. 10-42) for the account displayed on that screen.

Summary information for an account is displayed in one of three views: a one year summary view which shows the activity of an account over one year; a net change summary which shows the net change activity of an account over four years; and a budget summary which shows budgeted versus actual activity of the account for the selected year. The one year summary view displays the following columns: **Beg Balance**, **Debit Amount**, **Credit Amount**, and **Net Change** for a single fiscal year.

The Account Summary Screen - 4 Year View has columns of net change summary for four years (for example, **(year1) Net Change**, **(year2) Net Change**, **(year3) Net Change**, **(year4) Net Change)**.

The Account Summary Screen - Budget View displays the following columns: **Net Change**, **Budget**, **Var**, and **% of Budget** for a single fiscal year.

Account Summary Screen Fields and Function Keys

Field/Function Key	Description
Co	The company associated with the account displays in this field. Display
(Account Number)	The account number for the summary displays in this field. Display
(Account Description)	The account description displays in this field. Display
Normal Bal	The normal balance of the account displays in the field. If the account has a debit normal balance, D is displayed. If the account has a credit normal balance, C is displayed. Display
Period	The periods and period descriptions as established in General Ledger Options Maintenance (MENU GLFIL2) display in this column. To the left of each period description is the number of the period. If you are using 12 period accounting, 12 periods and period 14 (the year-end adjustment period) are listed. If you are using 13 period accounting, 13 periods and period 14 (the year-end adjustment period) are listed. Display
Beg Balance	This column appears only in the one year summary view. This field displays the beginning balance for each period of the year selected in the **Year** field. NOTE: In the extended field size view, you can toggle this column to display the Net Change value via the F8=% OF BUDGET / F8=VAR $ function key. Display

Account Summary Screen Fields and Function Keys

Field/Function Key	Description
Debit Amount	This column appears only in the one year summary view. This field displays the total debits made against the account for each period of the selected year. Display
Credit Amount	This column appears only in the one year summary view. This field displays the total credits made against the account for each period of the selected year. Display
Net Change	This column appears only in the one year summary view. This field displays the net change between the total debits and total credits for the account for each period of the selected year. NOTE: In the extended field size view, you can toggle this column to display the Net Change value via the F8=% OF BUDGET / F8=VAR $ function key. Display
CCYY(1) Net Ch	This column appears in the net change summary and budget views. This field displays the net change for each period in the selected year. Display
CCYY(2) Net Ch	This column appears only in the net change summary view. This field displays the net change for each period in the year previous to the selected year. Display
CCYY(3) Net Ch	This column appears only in the net change summary view. This field displays the net change for each period in the year two years previous to the selected year. Display
CCYY(4) Net Ch	This column appears only in the net change summary view. This field displays the net change for each period in the year three years previous to the selected year. Display
CCYY Budget	This column appears only in the budget view. The amount budgeted for this account for each period in the selected year for the selected budget displays in this column. CCYY displays the value of the century and year selected in the **Year** field on this screen. Display

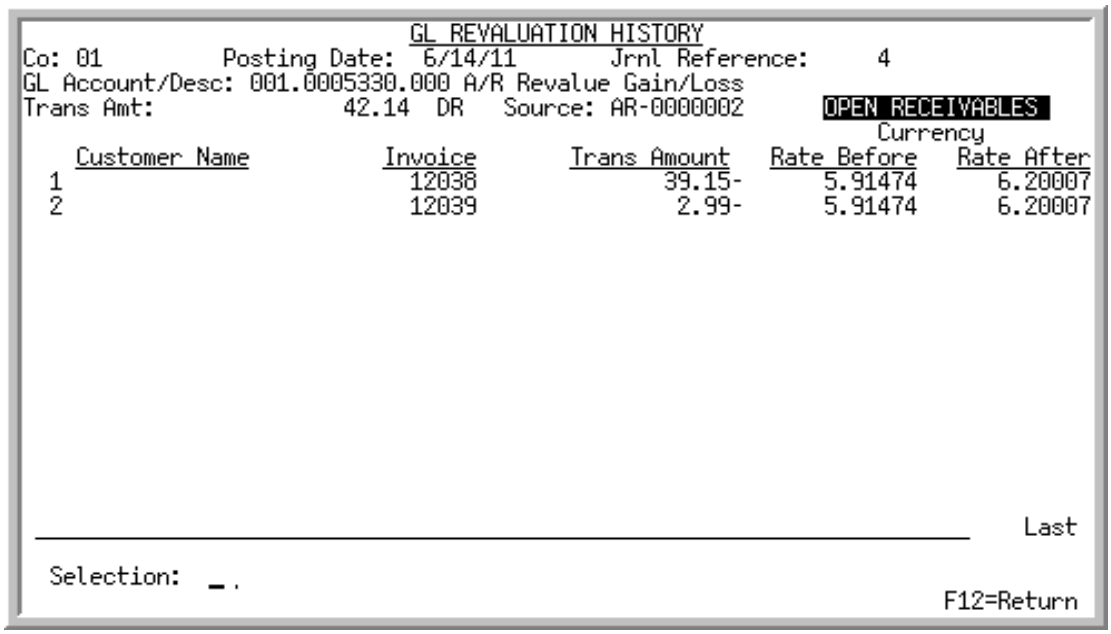
Account Summary Screen Fields and Function Keys

Field/Function Key	Description
CCYY Var $	This column appears only in the budget view. The dollar difference between the net change and the budgeted amounts for each period in the selected year (for the selected budget) displays in this column. CCYY displays the value of the century and year selected in the **Year** field on this screen. NOTE: In the extended field size view, you can toggle this column to display the variance percentage or percentage of budget via the F8=% OF BUDGET / F8=VAR $ function key. Display
CCYY % of Budget	This column appears only in the budget view. The percentage of the dollar variance to the budgeted amount for each period in the selected year (for the selected budget) displays in this column. CCYY displays the value of the century and year selected in the *Year* field on this screen. NOTE: In the extended field size view, you can toggle this column to display the variance percentage or percentage of budget via the F8=% OF BUDGET / F8=VAR $ function key. Display
Budget	This column appears only in the budget view. The number of the budget to display in the **Budget** column and to compare to the actual net change displays in this field. Up to nine different budgets may be established for one account through Budgets Maintenance (MENI GLFILE). Key the number of the budget display. *Valid Values:* Must be an existing budget for this account (N 1,0) Optional
Year	This field represents the year for which the one year account summary is displayed. In the one year summary view, you can enter a different year. In the net change and budget view, this field is display-only and uses the year specified in the one year summary view. *Default Value:* The current year based on system date *Valid Values:* 00 through 99 (N 2,0) Optional
F2=Act (Detail)	The F2=ACT (DETAIL) function key appears in the net change and budget views. Press the F2=ACT (DETAIL) function key to go to the one year view.
F5=Act (4Yr)	The F5=ACT (4YR) function key appears in the one year and budget view. Press the F5=ACT (4YR) function key to go to the net change view.

Account Summary Screen Fields and Function Keys

Field/Function Key	Description
F6=Act / F6=Budget	The F6=ACT / F6=BUDGET function key appears in the one year and net change views. Press the F6=ACT / F6=BUDGET function key to go to the budget view.
F8=Net Change/ F8=Beginning Bal	The F8=NET CHANGE / F8=BEGINNING BAL function key appears in the extended field size view only. Press the F8=NET CHANGE / F8=BEGINNING BAL function key to toggle between showing the **Net Change** field value (which was removed from the initial display for this view) and the **Beginning Balance** field value on this screen.
F8=% of Budget / F8=Var $	The F8=% OF BUDGET / F8=VAR $ function key only appears in the extended field size view, and only in the budget view displayed by pressing F6=ACT / F6=BUDGET. Press the F8=% OF BUDGET / F8=VAR $ function key to toggle between showing the **% of Budget** field value (which was removed from the initial display for this view) and **% of Var $** field value on this screen.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

G/L Revaluation History Screen



This screen appears after pressing F4=SOURCE DATA to review source data for an International Currency Journal from any of the following screens:

- Detail Transactions By Account Screen (p. 10-7)
- Detail Transactions By Journal Reference Screen (p. 10-37)
- Transaction Detail Screen (p. 10-42)

Use this screen to review revaluation data for the transaction. Note that fields displayed on this screen will differ depending upon the type of transactions you are reviewing. See the Transaction Type below for additional information.

NOTE: This screen will not display for Bank - Gain Loss transactions; it will be bypassed, and the G/L Revaluation Inquiry Screen - Accounts Receivable (p. 10-58) will display instead.

G/L Revaluation History Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number that the transaction was posted in. Display
Posting Date	The G/L posting date used for the transaction. Display
Jrnl Reference	The journal reference number assigned to the posting group. Display

G/L Revaluation History Screen Fields and Function Keys

Field/Function Key	Description
GL Account/Desc	The G/L account number and description for the selected transaction in the journal. Display
Trans Amt	The amount posted to the G/L account and it's DR/CR symbol. Display
Source	The G/L transaction source assigned to the transaction. • AR = Accounts Receivable • AP = Accounts Payable • CR = Cash Receipts • LC = landed Cost • PR = Receipt History Display
(Transaction Type)	Depending on the type of revaluation history you are reviewing, this field displays one of the following descriptions: • If you are reviewing payment revaluation data, this field displays as **AP PAYMENTS**. • If you are reviewing revaluation data for receipts pending invoicing, this field displays as **RECEIPT HISTORY** or, if applicable, **LANDING COST**. • If you are reviewing revaluation data for check reversals, this field displays as **CHECK REVERSALS**. • If you are reviewing revaluation data for open payables, this field displays as **OPEN PAYABLES**. • If you are reviewing revaluation data for pre-receipt validation, this field displays as **PR-RCT VALIDATION**. • If you are reviewing revaluation data for pre-paid invoices, this field displays as **PRE-PAID INVOICES**. • If you are reviewing revaluation data for open receivables, this field displays as **OPEN RECEIVABLES**. • If you are reviewing revaluation data for invoices completed during cash receipt posting, this field displays as **CASH RECEIPTS**. Display
Co	This field displays the number of the company associated with the transaction. Display
Trans Amount	The amount of the transaction that generated the G/L entry with the currency symbol of the company's local currency. Display

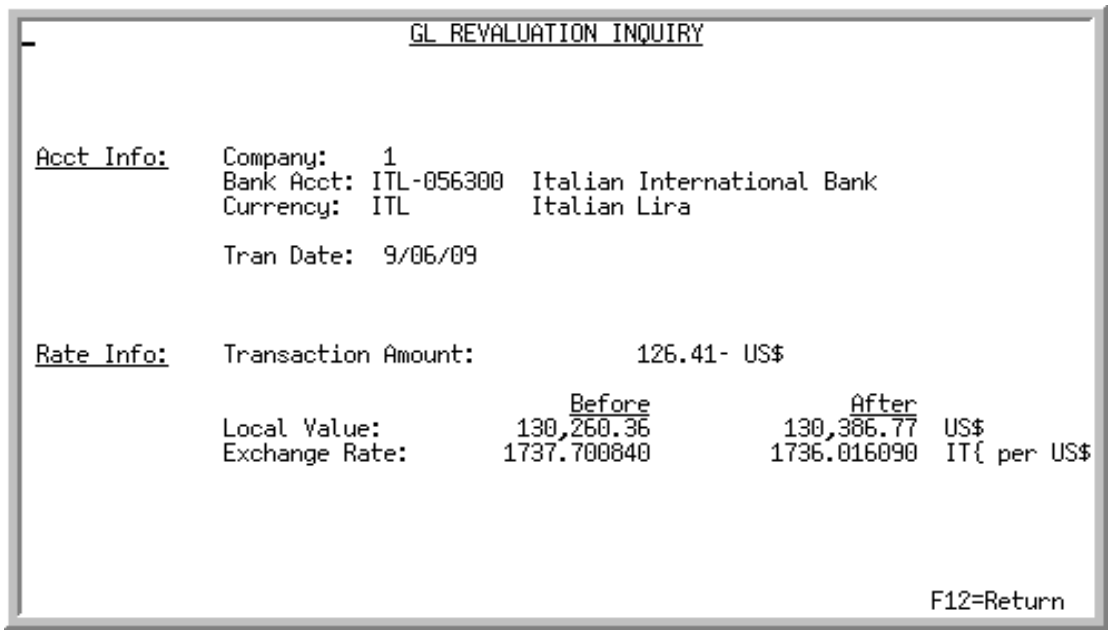
G/L Revaluation History Screen Fields and Function Keys

Field/Function Key	Description
Currency Rate Before	This field displays the exchange rate of the currency used for the transaction when the transaction was first entered. Display
Currency Rate After	This field displays the exchange rate of the currency used for the transaction when the transaction was posted and completed**.** Display
AP PAYMENTS / CHECK REVERSAL	• **Check Nmb**: This field displays the number of the check used to make the payment, or the number of the check reversed. • **Voucher/Description**: This field displays the voucher number and invoice description associated with the transaction. Display
RECEIPT HISTORY or LANDING COST	• **LC**: This field displays the landing code associated with the transaction (e.g., landing code type “freight” may be defined for landing code 1). • **Rcp Date**: This field displays the date the items on the PO were received. • **WH**: This field displays the number of the warehouse associated with the transaction. • **PO Nmr**: This field displays the number of the PO associated with the receipt. • **Seq**: This field displays the sequence number of the PO associated with the receipt. Display
OPEN RECEIVABLES	• **Customer Name**: The name of the customer associated with the transaction. • **Invoice**: The unique invoice number associated with the transaction. Display
CASH RECEIPTS	• **Customer**: The customer number used for the cash receipts group posting. • **Check#**: The check number sent by the customer to pay the invoice. • **Bank#**: The bank account number into which the payment was posted. Display
OPEN PAYABLES / PR-RCT VALIDATION / PRE-PAID INVOICES	• **Voucher/Description**: This field displays the voucher number and invoice description associated with the transaction. Display

G/L Revaluation History Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to enter the reference number of a transaction you wish to review. Key the reference number to the left of the desired transaction and press ENTER. (N 2,0) Required
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER after keying a reference number in the **Selection** field. The G/L Revaluation Inquiry Screen - Bank Account (p. 10-56) will display for bank account revaluations. The G/L Revaluation Inquiry Screen - Accounts Receivable (p. 10-58) will display for receivable account revaluations. The G/L Revaluation Inquiry Screen - Cash Receipts (p. 10-60) will display for cash account revaluations. The G/L Revaluation Inquiry Screen - Accounts Payable (p. 10-62) will display for payables accounts revaluations. The G/L Revaluation Inquiry Screen - Accounts Payable Payments (p. 10-64) will display for cash disbursement transaction revaluations. The G/L Revaluation Inquiry Screen - Landing Cost (p. 10-68) will display for landing cost transaction revaluations.

G/L Revaluation Inquiry Screen - Bank Account



This screen displays after selecting a Bank - Gain Loss transactions on the G/L Revaluation History Screen (p. 10-52).

Use this screen to review transaction detail for the selected transaction line.

All fields on this screen are display only and cannot be changed.

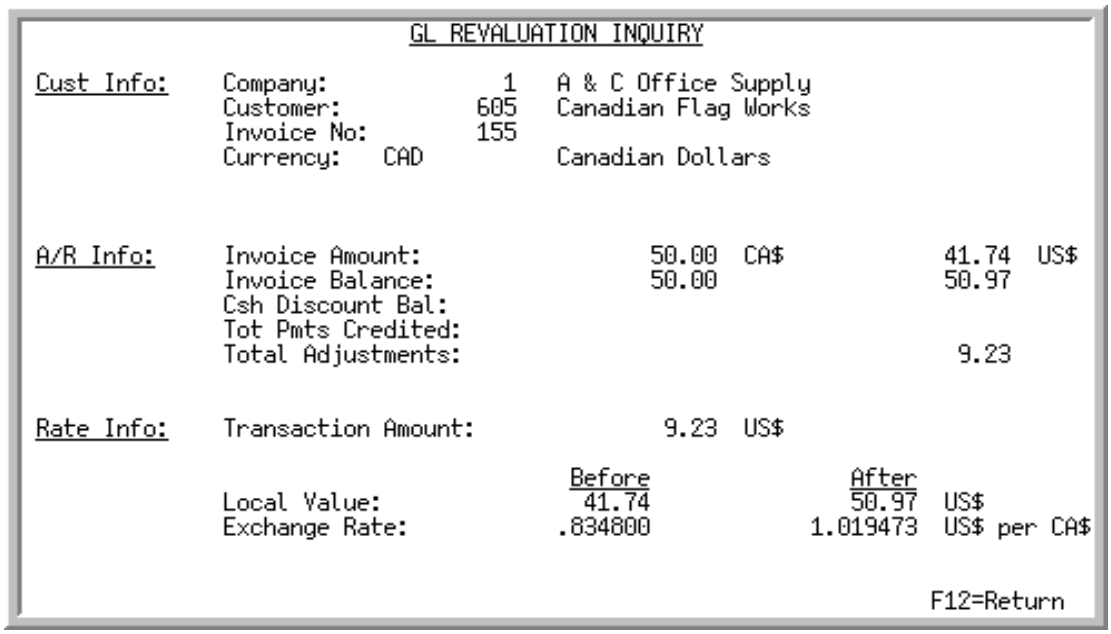
G/L Revaluation Inquiry Screen- Bank Account Fields and Function Keys

Field/Function Keys	Description
Company	The company number and name for the journal that generated the G/L transaction.
Bank Acct	The bank account number and name that was revalued.
Currency	The currency code and description associated with the bank account.
Trans Date	The date of the revaluation transaction.
Transaction Amount	The amount of the transaction that generated the G/L entry with the currency symbol of the company's local currency.
Local Value	The **Before** and **After** company local amounts with the currency symbol of the company's local currency.
Exchange Rate	The **Before** and **After** corresponding exchange rate values for the invoice with the currency symbols of the bank account and the company.

G/L Revaluation Inquiry Screen- Bank Account Fields and Function Keys

Field/Function Keys	Description
F12=Return	Press F12=RETURN to return to the G/L Revaluation History Screen (p. 10-52).

G/L Revaluation Inquiry Screen - Accounts Receivable



This screen displays after selecting an accounts receivable revaluation transaction and pressing ENTER on the G/L Revaluation History Screen (p. 10-52). Use this screen to review accounts receivable invoice detail for the selected transaction line.

All the fields on this screen are display only and cannot be changed.

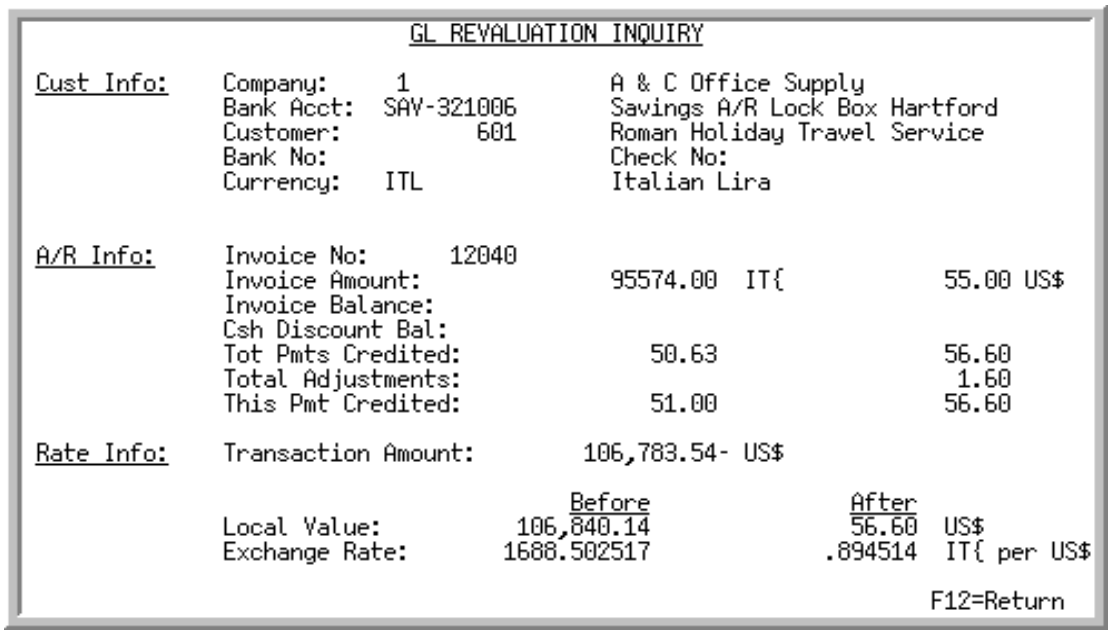
G/L Revaluation Inquiry Screen - Accounts Receivable Fields and Function Keys

Field/Function Key	Description
Company	The company number and name where the transaction was recorded.
Customer	The customer number and name the was revalued.
Invoice No	The invoice number for the revalued transaction.
Currency	The customers currency code and description.
Invoice Amount	The amount of the invoice displayed in the customers trading currency with the currency symbol and the company's local currency with that currency symbol.
Invoice Balance	The balance on the invoice net of applied transactions displayed in the customer's trading currency and the company's local currency.
Csh Discount Bal	The balance still available for cash discounts displayed in the customer's trading currency and the company's local currency.

G/L Revaluation Inquiry Screen - Accounts Receivable Fields and Function Keys

Field/Function Key	Description
Tot Pmts Credited	The amount of payments applied to this invoice displayed in the customer's trading currency and the company's local currency.
Total Adjustments	The amount of adjustments applied to this invoice displayed in the customer's trading currency and the company's local currency.
Transaction Amount	The amount of the transaction that generated the G/L entry in the company's local currency with the currency symbol.
Local Value	**Before** and **After** company local amounts with the currency symbol.
Exchange Rate	**Before** and **After** corresponding values for the invoice with the currency symbols.
F12=Return	Press F12=RETURN to return to the G/L Revaluation History Screen (p. 10-52).

G/L Revaluation Inquiry Screen - Cash Receipts



This screen displays after selecting a Cash Receipts revaluation transaction and pressing ENTER on the G/L Revaluation History Screen (p. 10-52). Use this screen to review cash receipt payment detail for the selected transaction line.

All the fields on this screen are display only and cannot be changed.

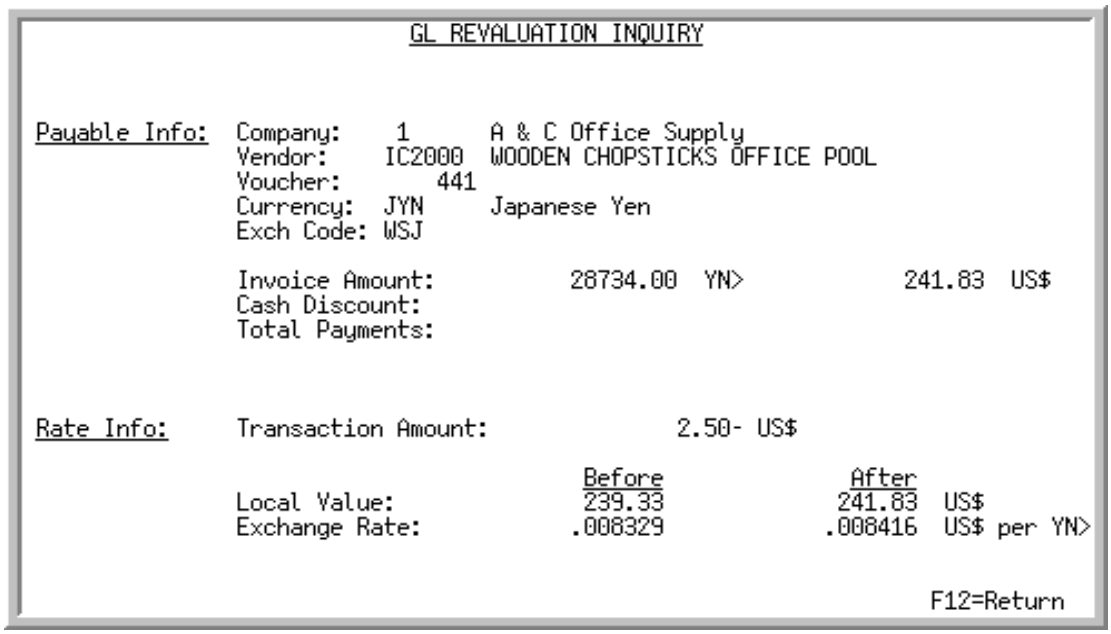
G/L Revaluation Inquiry Screen - Cash Receipts Fields and Function Keys

Field/Function Key	Description
Company	The company number and name where the transaction was recorded.
Bank Acct	The bank account used for the deposit.
Customer	The customer number and name for the revalued invoice.
Bank No	The bank ID number assigned in Bank Account Maintenance (MENU APFIL2).
Check No	The check number received from the customer.
Currency	The customers currency code and description.
Invoice No	The invoice number for the transaction.
Invoice Amount	The amount of the invoice displayed in the customer’s trading currency with the currency symbol and the company’s local currency with that currency symbol.

G/L Revaluation Inquiry Screen - Cash Receipts Fields and Function Keys

Field/Function Key	Description
Invoice Balance	The balance on the invoice net of applied transactions displayed in the customer's trading currency and the company's local currency.
Csh Discount Bal	The balance still available for cash discounts displayed in the customer's trading currency and the company's local currency.
Tot Pmts Credited	The amount of payments applied to this invoice displayed in the customer's trading currency and the company's local currency.
Total Adjustments	The amount of adjustments applied to this invoice displayed in the customer's trading currency and the company's local currency.
This Pmt Credited	The amount of this payment amount applied to this invoice displayed in the customer's trading currency and the company's local currency.
Transaction Amount	The amount of the transaction that generated the G/L entry in the company's local currency with the currency symbol.
Local Value	**Before** and **After** company local amounts with the currency symbol.
Exchange Rate	**Before** and **After** corresponding values for the invoice with the currency symbols.
F12=Return	Press F12=RETURN to return to the G/L Revaluation History Screen (p. 10-52).

G/L Revaluation Inquiry Screen - Accounts Payable



This screen displays after selecting an Open Payable, a Pre-Paid Invoice, or a Pre-Receipt Validation revaluation transaction and pressing ENTER on the G/L Revaluation History Screen (p. 10-52). Use this screen to review accounts payable invoice detail for the selected transaction line.

All the fields on this screen are display only and cannot be changed.

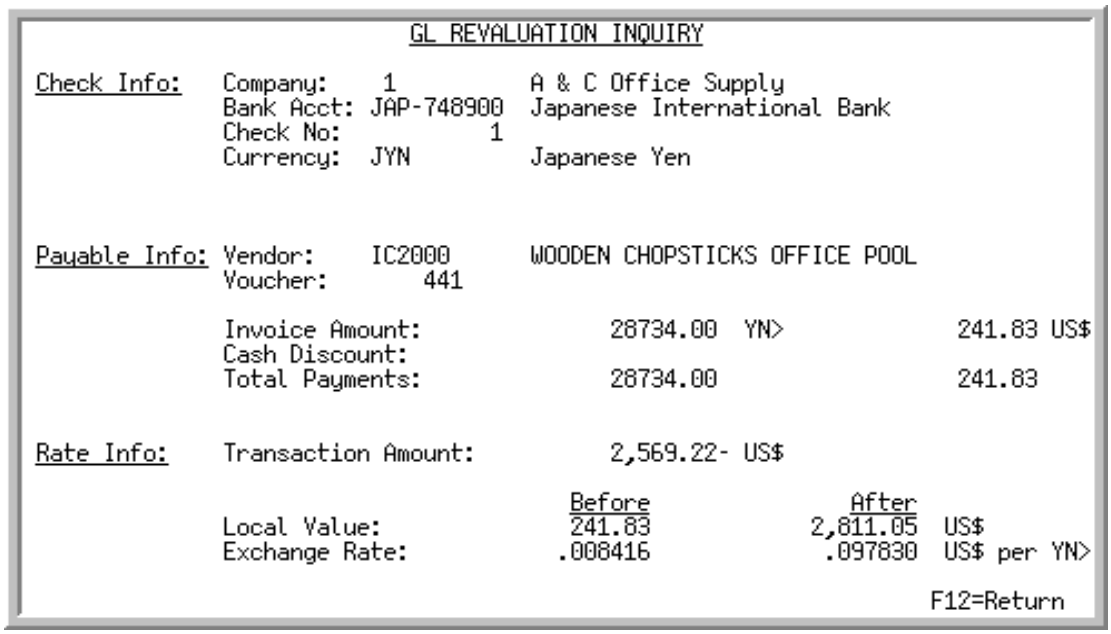
G/L Revaluation Inquiry Screen - Accounts Payable Fields and Function Keys

Field/Function Key	Description
Company	The company number and name where the transaction was recorded.
Vendor	The vendor number and name for the invoice that was revalued.
Voucher	The voucher number for the revalued transaction.
Currency	The vendor's trading currency code and description.
Exchange Code	Exchange code assigned to the transaction.
Invoice Amount	The amount of the invoice displayed in the vendor's trading currency with the currency symbol and the company's local currency with that currency symbol.
Cash Discount	The amount of the cash discount taken for this check displayed in the vendor's trading currency and the company's local currency.

G/L Revaluation Inquiry Screen - Accounts Payable Fields and Function Keys

Field/Function Key	Description
Total Payments	The amount of the total payments applied to this invoice displayed in the vendor's trading currency and the company's local currency.
Transaction Amount	The amount of the transaction that generated the G/L entry in the company's local currency with the currency symbol.
Local Value	**Before** and **After** company local amounts with the currency symbol.
Exchange Rate	**Before** and **After** corresponding values for the invoice with the currency symbols.
F12=Return	Press F12=RETURN to return to the G/L Revaluation History Screen (p. 10-52).

G/L Revaluation Inquiry Screen - Accounts Payable Payments



This screen displays after selecting an Accounts Payable Payment or Check Reversal revaluation transaction and pressing ENTER on the G/L Revaluation History Screen (p. 10-52). Use this screen to review accounts payable payment transaction detail for the selected transaction line.

All the fields on this screen are display only and cannot be changed.

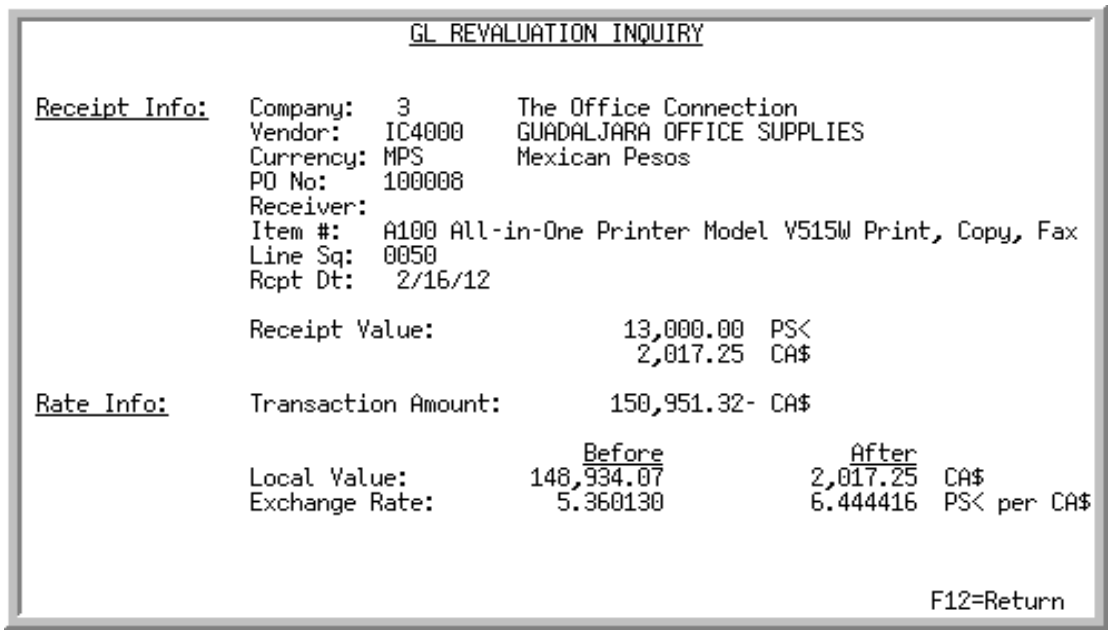
G/L Revaluation Inquiry Screen - Accounts Payable Payments Fields and Function Keys

Field/Function Key	Description
Company	The company number and name where the transaction was recorded.
Bank Acct	Bank account number and name used for the revalued payment.
Check No	Check number used for payment.
Currency	The bank account's trading currency code and description.
Contract	The currency contract code used for payment of the invoice.
Vendor	The vendor number and name for the invoice that was revalued.
Voucher	The voucher number for the revalued transaction.
Invoice Amount	The amount of the invoice displayed in the vendor's trading currency with the currency symbol and the company's local currency with that currency symbol.

G/L Revaluation Inquiry Screen - Accounts Payable Payments Fields and Function Keys

Field/Function Key	Description
Cash Discount	The amount of the cash discount taken for this check displayed in the vendor's trading currency and the company's local currency.
Total Payments	The amount of the total payments applied to this invoice displayed in the vendor's trading currency and the company's local currency.
Transaction Amount	The amount of the transaction that generated the G/L entry in the company's local currency with the currency symbol.
Local Value	**Before** and **After** company local amounts with the currency symbol.
Exchange Rate	**Before** and **After** corresponding values for the invoice with the currency symbols.
F12=Return	Press F12=RETURN to return to the G/L Revaluation History Screen (p. 10-52).

G/L Revaluation Inquiry Screen - Receipts Pending Invoicing



This screen displays after purchasing or inventory receipt revaluation transaction and pressing ENTER on the G/L Revaluation History Screen (p. 10-52). Use this screen to review purchasing receipts detail for the selected transaction line.

All the fields on this screen are display only and cannot be changed.

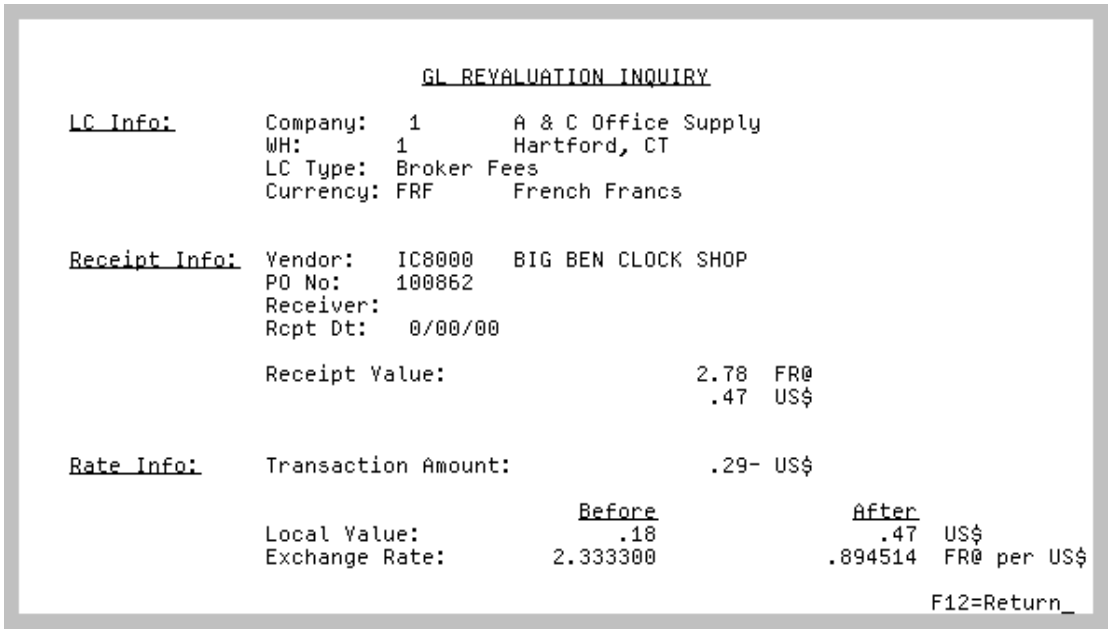
G/L Revaluation Inquiry Screen - Receipts Pending Invoicing Fields and Function Keys

Field/Function Key	Description
Company	The company number and name where the transaction was recorded.
Vendor	The vendor number and name for the invoice that was revalued.
Currency	The vendor's trading currency code and description.
PO No	The number of the purchase order that was received.
Receiver	The receiver used for the PO receipt.
Item #	The item number and description of the item that was received.
Line Sequence	The line sequence number of the item in the PO.
Rcpt Dt	The date the item was received in the warehouse.
Receipt Value	The extended amount of the item received displayed in the vendor's trading currency with the currency symbol and the company's local currency with that currency symbol.

G/L Revaluation Inquiry Screen - Receipts Pending Invoicing Fields and Function Keys

Field/Function Key	Description
Transaction Amount	The amount of the transaction that generated the G/L entry in the company's local currency with the currency symbol.
Local Value	**Before** and **After** company local amounts with the currency symbol.
Exchange Rate	**Before** and **After** corresponding values for the invoice with the currency symbols.
F12=Return	Press F12=RETURN to return to the G/L Revaluation History Screen (p. 10-52).

G/L Revaluation Inquiry Screen - Landing Cost



This screen displays after purchasing or inventory receipt revaluation transaction and pressing ENTER on the G/L Revaluation History Screen (p. 10-52). Use this screen to review landing cost detail for the selected transaction line.

All the fields on this screen are display only and cannot be changed.

G/L Revaluation Inquiry Screen - Landing Cost Fields and Function Keys

Field/Function Key	Description
Company	The company number and name where the transaction was recorded.
WH	The warehouse number and name where the transaction was recorded.
LC Type	The type of landing cost which is the specific landing factor created in Warehouse Numbers Maintenance (MENU IAFILE).
Currency	The vendor's trading currency code and description.
Vendor	The vendor number and name for the invoice that was revalued.
PO No	The number of the purchase order that was received.
Receiver	The receiver used for the PO receipt.
Rcpt Dt	The date the item was received in the warehouse.

G/L Revaluation Inquiry Screen - Landing Cost Fields and Function Keys

Field/Function Key	Description
Receipt Value	The extended amount of the item received displayed in the vendor's trading currency with the currency symbol and the company's local currency with that currency symbol.
Transaction Amount	The amount of the transaction that generated the G/L entry in the company's local currency with the currency symbol.
Local Value	**Before** and **After** company local amounts with the currency symbol.
Exchange Rate	**Before** and **After** corresponding values for the invoice with the currency symbols.
F12=Return	Press F12=RETURN to return to the G/L Revaluation History Screen (p. 10-52).

CHAPTER 11

Maintaining Your Chart of Accounts 11

Use the G/L Accounts Maintenance option on the General Ledger File Maintenance Menu (MENU GLFILE) to set up and maintain your chart of accounts. Use this option to add, change, delete, suspend, or reinstate G/L accounts. Use this option when setting up your chart of accounts [a.k.a the G/L Account Master File (GLMST)], and when performing general maintenance to the chart of accounts.

You may run this option only after you have set up the format of the general ledger account number through G/L Options Maintenance (MENU GLFIL2). G/L Options Maintenance must be performed first to define the length and number of segments in the G/L account number. If you are planning to use account codes, you must set them up using Account Codes Maintenance (MENU GLFILE) before you can key them through this option. Account codes are used to classify accounts into categories to simplify account selection when defining statement formats, report printing, etc.

If your general ledger account number contains edited segments, use Segment Values Maintenance (MENU GLFILE) to define valid segment values by company.

NOTE: Use caution in maintaining security on a general ledger account to prevent locking yourself out of the account record. A warning message will appear if your changes are going to cause a lockout.

You can print a listing of the defined accounts, using the G/L Accounts Listing option.

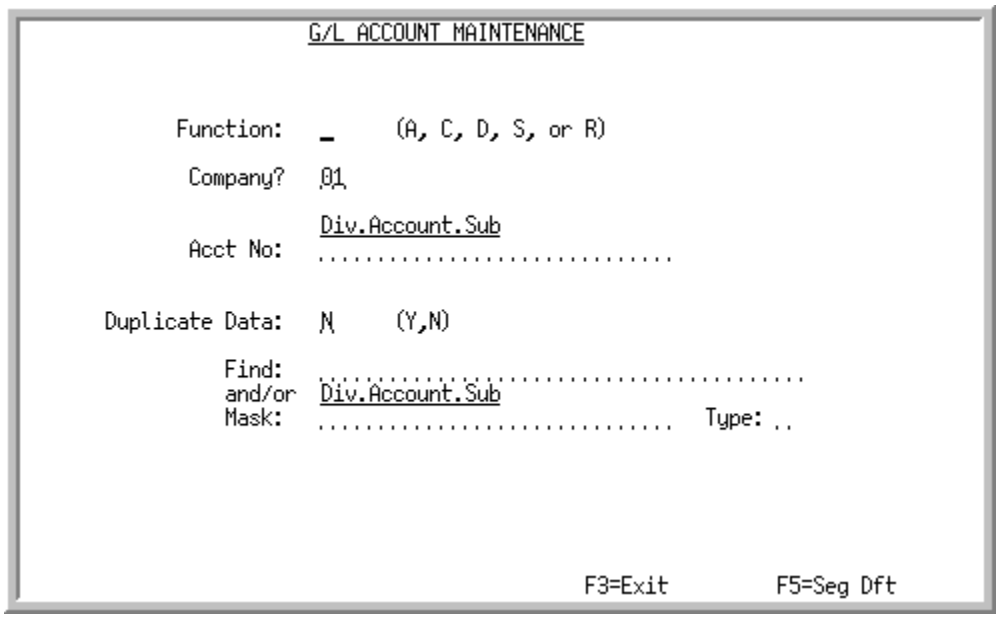
G/L Accounts Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L Account Selection Screen	Use to specify the account to add, change, delete, suspend, or reinstate.

Title	Purpose
G/L Account Maintenance Screen	Use to specify information about the account, such as its short name, account type, normal balance, and so on.
Default Segment Value Screen	Use to define the default segment values for the account number.

G/L Account Selection Screen



This screen displays after selecting option 1 - G/L Accounts Maintenance from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to add, change, delete, suspend, or reinstate general ledger accounts.

G/L Account Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new account number. This makes the account available for use throughout General Ledger. Key C to change existing account information. Key D to delete an existing account. Accounts may be deleted if: • no transactions have been posted to the account (no data in the G/L Detail File (GLDET) or the G/L Summary File (GLSUM). • unposted detail transactions do not exist for the current year or any previous year. • there are no budgets entered for this account. Key S to suspend an account. The suspended account will not be available for G/L Transaction Entry, editing or posting. However, screens and reports will still show information for the account. Key R to reinstate a suspended account. The account becomes available for use throughout General Ledger. (A 1) Required

G/L Account Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company for which accounts are being defined. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Acct No	Key the number of the account to add, change, delete, suspend, or reinstate. *Default Value:* None, unless specified through the Default Segment Screen. *Valid Values:* • Cannot be blank • The number of digits in the segment cannot exceed the segment length • The first segment can never be zero. • If the **Edit** flag is set to Y for a particular segment, as defined through G/L Options Maintenance (MENU GLFIL2), then that particular segment of the account number cannot be zero. • First character must be a digit (0-9), or a letter (A - Z for a Short Name) • Cannot contain embedded blanks (meaning blanks in the middle of the account number). (A 25) Required
Dft	This field appears only if you have keyed defaults on the Default Segment Value Screen (p. 11-16). The default is an aid to reduce the number of keystrokes required to key an account number. This field displays directly beneath the **Acct No** field. The default values are from the Default Segment Value Screen (p. 11-16) which is displayed by pressing F5=SEG DFT. One or more default segment values for the account number may be defined. NOTE: If your account consists of only a single segment, then you cannot specify segment defaults. Display

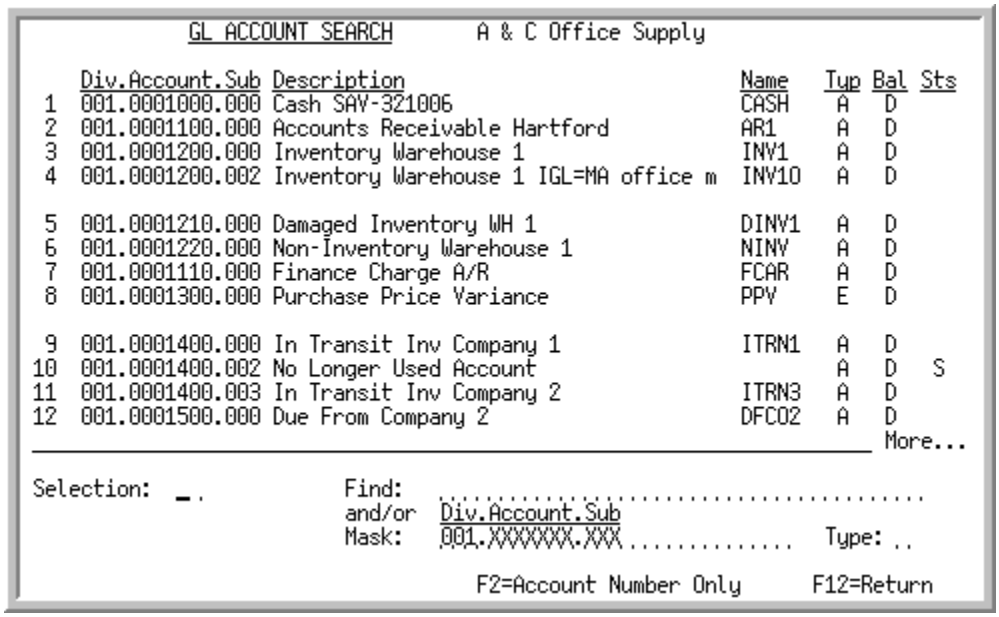
G/L Account Selection Screen Fields and Function Keys

Field/Function Key	Description
Duplicate Data	Used to determine if account information keyed for the previous account should be duplicated when entering a new account. The account description, account codes, account type, and normal balance are duplicated. This is useful when you are setting up similar accounts. Key Y to duplicate the information keyed for the previously maintained account; at least one account must have been added before this field can be Y. Key N to leave the account description, account codes, account type, and normal balance blank when adding new accounts. NOTE: The first account added always contains blank account codes, account description, account type, and normal balance. *Default Value:* N (A 1) Required
Find	Search words help you to find accounts without knowing the account number. Use search words to activate the G/L Account Search. Up to 10 characters per word may be entered and can appear in any order. Any account number that contains all of the characters entered will display. Key the search words to find a G/L account number. (A 40) Optional
Mask	In addition to (or in place of) search words (**Find** field), account masks may be entered to activate the search. An account mask is a pattern of digits that match the account numbers you want to work with. For areas of the account number that are not known, key an X in that position. If a segment in the mask contains a digit, then the segment is padded to the left with zeros. If a segment in the mask contains one or more X's, then the segment is padded to the left with X's. **Example:** Assume you have 3 segments with lengths 2-3-4. If you keyed X.1.5X, it will be translated to XX.001.005X. Default segment values are ignored when entering a mask. (A 29) Optional

G/L Account Selection Screen Fields and Function Keys

Field/Function Key	Description
Type	To limit the search, enter an account type. Only accounts with the type selected in this field will display: Key one of the following: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts Blank will not limit the accounts displayed based on the account type. *Valid Values:* A, L, E, I, Q (A 1) Optional
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
F5=Seg Dft	Press the F5=SEG DFT function key to display the Default Segment Value Screen (p. 11-16). Use the Segment Default Screen to maintain a series of accounts with the same account number segment values. Defining default segment values will reduce the keystrokes required to identify an account number.
Enter	Press ENTER to confirm your selections. If you keyed search criteria in the **Find**, **Mask**, or **Type** fields, the G/L Account Search Screen (p. 11-7) appears. Otherwise, the G/L Account Maintenance Screen (p. 11-11) appears.

G/L Account Search Screen



This screen displays after keying G/L account search selection criteria on any screen throughout Distribution A+ in which this ability is provided. Those account numbers which match the search words entered are displayed. You may enter different selection criteria on this screen, or may select the account that you wish to maintain.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

G/L Account Search Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Used to reference an account displayed on this screen. Key this number in the **Selection** field to select an account. Display

G/L Account Search Screen Fields and Function Keys

Field/Function Key	Description
G/L Account No/ Description	Displays the G/L account number only, the G/L account description only, or the G/L account number and description, depending on the selection made with the F2=ACCOUNT NUMBER ONLY / F2=DESCRIPTION ONLY / F2=ACCOUNT/ DESCRIPTION toggle key. The G/L account(s), meeting the search selection criteria, are displayed. If an account description contains words or partial words which were entered in the **Find** field, or if an account number contains a value or set of values entered in the **Mask** field, that G/L account number and/or description is displayed in this column. Furthermore, only the accounts which are the account type specified in the **Type** field are displayed. When the account number is displayed, the account number format (number of segments and segment lengths) is displayed in the account number heading. Display
Name	The short name for this account. The short name is used as a keying aid. Short names may be used instead of account numbers in General Ledger. Display
Typ	The account type for this account: • A for asset account • L for liability account • E for expense account • I for income account • Q for equity account Display
Bal	The normal balance for this account: • D if the normal balance for this account is a debit balance. • C if the normal balance for this account is a credit balance. The normal balance may be changed at any time. Display
Sts	The status of this account: • S if the status is suspended • Blank, otherwise Display

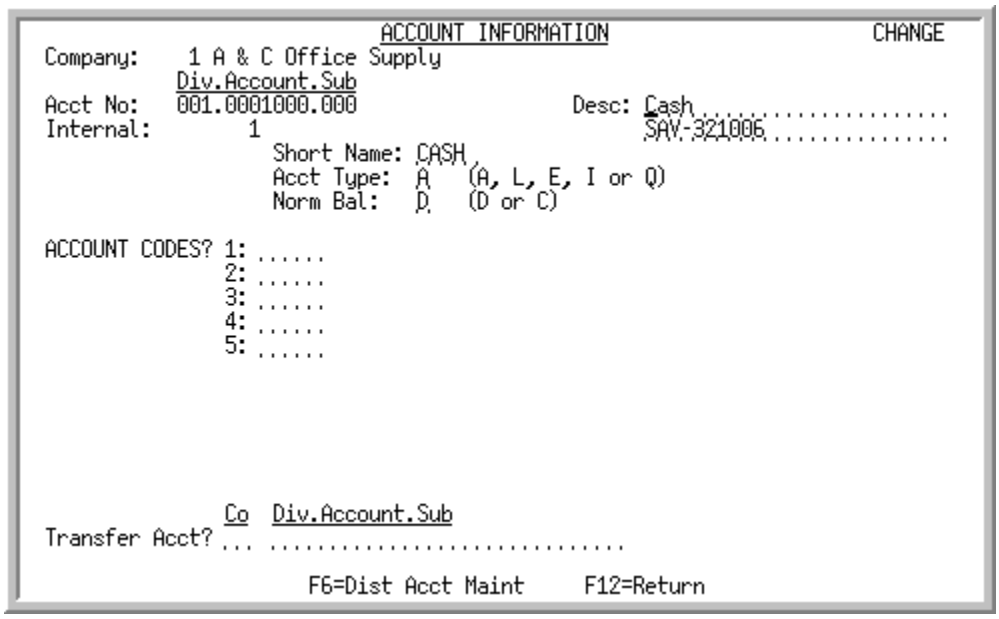
G/L Account Search Screen Fields and Function Keys

Field/Function Key	Description
Selection	Used to key the reference number of the G/L account to maintain. If the account that you wish to modify is not displayed through this search, you may enter different search criteria in the **Find**, **Mask**, or **Type** fields on this screen. *Valid Values:* Any reference number displayed on the upper portion of this screen (N 2,0) Optional
Find	Search words help you to find accounts without knowing the account number. Use search words to activate the G/L Account Search. Up to 10 characters per word may be entered and can appear in any order. Any G/L account number that contains all of the characters entered will display. Key the search words to find a G/L account number. (A 40) Optional
Mask	In addition to (or in place of) search words (**Find** field), account masks may be entered to activate the search. An account mask is a pattern of digits that match the account numbers you want to work with. For areas of the account number that are not known, key an X in that position. If a segment in the mask contains a digit, then the segment is padded to the left with zeros. If a segment in the mask contains one or more X's, then the segment is padded to the left with X's. **Example:** Assume you have 3 segments with lengths 2-3-4. If you keyed X.1.5X, it will be translated to XX.001.005X. Default segment values are ignored when entering a mask. (A 29) Optional
Type	To limit the search, enter an account type. Only accounts with the type selected in this field will display: Key one of the following: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts Blank will not limit the accounts displayed based on the account type. *Valid Values:* A, L, E, I, Q (A 1) Optional
F2=Account Number Only / F2=Description Only / F2=Account/ Description	Use the F2=ACCOUNT NUMBER ONLY / F2=DESCRIPTION ONLY / F2=ACCOUNT/ DESCRIPTION function key to toggle between displaying the account number only, account description only, or both the account number and description, of the accounts selected through the G/L Account Search.

G/L Account Search Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen without saving any changes.
Enter	Press ENTER to confirm your selections.

G/L Account Maintenance Screen



This screen appears after you press ENTER on the G/L Account Selection Screen (p. 11-3). Use this screen to perform maintenance on the selected account. Data may be keyed in the fields only if you are in the add or change mode. You cannot change any fields if you are in the delete, suspend, or reinstate mode.

G/L Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	This field displays the function being performed for this segment value: **ADD**, **CHANGE**, **DELETE**, **SUSPEND** or **REINSTATE**. Display
Acct No	The account number keyed on the first screen. The account number format (number of segments and segment lengths) is displayed directly above the account number. Account number segments are padded with zeroes to the left of each segment to fill the segment to its defined length. If a short name was entered on the previous screen, the account that is associated with the short name is displayed here. Display
Internal	When in **ADD** mode, this number will not display. An internal sequential number translated from your account number used for programming purposes. Display

G/L Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Desc	The account description for this account. Two lines are provided. The Account Search uses this description. All words in the description may be used for searching. Choose meaningful descriptions to maximize your ability to search when using transaction group entry and inquiries. *Default Value:* None *Valid Values:* First line must contain at least one character (2 @ A 25) Required
Short Name	The short name is used as a keying aid. Enter any name or characters. Every short name must be unique within a company. NOTE: Short names may be used instead of account numbers anywhere in G/L. For example, for your telephone expense account you may enter the Short Name PHONE. Only the Short Name PHONE rather than the full account number will need to be entered for the account number. *Valid Values:* • Must begin with an alphabetic character (A through Z) • Cannot contain embedded blanks • Cannot be used for more than one account • Must be unique within a company (must not already be used for the same company) (A 5) Optional
Acct Type	The account type for this account. • A for asset account • L for liability account • E for expense account • I for income account • Q for equity account The account type can be changed; however, if you have statements with this G/L account number, the statement definition may also need to be changed. NOTE: If the account type is changed, retained earnings may be affected if the account type is changed after transactions have been posted. *Valid Values:* A, L, E, I, or Q (A 1) Required

G/L Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Norm Bal	The normal balance for this account. Key D if the normal balance for this account is a debit balance. Key C if the normal balance for this account is a credit balance. During General Ledger transaction processing, if you do not specify a transaction as a debit or credit, the normal balance specified in this field is used. During report printing, values that are opposite the normal balance will print with an edit code of DR or CR. The normal balance may be changed at any time. *Valid Values:* D or C (A 1) Required
ACCOUNT CODES	Key the account code for each account code level (1 through 5) for this account. Account codes are maintained through Account Codes Maintenance (MENU GLFILE). *Valid Values:* Account code must have been specified in Account Codes Maintenance (MENU GLFILE) (5 @ A 5) Optional
SECURITY INFO	These fields only display if the General Ledger company options defined through G/L Options Maintenance (MENU GLFIL2) are set for this company to use account security. The level (1-9) entered in each of these four fields denotes the minimum security level that must be assigned to a user in Authority Profile Maintenance (MENU XASCTY) in order for that user to process this account when performing the respective function: Inquiry, Transaction Entry, Reporting, or Maintenance. An account with a level less than the user's level for the same function can not be processed by that user. An account with a level greater than or equal to the user's level for the same function can be processed by that user. Keying 9 will allow every G/L user to access this account. Keying 1 will allow only those users with a level of 1 to access this account. Keying 5 will allow users with a level of 1, 2, 3, 4 or 5 to access this account; users with levels 6, 7, 8 or 9 will be denied access to this account. (4 @ N 1,0) Required

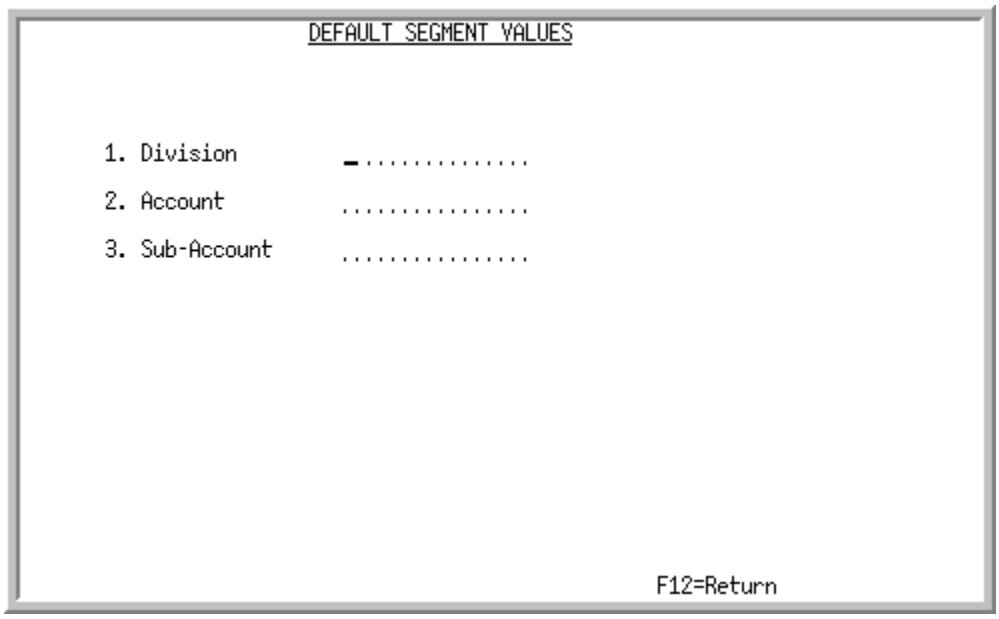
G/L Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
User Group	This field appears only if Distribution A+ user group security has been activated through G/L Options Maintenance (MENU GLFIL2) for system options. A user group consists of one or more users (members) who are authorized to access this account. A user is denied access to this account if he/she is not a member of the user group specified in this field. User group security is activated through User Groups Maintenance (MENU GLFIL2). This must be done prior to assigning a user group to this account. If this field is left blank, a user need not be a member of a user group to access this account. If this field contains a valid security code, then only those users who are a member of that user group, and who have the proper access level are allowed access to this account. For example, if you want only region 1 managers to view the expenses for region 1 and region 2 managers to view the expenses for region 2. By creating security groups “REG1M” for region one’s account and “REG2M” for region two’s account; entering the appropriate users in those groups; and entering “REG1M” in this field for region one’s account and “REG2M” for region two’s account, access will be limited. *Valid Values:* A valid user group (A 5) Optional
Transfer Acct	NOTE: Applicable only if the G/L account is an inter-company transfer account. Use this field to designate if this is an inter-company transfer account. With inter-company transfer accounts, Distribution A+ creates journal entries required in a multi-company environment. When a transfer account is updated in general ledger, the system will automatically generate entries to associated accounts in another company and update corresponding accounts between the two companies. If this is an inter-company transfer account, key the company and the account number which will be updated during the General Ledger posting process. If this is not an inter-company transfer account, leave these fields blank. For additional information, refer to General Ledger set up procedures described in the Cross Applications User Guide. NOTE: In order to use inter-company transfer accounts, you must also define your **Due To/Due From** company clearing accounts. This is accomplished through G/L Transfer Definition. Refer to the General Ledger Interface User Guide for details. (N 2,0/A 29) Required/Blank

G/L Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F5=Reinstate	The F5=REINSTATE function key appears only in **REINSTATE** mode. Press the F5=REINSTATE function key to reinstate an account which has been suspended.
F6=Dist Acct Maint	Press the F6=DIST ACCT MAINT function key to maintain the Distribution Account Master File. The Distribution Account Maintenance Selection Screen (p. 14-3) appears where you may add, change or delete a distribution account.
F12=Return	Press the F12=RETURN function key to return to the G/L Account Selection Screen (p. 11-3) without saving any changes.
F24=Delete / F24=Suspend	The F24=DELETE / F24=SUSPEND function key appears in **DELETE** or **SUSPEND** mode only. Press the F24=DELETE / F24=SUSPEND function key to delete or suspend the selected account. The record will be deleted if you are in **DELETE** mode; suspended if you are in **SUSPEND** mode. You will be required to press F24 a second time to confirm deletion/suspension of the record.
Enter	Press ENTER to confirm your selections. The G/L Account Selection Screen (p. 11-3) appears.

Default Segment Value Screen



This screen appears after you press F5=SEG DFT from the G/L Default Segment Value Screen (p. 11-16). Use this screen to define the default segment values for the account number when maintaining accounts. This reduces the number of keystrokes required to key an account number for accounts with the same segment values.

Default Segment Value Screen Fields and Function Keys

Field/Function Key	Description
Segment Number/ Name	The number and name of the account number segment as defined in G/L Accounts Maintenance (MENU GLFILE). Display

Default Segment Value Screen Fields and Function Keys

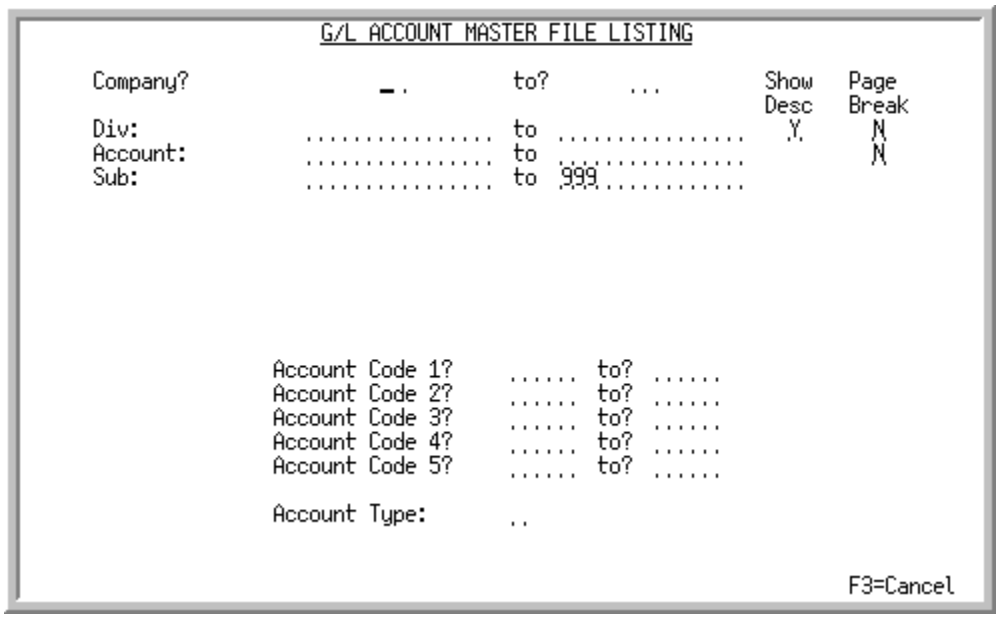
Field/Function Key	Description
Default Segment Values	These are the default values for the account number segments. Enter the default values for each segment to be used when entering the account number. If the segment is an edited segment (i.e. may only accept specified values) then the segment must be a valid segment setup through Segment Values Maintenance (MENU GLFILE). If the segment value has a description (from the Segment Value File), then the description will appear to the right of the segment value. *Valid Values:* • The number of digits in the segment value cannot exceed the length of the segment. • If the segment is set up with a value of Y in the **Edit** field in G/L Options Maintenance (MENU GLFIL2), then the value entered here must have been entered through Segment Values Maintenance (MENU GLFIL2). • At least one of the segments must be left blank. (N 15,0) Optional
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving any changes.
Enter	Press ENTER to confirm your selections. The G/L Account Selection Screen (p. 11-3) appears.

G/L Accounts Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L Account Master File Listing Screen	Use to specify criteria to limit the accounts included in the listing.
G/L Account Master File Listing	Prints a list of defined accounts that match the limiting criteria.

G/L Account Master File Listing Screen



This screen appears after you select option 11 - G/L Accounts Listing option from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to print the G/L Account Master File Listing (p. 11-21).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

G/L Account Master File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of the companies to print. To print all companies leave both fields blank. (2 @ N 2,0) Optional
G/L Account Number Segments	Key the range of account number segments to print. To print all account numbers, leave these fields blank. The account number segments displayed for selection are those you specified when defining the account number through G/L Options Maintenance (MENU GLFIL2). NOTE: The last segment to value defaults to all 9s. If you remove these 9s and leave the last segment to value blank, only those accounts with a last segment value of zero will be included in the report. (up to 5 @ N 15,0) Optional

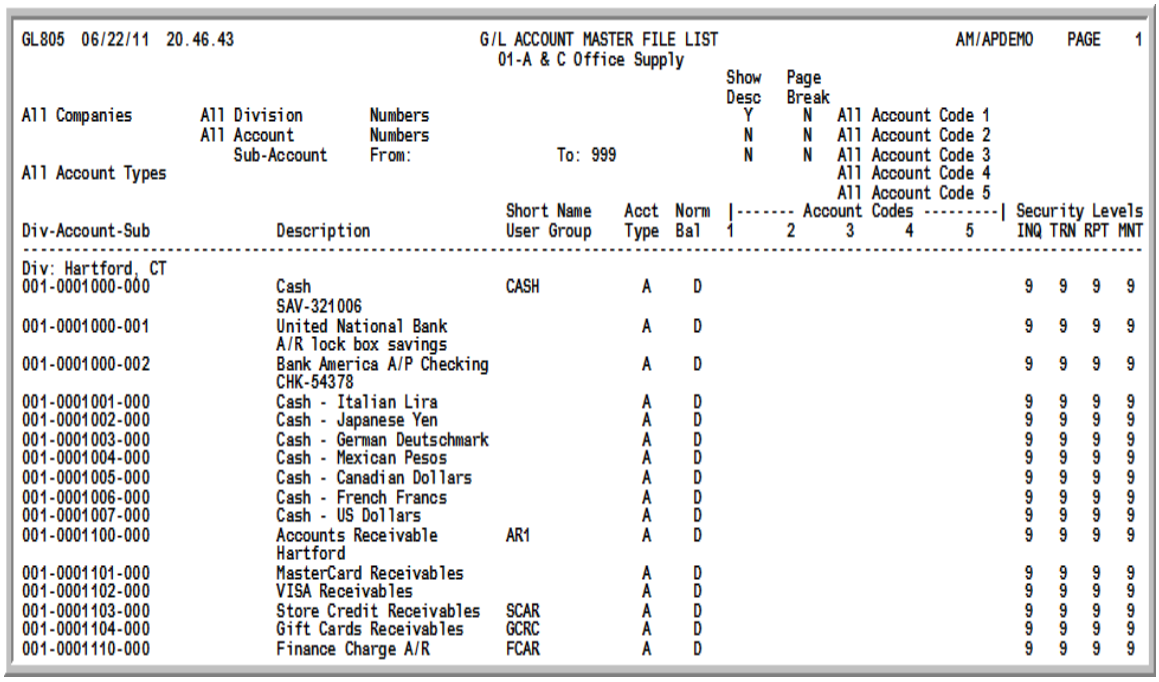
G/L Account Master File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Show Description	For each account number segment, this field specifies whether or not you want the description of the segment value to print every time the segment value changes. Key Y to print the segment description. The description of the segment that has been entered through Segment Values Maintenance (MENU GLFILE) will print. Key N to suppress the printing of descriptions. NOTE: This field will display only for those segments that have been defined as edited segments in system options, G/L Options Maintenance (MENU GLFIL2). *Valid Values:* Y, N (A 1) Required
Page Break	For each account number segment, this field specifies whether or not the listing will print on a new page when the segment value changes. A page break is not valid for the last segment defined. Key Y to print a new page when the segment value changes. Key N to print new segment values on the same page. *Valid Values:* Y, N (A 1) Required
Account Codes	This is the range of account codes (1-5) to print. The Account Code must have been specified in Account Codes Maintenance (MENU GLFILE). (A 5) Optional
Account Type	Key the account type to print. The report will print for one of the following: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts • Blank to print all account types *Valid Values:* A, L, E, I, Q, blank (A 1) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the G/L File Maintenance Menu (MENU GLFILE).

G/L Account Master File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Account Master File Listing



```
GL805  06/22/11  20.46.43                    G/L ACCOUNT MASTER FILE LIST                          AM/APDEMO    PAGE    1
                                              01-A & C Office Supply
                                                                          Show   Page
                                                                          Desc   Break
All Companies        All Division       Numbers                            Y      N    All Account Code 1
                     All Account        Numbers                            N      N    All Account Code 2
                         Sub-Account    From:              To: 999         N      N    All Account Code 3
All Account Types                                                                      All Account Code 4
                                                                                       All Account Code 5
                                                Short Name    Acct  Norm  |------- Account Codes ---------| Security Levels
Div-Account-Sub              Description        User Group    Type  Bal   1      2      3      4      5     INQ TRN RPT MNT
-------------------------------------------------------------------------------------------------------------------------
Div: Hartford, CT
001-0001000-000              Cash               CASH          A     D                                        9   9   9   9
                             SAV-321006
001-0001000-001              United National Bank             A     D                                        9   9   9   9
                             A/R lock box savings
001-0001000-002              Bank America A/P Checking        A     D                                        9   9   9   9
                             CHK-54378
001-0001001-000              Cash - Italian Lira              A     D                                        9   9   9   9
001-0001002-000              Cash - Japanese Yen              A     D                                        9   9   9   9
001-0001003-000              Cash - German Deutschmark        A     D                                        9   9   9   9
001-0001004-000              Cash - Mexican Pesos             A     D                                        9   9   9   9
001-0001005-000              Cash - Canadian Dollars          A     D                                        9   9   9   9
001-0001006-000              Cash - French Francs             A     D                                        9   9   9   9
001-0001007-000              Cash - US Dollars                A     D                                        9   9   9   9
001-0001100-000              Accounts Receivable  AR1         A     D                                        9   9   9   9
                             Hartford
001-0001101-000              MasterCard Receivables           A     D                                        9   9   9   9
001-0001102-000              VISA Receivables                 A     D                                        9   9   9   9
001-0001103-000              Store Credit Receivables SCAR    A     D                                        9   9   9   9
001-0001104-000              Gift Cards Receivables   GCRC    A     D                                        9   9   9   9
001-0001110-000              Finance Charge A/R       FCAR    A     D                                        9   9   9   9
```

This is a listing of accounts in the G/L Account Master File (GLFILE). Records in this file are maintained through G/L Accounts Maintenance (MENU GLFILE).

G/L Account Master File List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
G/L Account Number	The account number is displayed in the format (number of segments and segment lengths) defined in G/L Options Maintenance (MENU GLFIL2).
Short Name	The short name is used to provide quick reference to the account. The short name is unique for each account. It may be used in place of the account number when keying accounts.

G/L Account Master File List

Report/Listing Fields	Description
Acct Type	This is the account type for this account: • **A** for asset account • **L** for liability account • **E** for expense account • **I** for income account • **Q** for equity account
Norm Balance	This is the normal balance of this account. The normal balance is used as a default during Transaction Entry if the account is not specified as a debit or credit. A **D** prints if the normal balance is a debit amount. A C prints if the normal balance is a credit amount.
Account Codes	These are the account codes used to classify this account. Account codes are defined in Account Codes Maintenance (MENU GLFILE).
Security Levels	These fields display only if account level security is active. Account level (user) security is activated for the company in G/L Options Maintenance (MENU GLFIL2).
User Group	The single user group that has access to this account. If no user group is printed then user group security is not active for this account. Adding or deleting users from a user group is performed through User Groups Maintenance (MENU GLFIL2).

CHAPTER 12 Maintaining Segment Values

12

Use the Segment Values Maintenance option on the General Ledger File Maintenance Menu to define the valid segment values used for one or more of the segments in the account number.

A segment is a portion of your account number such as division, department, or cost center. There are two types of segments: edited and non-edited. If you are not certain of how many segments you have in your account number as well as which ones are edited or non-edited, then use G/L Accounts Maintenance (MENU GLFILE) to review this information. The Transaction Entry section of this manual also contains additional information about account segments.

An edited segment allows only certain values when keying account numbers throughout G/L. For example, if your division segment is edited, you may key only account numbers containing a valid division. If you have two divisions (1 and 2), you will never be allowed to accidentally key an account number for a non-existing division (such as 3). Use this option to indicate which segment values are valid in G/L.

A non-edited segment allows any values when keying account numbers throughout G/L. If your division segment is not edited, you may key any division number when keying an account number.

You must use this option to enter valid values for all edited segments. All valid segment values for edited segments must be entered through this option. For example, assume you have set up the division segment as an edited segment. [This is done through G/L Options Maintenance (MENU GLFIL2)]. Assume also that you have three Divisions: 001, 002, and 003. You must define all three Divisions as valid segments through this option. If you define Divisions 001 and 002, but not Division 003, then no new G/L accounts may be added for Division 003. Editing and validating segments is useful in reducing keying errors when entering G/L accounts. You may optionally use this option to enter values for non-edited segments. There are two advantages to doing this:

- The Segment Description will be displayed on the Segment Value Maintenance Selection Screen (p. 12-3). This is useful if users do not have segment values memorized.
- The G/L Account File Master Listing [G/L Accounts Listing (MENU GLFILE)] will print these Segment Descriptions.

If a segment may contain an indefinite number of values, it is best to leave the segment non-edited.

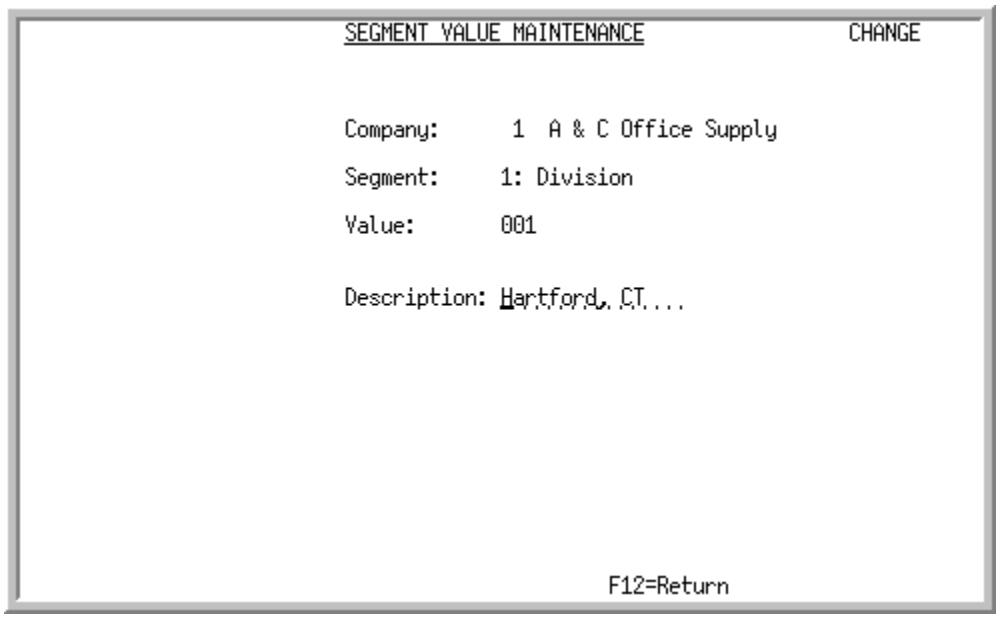
You can use the Segment Values Listing option to print a list of the segment files you define.

Segment Values Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Segment Value Maintenance Selection Screen	Use to specify the segment value to add, change, or delete.
Segment Value Maintenance Description Screen	Use to specify the segment value description.

Segment Value Maintenance Selection Screen



This screen appears after selecting option 2 - Segment Values Maintenance (MENU GLFILE) option from the General Ledger File Maintenance (MENU GLFILE). Use this screen to define the valid segment values used for one or more of the segments in the account number.

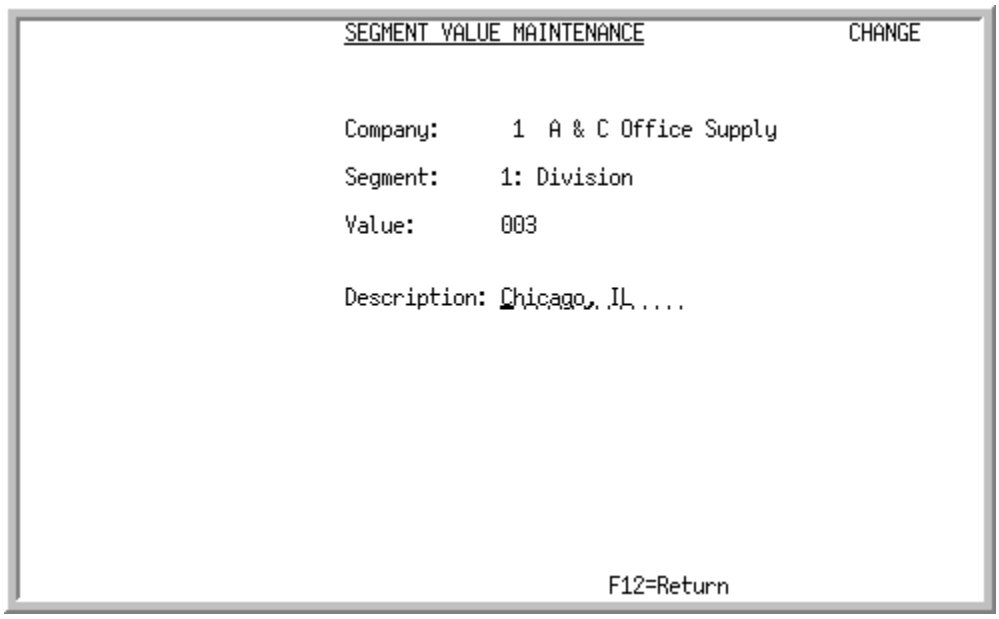
Segment Value Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Used to define the type of operation to perform on the selected record. Key A to add a segment value. Key C to change the description of a segment value. Key D to delete a segment value. Only segments which have no corresponding G/L account numbers in the G/L Account Master File (GLMST) may be deleted. For example, the Segment Value for Division 003 may be deleted only if no G/L account numbers are set up for Division 003. Otherwise, the segment should be suspended. Key S to suspend a segment value. Suspending a segment prevents any new accounts within this segment from being added. Key R to reinstate suspended segment values. (A 1) Required

Segment Value Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The number of the company for which segment values will be maintained. Segment Values are company specific. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Segment	The number of the segment to validate. This number must correspond to a segment that has been entered through G/L Options Maintenance (MENU GLFIL2). *Valid Values:* The number of any account number segment which has been set up in G/L Options Maintenance (MENU GLFIL2). (N 1,0) Required
Value	The Segment Value is the number being validated for use throughout General Ledger. (N 15,0) Required
F3=Exit	Press the F3=EXIT function key to exit from this screen without saving any changes. The General Ledger File Maintenance Menu (MENU GLFILE) appears.
Enter	Press ENTER to confirm your selections. The Segment Value Maintenance Description Screen (p. 12-5) appears.

Segment Value Maintenance Description Screen



This screen appears after you press ENTER from the Segment Value Maintenance Selection Screen (p. 12-3). Use this screen to enter the description of the account number segment value. Also use this screen to delete, suspend or reinstate a account number segment value.

Segment Value Maintenance Description Screen Fields and Function Keys

Field/ Function Key	Description
Function	Displays the function being performed for this segment value. This will display **ADD**, **CHANGE**, **DELETE**, or **REINSTATE**. Display
Segment	The segment number/description that was selected on the prior screen. The segment description was defined in G/L Options Maintenance (MENU GLFIL2). Display
Value	The segment value entered on the previous screen. Display
Segment Description	This is a description of the segment value (i.e. what the segment value represents). The segment value description is used on various inquiries and reports. This field is protected if you are in delete, suspend, or reinstate mode. (A 15) Required

Segment Value Maintenance Description Screen Fields and Function Keys

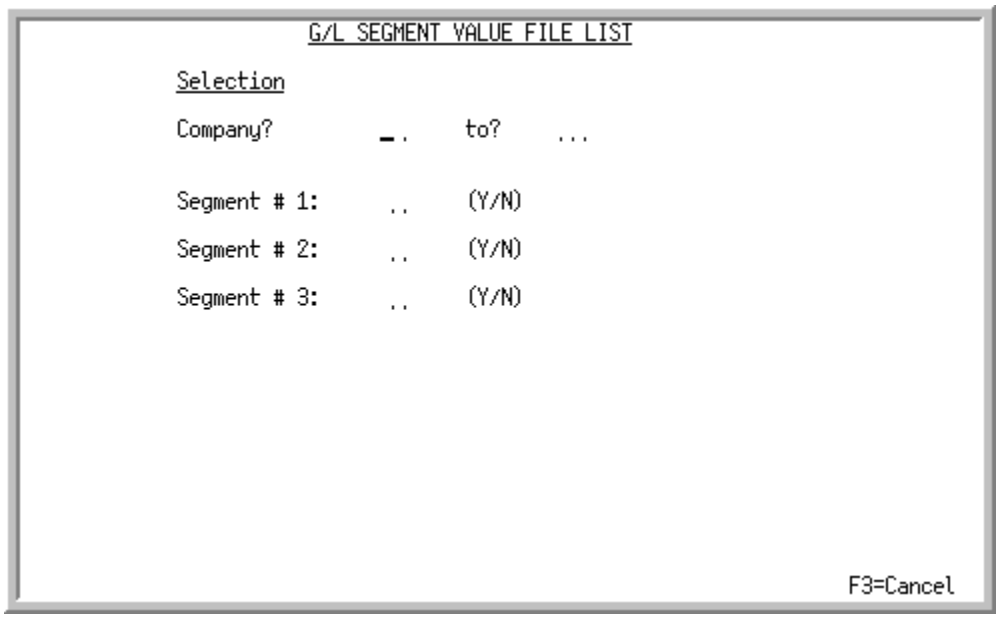
Field/ Function Key	Description
F5=Reinstate	The F5=REINSTATE function key only displays **REINSTATE** mode. Press thie F5=REINSTATE function key to reinstate a suspended record.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving any changes. The Segment Value Maintenance Selection Screen (p. 12-3) appears.
F24=Delete / F24=Suspend	The F24=DELETE / F24=SUSPEND function key may be used only in **DELETE** or **SUSPEND** mode. Press the F24=DELETE / F24=SUSPEND function key to delete or suspend the selected record.
Enter	Press ENTER to confirm your selections. The Segment Value Maintenance Description Screen (p. 12-5) appears.

G/L Segment Value Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L Segment Value Listing Selection Screen	Use to specify the segment value to add, change, or delete.
G/L Segment Value Listing	Use to specify the segment value description.

G/L Segment Value Listing Selection Screen



This screen displays after selection option 12 - G/L Segment Value Listing (MENU GLFILE).

Use this screen to print a listing of the G/L Segment Value File (GLSEG). It prompts you to select the company range to print and allows you to select the G/L account number segments to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

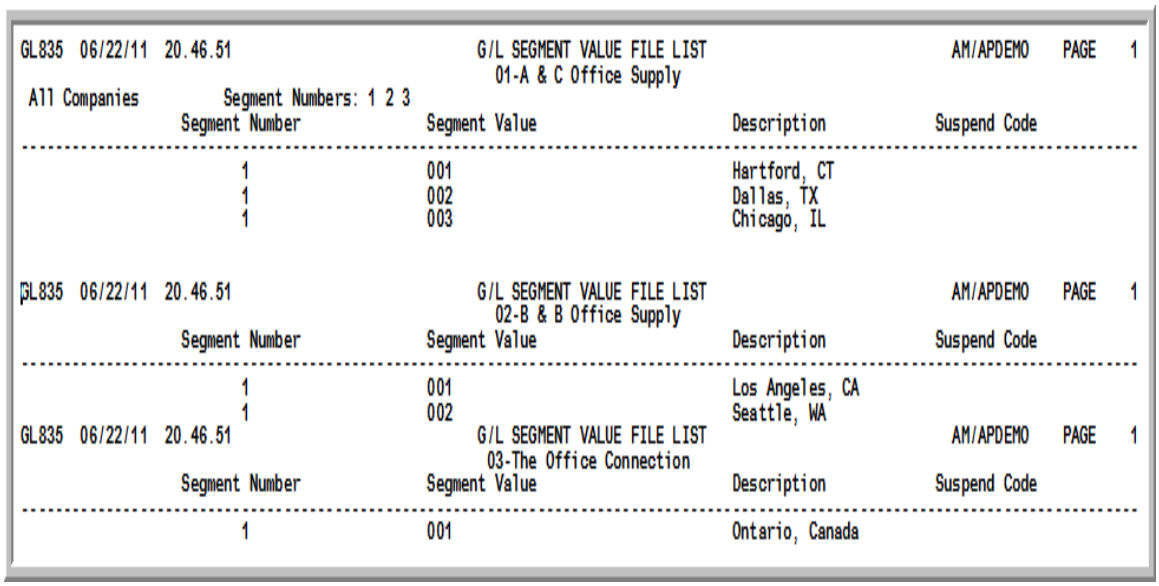
G/L Segment Value Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of the companies to include and which segment values to print. (2 @ N 2,0) Optional
Segment (1-5)	This field is used to determine if the values for the listed general ledger account number segment should be printed on the segment value listing. One to five segment value prompts display on this screen depending on the number of segments in your general ledger account number as defined in G/L Options Maintenance (MENU GLFIL2). Key Y to print the values for this segment on the listing. Key N if you do not want to print the segment values for this segment on the listing. (up to 5 @ A 1) Required

G/L Segment Value Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Segment Value Listing



```
GL835  06/22/11  20.46.51                    G/L SEGMENT VALUE FILE LIST                    AM/APDEMO    PAGE    1
                                              01-A & C Office Supply
 All Companies          Segment Numbers: 1 2 3
                 Segment Number          Segment Value                Description            Suspend Code
-------------------------------------------------------------------------------------------------------------
                              1          001                          Hartford, CT
                              1          002                          Dallas, TX
                              1          003                          Chicago, IL


GL835  06/22/11  20.46.51                    G/L SEGMENT VALUE FILE LIST                    AM/APDEMO    PAGE    1
                                              02-B & B Office Supply
                 Segment Number          Segment Value                Description            Suspend Code
-------------------------------------------------------------------------------------------------------------
                              1          001                          Los Angeles, CA
                              1          002                          Seattle, WA
GL835  06/22/11  20.46.51                    G/L SEGMENT VALUE FILE LIST                    AM/APDEMO    PAGE    1
                                              03-The Office Connection
                 Segment Number          Segment Value                Description            Suspend Code
-------------------------------------------------------------------------------------------------------------
                              1          001                          Ontario, Canada
```

This is the listing of the G/L Segment Value File (GLSEG). This file is maintained through G/L Segment Values Maintenance (MENU GLFILE)

G/L Segment Value List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Segment Number	This number represents the specific segment of the is the account number segment. In G/L Segment Value Listing (p. 12-9) segment 1 is the division of the account.
Segment Value	These are the valid values which may be keyed when entering this account number segment throughout General Ledger. These values apply for the corresponding segment number.

G/L Segment Value List

Report/Listing Fields	Description
Suspend Code	If this segment value has been suspended through Segment Values Maintenance (MENU GLFILE). The letter **S** is printed in this column. If the record is not suspended, the column is blank.

CHAPTER 13

Maintaining Account Codes

13

Use the Account Codes Maintenance option on the General Ledge File Maintenance Menu (MENU GLFILE) to add, change, or delete account codes used in General Ledger. Account codes are used to categorize G/L accounts, and may be used when printing financial statements or G/L reports.

Example:
You may want to set up an account code called “PAYR” for a payroll account. In G/L Accounts Maintenance (MENU GLFILE), you may set up five different account codes for each G/L account. Account code 1 is a major account code and account codes 2 through 5 are used to sub-divide account code 1. For account code 1 “PAYR” (payroll), you may have the following: Account code 2 “FTP” (full-time payroll) or account code 2 “PTP” (part-time payroll).

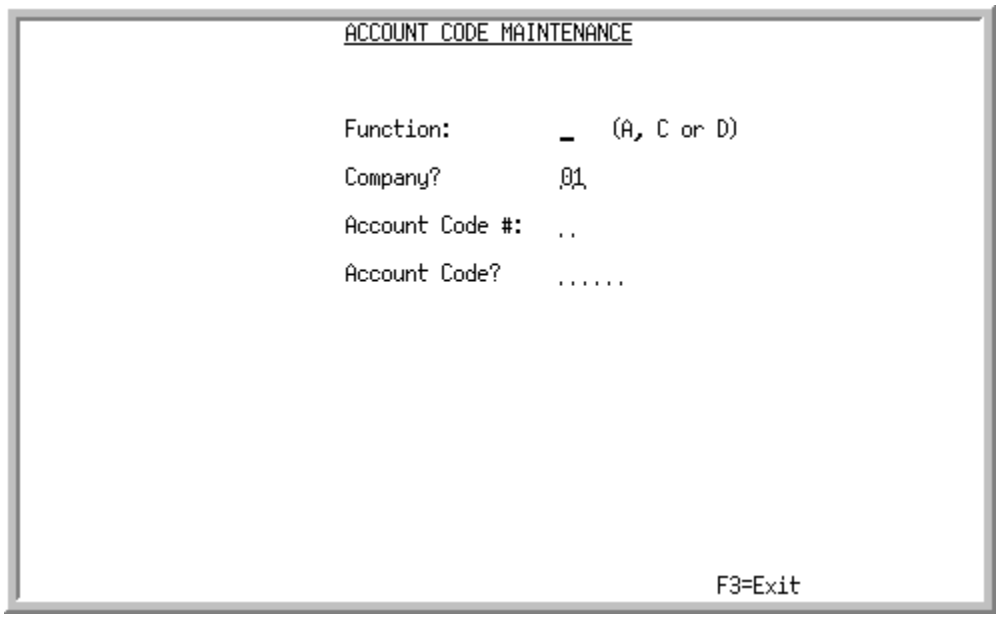
Use the Account Code Listing option to print the a list of general ledger account codes.

Account Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Account Code Maintenance Selection Screen	Use to specify the account code to add, change, or delete.
Account Code Maintenance Update Screen	Use to specify the account code description.

Account Code Maintenance Selection Screen



This screen appears after selecting option 3 -Account Codes Maintenance from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to add, change, or delete account codes used in General Ledger.

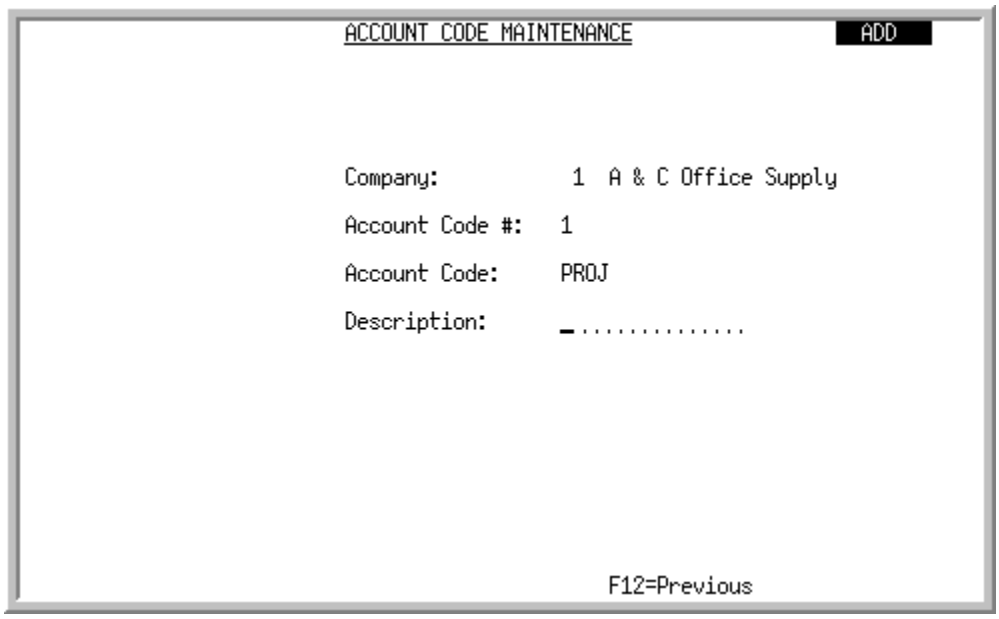
Account Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	The type of operation you wish to perform on the selected account code. Key A to add an account code. Account codes must be added through this option before they can be assigned to individual accounts in G/L Accounts Maintenance (MENU GLFILE). Key C to change the description of an account code. It may be changed at any time. Key D to delete an account code. Only account codes which are not assigned to individual accounts may be deleted. (A 1) Required

Account Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company number for which you are adding, changing, or deleting an account code. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Account Code #	You may use as many as five account code numbers. Each account code number represents a different level of categorizing accounts. Key the appropriate account code #. *Valid Values:* 1, 2, 3, 4 or 5 (N 1,0) Required
Account Code	Key the five character account code used to identify this classification of accounts. (A 5) Required
F3=Exit	Press the F3=EXIT function key to exit from this screen without saving any changes. The General Ledger File Maintenance Menu (MENU GLFILE) appears.
Enter	Press ENTER to confirm your selections. The Account Code Maintenance Update Screen (p. 13-4) appears.

Account Code Maintenance Update Screen



This screen appears after you press ENTER from the Account Code Maintenance Selection Screen (p. 13-2). This screen allows you to enter a description for the account code which was selected on the previous screen.

Account Code Maintenance Update Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number for which you are adding, changing, or deleting an account code. Display
Account Code #	The account code number selected to represent a different level of categorizing accounts. Display
Account Code	The five character account code used to identify this classification of accounts. Display
Description	The description of the account code selected. This field is protected if you are in **DELETE** mode. (A 15) Required
F12=Previous	Press the F12=PREVIOUS function key to return to the previous screen without saving any changes. The Account Code Maintenance Selection Screen (p. 13-2) appears.

Account Code Maintenance Update Screen Fields and Function Keys

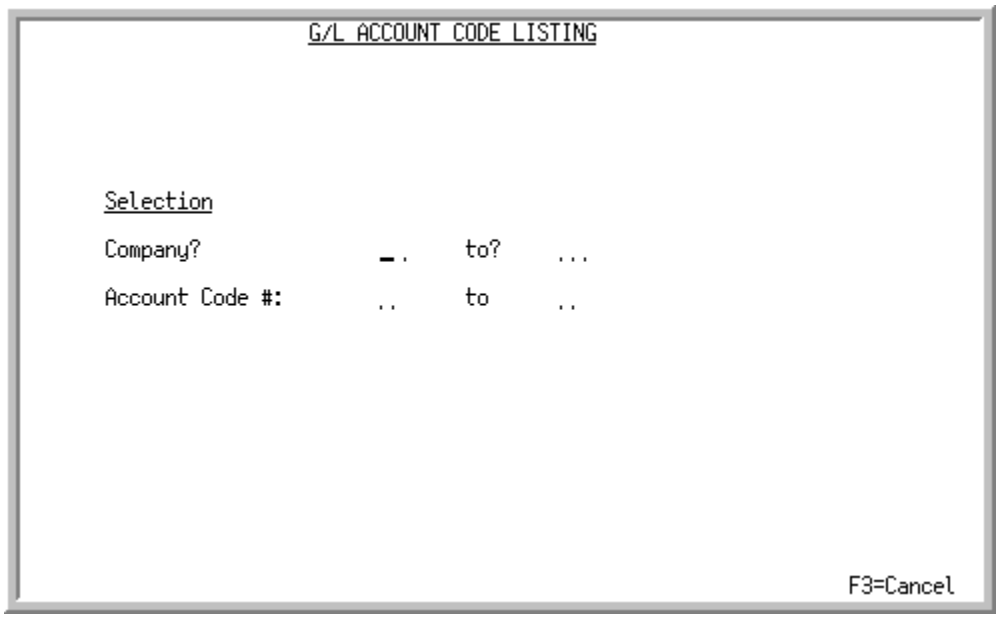
Field/Function Key	Description
F24=Delete	The F24=DELETE function key appears in delete mode only. Press the F24=DELETE function key to delete the selected account code.
Enter	Press ENTER to confirm your selections. The Account Code Maintenance Selection Screen (p. 13-2).

Account Code Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L Account Code Listing Selection Screen	Use to specify the range of companies and account code numbers to include.
G/L Account Code Listing	Prints a list of account codes that match the limiting criteria.

G/L Account Code Listing Selection Screen



This screen appears after selecting option 13 - Account Code Listing from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to limit the records in the G/L Account Code File (ORCTL) to include on the G/L Account Code Listing (p. 13-8) by company and/or account code number.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

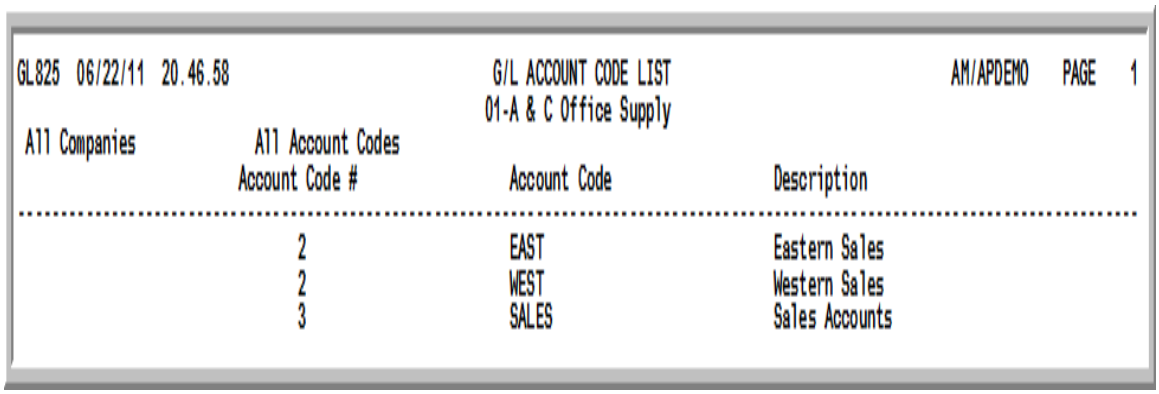
G/L Account Code Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of the companies to print. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Account Code #	This is the number of the account code level to print. *Valid Values:* 1-5 (2 @ N 1,0) Optional

G/L Account Code Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this report and return to the G/L File Maintenance Menu (MENU GLFILE).
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Account Code Listing



```
GL825  06/22/11  20.46.58                G/L ACCOUNT CODE LIST                    AM/APDEMO   PAGE   1
                                          01-A & C Office Supply
All Companies          All Account Codes
                    Account Code #        Account Code          Description
                    ------------------------------------------------------------------------------
                                 2        EAST                  Eastern Sales
                                 2        WEST                  Western Sales
                                 3        SALES                 Sales Accounts
```

This is a listing of accounts that are contained in the G/L Account Code File (ORCTL). Records in this file are maintained through Account Codes Maintenance (MENU GLFILE).

G/L Account Code List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Account Code #	You may use as many as five account code numbers. Each account code number represents a different level of categorizing accounts. Account code numbers are used in MENU GLSTMT to define statements, G/L Report Writer (MENU GLREPT) and other reports.
Account Code	This is the account code (up to five characters) for the corresponding account code number.
Description	The description of the account code assigned to the Account Code #..

CHAPTER 14 Maintaining Distribution Accounts 14

Use the Distribution Accounts Maintenance option on the General Ledger File Maintenance Menu (MENU GLFILE) to add, change, or delete distribution accounts used in General Ledger. A distribution account is a single account number representing more than one (up to 20) general ledger account. Distribution accounts can only be used in Accounts Payable; they cannot be used in Accounts Receivable.

Each distribution account is assigned a percentage indicating the proportion of the total amount of the distribution account assigned to the individual account. Therefore, a single transaction may affect up to 20 accounts, depending on how the distribution account is defined.

Example:

Assume you receive one monthly telephone bill. Since several departments in your organization use the telephone, this expense must be distributed among these departments. If the sales department is responsible for 40% of telephone expenses, customer service is responsible for 40%, and administration is responsible for the remaining 20%, use a distribution account.

The distribution account for telephone expenses is keyed in Transaction Entry as $1000, the sales department expense account is debited $400, the customer service expense account is debited $400, and administration's expense account is debited $200 when the transaction is posted.

Each distribution account (called the "parent" distribution account) must contain at least two "level 1" accounts. A level 1 account may be a regular general ledger account (non-distribution) or another distribution account which has already been defined through this option. If a level 1 account is a distribution account, it must contain at least two "level 2" accounts. Level 2 accounts must be regular general ledger accounts (non-distribution) and may not be distribution accounts.

If you are creating a distribution account which contains another distribution account at level 1, be certain that the level 1 distribution account is created prior to creating the parent distribution account.

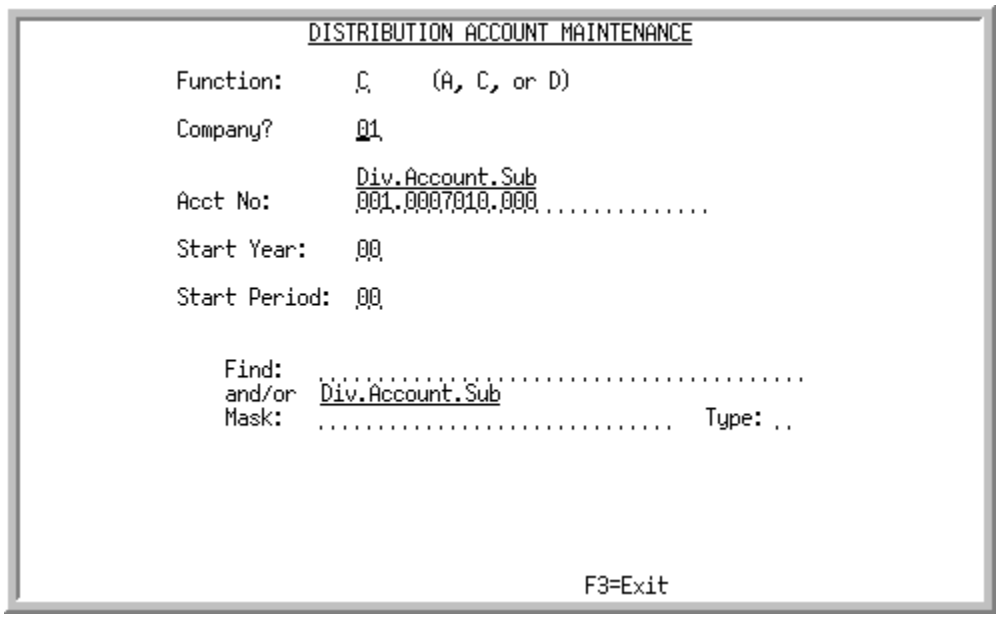
Use the Distribution Accounts Listing option to print a list of the accounts and their percentages which make up each distribution account. Use this listing to edit the entries made during Distribution Accounts Maintenance (MENU GLFILE). If an account contained in a distribution account is suspended, not on file, is a distribution account at level 2, or if you are not authorized to that account, an error message is printed.

Distribution Account Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Distribution Account Maintenance Selection Screen	Use to specify the distribution account to add, change, or delete.
Account Distribution Screen	Use to specify the accounts which are included in the distribution account.
Account Distribution Verification Screen	Use to verify the account distribution and percentages.

Distribution Account Maintenance Selection Screen



This screen appears after selecting option 4 - Distribution Account Maintenance from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to add, change or delete distribution accounts used in General Ledger.

Distribution Account Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	The type of operation you wish to perform on the selected distribution account. Key A to add a distribution account. Distribution accounts must have been defined in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE) Key C to change a distribution account. It may be changed at any time. Key D to delete a distribution account. (A 1) Required

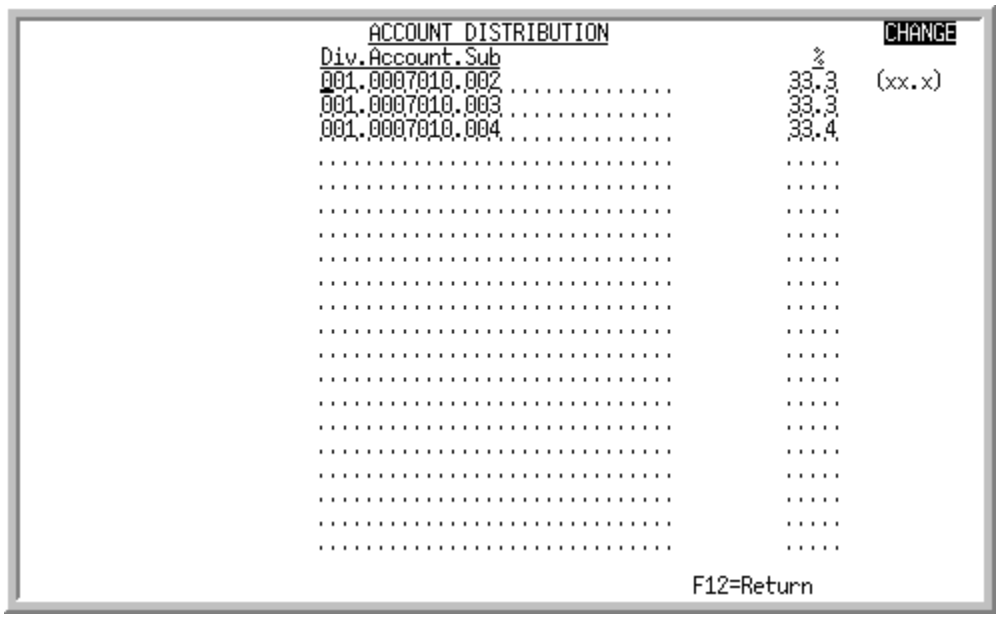
Distribution Account Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the number of the company for which distribution accounts are being added, changed, or deleted. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Acct No	Key the general ledger account number of the distribution account. A distribution account number may be entered in one of two ways as discussed on page -. *Valid Values:* The number of digits in the segment cannot exceed the segment length; the first character must be a digit (0-9), data entry separator (defined in G/L Options), or a letter (A - Z for a short name); the value of an account number segment cannot be 0; may not contain embedded blanks (blanks in the middle of the account number) (A 25) Required
Start Year	Key the first fiscal year in which the distribution account is activated. (N 2,0) Required
Start Period	Key the first period of the fiscal year in which the distribution account is activated. This must be a valid fiscal period for the specified company. Fiscal periods are defined through Fiscal Calendar Maintenance (MENU GLFIL2). (N 2,0) Required
Find	Search words help you to find accounts without knowing the account number. Use search words to activate the G/L Account Search. Up to 10 characters per word may be entered and can appear in any order. Any G/L account number that contains all of the characters entered will display. Key the search words to find a G/L account number. (A 40) Optional

Distribution Account Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Mask	In addition to (or in place of) search words (**Find** field), account masks may be entered to activate the search. An account mask is a pattern of digits that match the account numbers you want to work with. For areas of the account number that are not known, key an X in that position. If a segment in the mask contains a digit, then the segment is padded to the left with zeros. If a segment in the mask contains one or more X's, then the segment is padded to the left with X's. **Example:** Assume you have 3 segments with lengths 2-3-4. If you keyed X.1.5X, it will be translated to XX.001.005X. Default segment values are ignored when entering a mask. (A 29) Optional
Type	To limit the search, enter an account type. Only accounts with the type selected in this field will display: Key one of the following: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts Blank will not limit the accounts displayed based on the account type. *Valid Values:* A, L, E, I, Q (A 1) Optional
F3=Exit	Press the F3=EXIT function key to exit from this screen without saving any changes. The G/L File Maintenance Menu (MENU GLFILE) appears.
Enter	Press ENTER to confirm your selections. If you keyed search criteria in the **Find**, **Mask**, or **Type** fields, the appears. Otherwise, the Account Distribution Screen (p. 14-6) appears.

Account Distribution Screen



This screen appears after you press ENTER from the Distribution Account Maintenance Selection Screen (p. 14-3). Use this screen to key the individual accounts which are distributed among the selected distribution account. Transaction amounts keyed for the distribution account number will be distributed by the respective percentage for each account keyed on this screen.

Account Distribution Screen Fields and Function Keys

Field/Function Key	Description
Function	The function being performed for this distribution account. It may be **ADD**, **CHANGE**, or **DELETE**. Display

Account Distribution Screen Fields and Function Keys

Field/Function Key	Description
Account Number	The numbers of the accounts receiving the distribution. An account number may be defined only once for the same distribution. You must define at least two accounts and no more than 20 accounts in the distribution. Certain account numbers are not valid. An error message will print on the Distribution Accounts Listing (MENU GLFILE) for any of the following reasons: • An account which does not exist is specified in the distribution. • An account which is suspended is specified in the distribution. • An account which is a distribution account is specified at level 2. However, a distribution account may be specified at level 1. • An account to which you are not authorized is specified in the distribution. (A 25) Required
%	The percentage of the distribution that each account number receives. The percentage total must equal 100%. The format of this field is one decimal place. (N 3,1) Required
F12=Return	Press the F12=RETURN function key to return to the Distribution Account Maintenance Selection Screen (p. 14-3) without saving any changes which have been made on this screen.
Enter	Press ENTER to confirm your selections. The Account Distribution Verification Screen (p. 14-8) appears.

Account Distribution Verification Screen

This screen appears after you press ENTER from the Account Distribution Screen (p. 14-6). This screen is used to verify the selections made on the Account Distribution Screen (p. 14-6). The accounts and their percentages of the distribution account are displayed.

Account Distribution Verification Screen Fields and Function Keys

Field/Function Key	Description
Company	The numbers of the companies for the account receiving the distribution. Display
Account Number	The numbers of the accounts receiving the distribution. An account number may be defined only once for the same distribution. At least two accounts and no more than 20 accounts may have been defined for the distribution. Display
%	This is the percentage of the distribution that each account number receives. The percentage total must equal 100%. Display
F12=Return	Press F12=RETURN to return to the Account Distribution Screen (p. 14-6) to change the distribution information.
F24=Delete	The F24=DELETE function key appears in **DELETE** mode only. Press F24=DELETE to delete this distribution account.

Account Distribution Verification Screen Fields and Function Keys

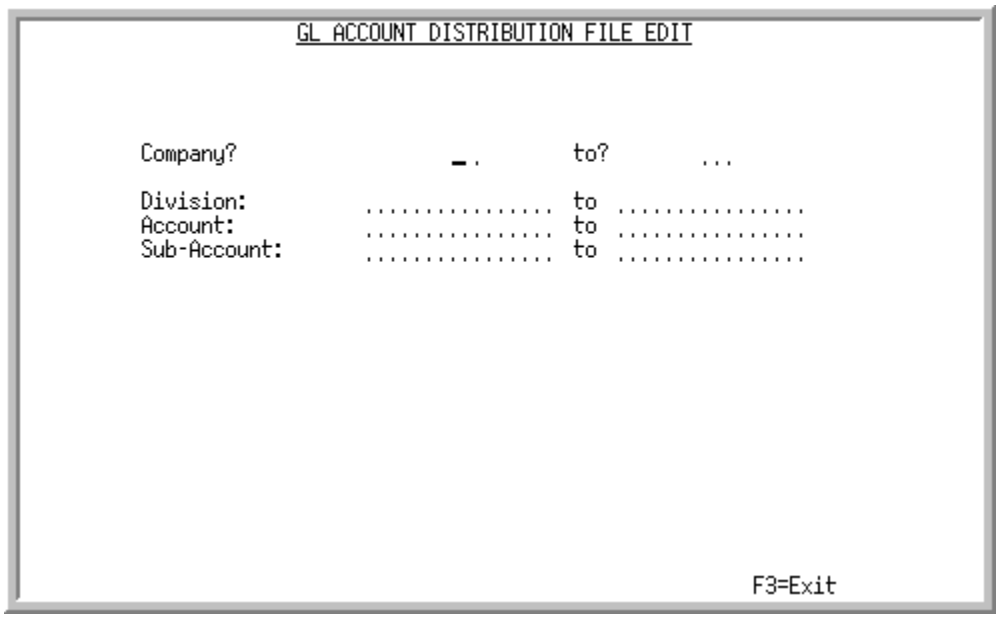
Field/Function Key	Description
Enter	Press ENTER to confirm the verification of the account distribution. The Distribution Account Maintenance Selection Screen (p. 14-3) appears.

Distribution Accounts Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Distribution Account Listing Selection Screen	Use to specify ranges of divisions, accounts, and/or sub-accounts to limit the listing.
G/L Account Distribution Edit Listing	Prints a list of distribution accounts that match the limiting criteria.

Distribution Account Listing Selection Screen



This screen appears after selecting option 14 - Distribution Accounts Listing from the G/L File Maintenance Menu (MENU GLFILE). Use this screen to select the criteria for which the listing will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

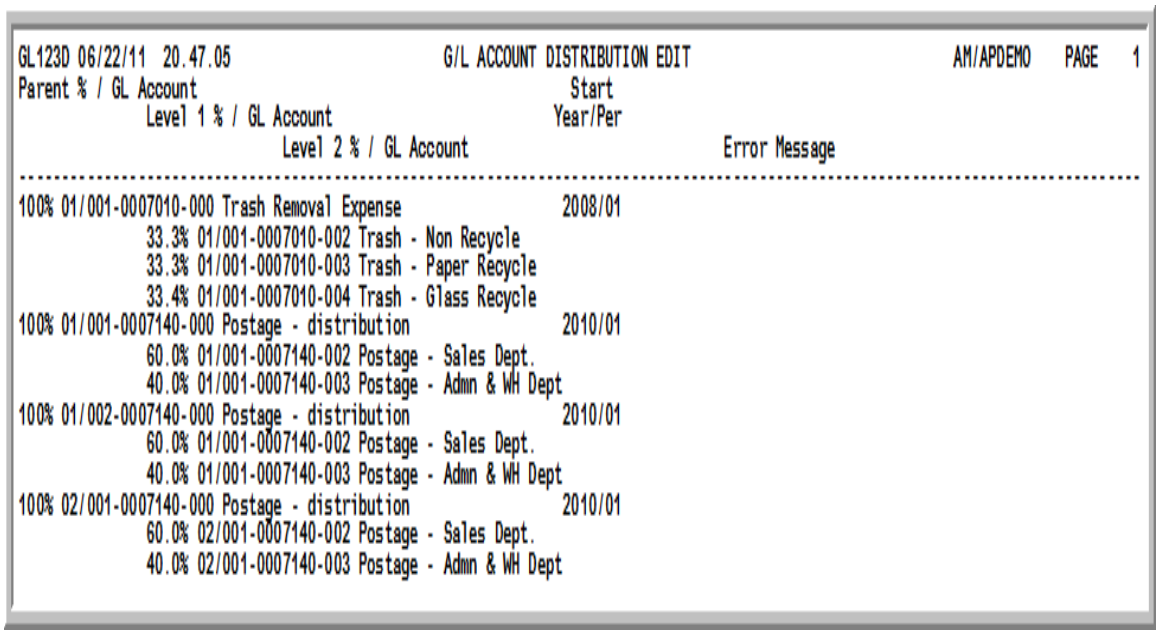
Distribution Account Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of the companies which contain distribution accounts to print. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional
G/L Account Number Segments	Key a range of distribution account number segments to print. To print all account numbers, leave blank. The account number segments displayed for selection are those that have been specified when defining the general ledger account number through G/L Options Maintenance (MENU GLFIL2). (Varies) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this listing and return to the menu.

Distribution Account Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Account Distribution Edit Listing



```
GL123D 06/22/11  20.47.05                G/L ACCOUNT DISTRIBUTION EDIT                    AM/APDEMO    PAGE    1
Parent % / GL Account                                    Start
            Level 1 % / GL Account                      Year/Per
                        Level 2 % / GL Account                          Error Message
-------------------------------------------------------------------------------------------------------------------
100% 01/001-0007010-000 Trash Removal Expense                2008/01
            33.3% 01/001-0007010-002 Trash - Non Recycle
            33.3% 01/001-0007010-003 Trash - Paper Recycle
            33.4% 01/001-0007010-004 Trash - Glass Recycle
100% 01/001-0007140-000 Postage - distribution               2010/01
            60.0% 01/001-0007140-002 Postage - Sales Dept.
            40.0% 01/001-0007140-003 Postage - Admn & WH Dept
100% 01/002-0007140-000 Postage - distribution               2010/01
            60.0% 01/001-0007140-002 Postage - Sales Dept.
            40.0% 01/001-0007140-003 Postage - Admn & WH Dept
100% 02/001-0007140-000 Postage - distribution               2010/01
            60.0% 02/001-0007140-002 Postage - Sales Dept.
            40.0% 02/001-0007140-003 Postage - Admn & WH Dept
```

This is a listing of the distribution accounts selected on the Distribution Account Listing Selection Screen (p. 14-10). For each distribution account, the accounts contained in the distribution account and their respective percentages are printed on this listing.

If an error exists regarding an account, an error message is printed. Errors are not detected when keying the accounts through Distribution Accounts Maintenance (MENU GLFILE). Therefore run this option after keying new distribution accounts to ensure that component accounts are valid.

G/L Account Distribution Edit

Field/Function Key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Parent % / G/L Account	The total percentage, the account number and account name of the distribution account.

G/L Account Distribution Edit

Field/Function Key	Description
Level 1 % / G/L Account	The total percentage, the account number and account name of each account contained in the distribution account. The total percentages of these accounts must equal 100%. Other distribution accounts may be contained in this column.
Level 2 % / G/L Account	The total percentage, the account number and account name of each account contained in a distribution account in level 1. The sum of these percentages of these equals the level 1 total distribution percentage. All accounts at this level (level 2) must not be distribution accounts.
Start Year/Per	The starting year and period of the parent distribution account. One value is printed in this column for each parent distribution account (i.e. the start year/period of a level 1 account is not printed).
Error Message	An error message associated with an account contained in distribution account. The error message signifies whether the account specified may be used in a distribution account. One of four error messages may be printed in this column: • ACCOUNT NOT ON FILE Means that this component account does not exist in the chart of account. You can either remove this component account from the distribution account through Distribution Accounts Maintenance (MENU GLFILE) or add this account to the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). • ACCOUNT IS SUSPENDED Means that this account has been suspended in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). You can either remove this component account from the distribution account through Distribution Accounts Maintenance (MENU GLFILE) or reinstate this account in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). • ACCOUNT IS A DISTRIBUTION ACCOUNT Means that this component account is a distribution account at level 2. Distribution accounts may not be contained in a distribution account at level 2. You can either remove this distribution account from the second level of component accounts through Distribution Accounts Maintenance (MENU GLFILE) or redefine this account as a regular account (not a distribution account) through G/L Accounts Maintenance (MENU GLFILE). • **** NOT AUTHORIZED **** Means that you are not authorized to access this G/L account as determined through Authority Profile Maintenance (MENU XASCTY).

CHAPTER 15

Maintaining Budgets

15

Use the Budgets Maintenance option on the General Ledger File Maintenance Menu (MENU GLFILE) to maintain budgets in the General Ledger Budget Master File (GLBUD). You may add, change or delete up to nine budgets for an account number and a fiscal year.

Budget information may be used when printing reports through the G/L Report Writer (MENU GLREPT) or when printing financial statements with the Generate/Print Statements (MENU GLSTMT). For example, when defining statements through the options in MENU GLSTMT, you may compare actual expenses to budgeted expenses on an income statement. The budgeted values to which the actual values are compared on the income statement are defined through this option.

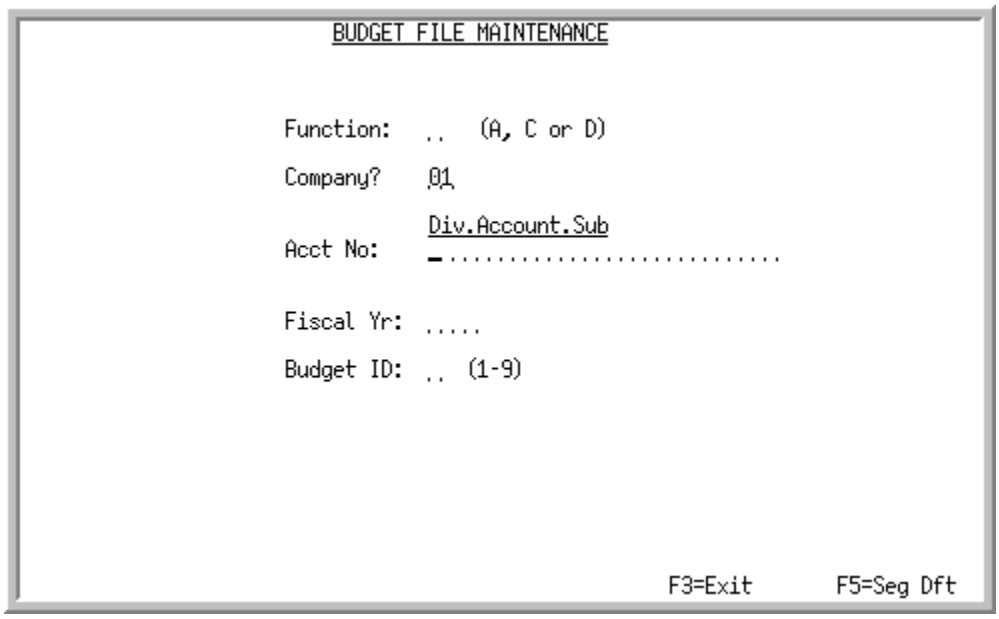
Use the Budgets Listing option to print a listing of the budgets set up for each general ledger account.

Budgets Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Budget File Maintenance Selection Screen	Use to specify the company, account number, and year for the budget.
Budget Values Screen	Use to specify the budgeted amount to each period.
Budgeting Patterns Screen	Use to specify how to pattern budget amounts.

Budget File Maintenance Selection Screen



This screen appears after selecting option 5 - Budgets Maintenance from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to select the company, account number and year for which up to nine budgets may be defined.

Budget File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Used to define the operation to perform on the Budget Master File (GLBUD). Key A to add a new budget for an account and fiscal year. This makes a budget available for use throughout G/L. Key C to change existing budget information. Key D to delete an existing budget. Budgets may be deleted at any time. (A 1) Required
Company	Key the company number for which you are defining budgets. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

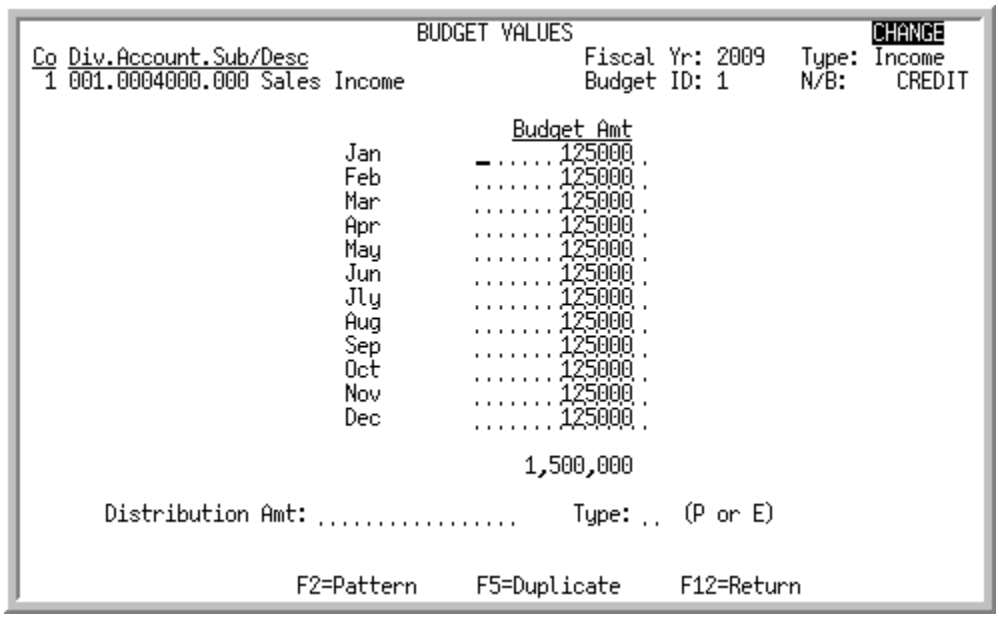
Budget File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Acct No	The account number for which up to nine different budgets may be maintained for one fiscal year. *Default Value:* None, unless specified on the Default Segment Screen (see F5=SEG DFT). *Valid Values:* • Cannot be blank • The number of digits in the segment cannot exceed the segment length • First character must be a digit (0-9), data entry separator (defined in G/L Options), or a letter (A - Z for a short name) • The value of an account number segment cannot be 0. • Cannot contain embedded blanks (blanks in the middle of the account number). (A 25) Required
Dft	The default is designed to reduce the number of keystrokes required to key an account number. This field displays directly beneath the **Acct No** field. The default values are from the Default Segment Value Screen (p. 11-16) which is displayed by pressing F5. One or more default segment values for the account number may be defined. This line shows only if you have keyed defaults on the Default Segment Value Screen (p. 11-16). NOTE: If your account consists of a single segment, then you cannot specify segment defaults. Display
Fiscal Year	This is the fiscal year of the budget for the specified account. Key the fiscal year in CCYYy (century - year) format. (N 4,0) Required
Budget ID	This is the budget identification code. Up to nine different budgets may be entered for each account number for each fiscal year. Use this identification code to distinguish the different budgets. *Valid Values:* 1 through 9 (A 1) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
F5=Seg Dft	Press the F5=SEG DFT key to display the Default Segment Value Screen (p. 11-16). Use the Segment Default Screen to maintain a series of accounts with the same account number segment values. Defining default segment values will reduce keystrokes required to identify an account number.

Budget File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Budget Values Screen (p. 15-5) appears.

Budget Values Screen



This screen is displayed after pressing ENTER from the Budget File Maintenance Selection Screen (p. 15-2). This screen is used to assign the amount budgeted to each period in one fiscal year for one G/L account. You may maintain only one of the possible nine budgets at a time on this screen.

Budget Values Screen Fields and Function Keys

Field/Function Key	Description
Mode	Displays the function being performed for this distribution account. It may be **ADD**, **CHANGE**, or **DELETE**. Display
Co/Account Number/ Desc	The company, account number and description of the account for which budget values are determined. This account number was keyed on the previous screen. Display
Fiscal Yr	The fiscal year of the budget for the specified account which was keyed on the previous screen. Display
Budget ID	The budget identification code which was keyed on the previous screen. Display

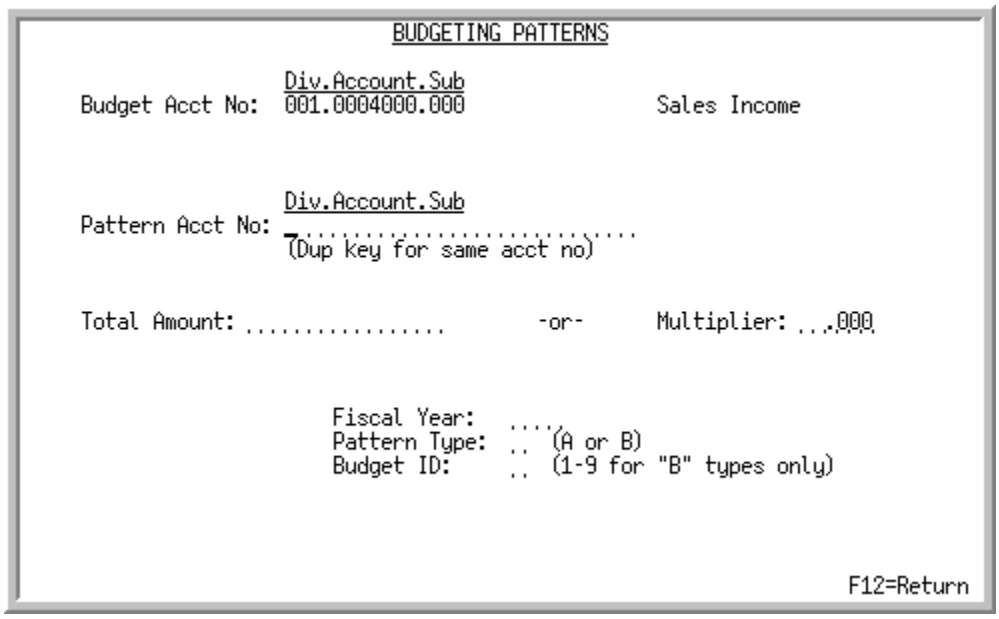
Budget Values Screen Fields and Function Keys

Field/Function Key	Description
Type	The account type for this account budget. This value has been established in the chart of accounts through G/L Accounts Maintenance (MENU GLFILE): • **A** for asset account • **L** for liability account • **E** for expense account • **I** for income account • **Q** for equity account Display
N/B	This is the normal balance for this account budget. This value has been established in the chart of account through G/L Accounts Maintenance (MENU GLFILE). This field displays as **DEBIT** if the normal balance is a debit balance, or **CREDIT** if the normal balance is a credit balance. Display
Periods	The period descriptions as established through G/L Options Maintenance (MENU GLFIL2). Display
Budget Amt	The dollar amounts budgeted for this account number for each period of the fiscal year. Key the amount budgeted for each period in the field which corresponds with the period. A total amount is displayed for income and expense accounts after the last period in this column. (N 11,0) Required
Distribution Amt	The total amount that you would like to have distributed over all periods. You may choose to have the amount distributed evenly over all periods (although the last period may have an additional amount to make up for any difference), or you may choose to distribute by percentage as determined by amounts keyed on the G/L Company Options - Budget Distribution Screen (p. 18-19) through G/L Options Maintenance (MENU GLFIL2). (N 13,0) Optional

Budget Values Screen Fields and Function Keys

Field/Function Key	Description
Type	Specifies whether the distribution amount is distributed evenly over all the periods or is distributed by percentages specified through G/L Options Maintenance (MENU GLFIL2). Key P if the amount keyed in the **Distribution Amt** field should be distributed among the periods of the fiscal year based on the percentages defined on the G/L Company Options - Budget Distribution Screen (p. 18-19) in G/L Options Maintenance (MENU GLFIL2). Key E if the amount keyed in the **Distribution Amt** field should be distributed evenly among all periods of the fiscal year. (A 1) Optional
F2=Pattern	Press the F2=PATTERN function key to display the Budgeting Patterns Screen (p. 15-8). This screen is used to specify information about how you would like to pattern budget amounts.
F5=Duplicate	Press the F5=DUPLICATE function key to duplicate the budget value keyed in the first period over the remaining periods.
F12=Return	Press the F12=RETURN function key to return to the Budget File Maintenance Selection Screen (p. 15-2) without saving any changes or additions made on this screen.
Enter	Press ENTER to confirm your selections. The Budget File Maintenance Selection Screen (p. 15-2) appears.

Budgeting Patterns Screen



This screen appears after you press F2=PATTERN on the Budget Values Screen (p. 15-5). Use this screen to specify how you would like to pattern budget amounts.

You may pattern budget amounts after other budget amounts or after actual monthly activity. You can distribute a total amount or can multiply amounts by a multiplier to determine the pattern.

Budgeting Patterns Screen Fields and Function Keys

Field/Function Key	Description
Budget Acct No	The number and name of the account for which budget values have been determined. Display
Pattern Acct No	The account number after which the budget is patterned. You must use accounts of the same type; or one account must be an expense account and one account must be an income account. Press the DUP key to use the budget account number which is displayed in the **Budget Acct No** field. *Valid Values:* Any valid G/L account number (A 25) Required
Total Amount	The total amount which you would like distributed over all periods. The amount will be distributed by the same percentages as the pattern account. Leave this field blank if you key a value in the **Multiplier** field. (N 13,0) Optional

Budgeting Patterns Screen Fields and Function Keys

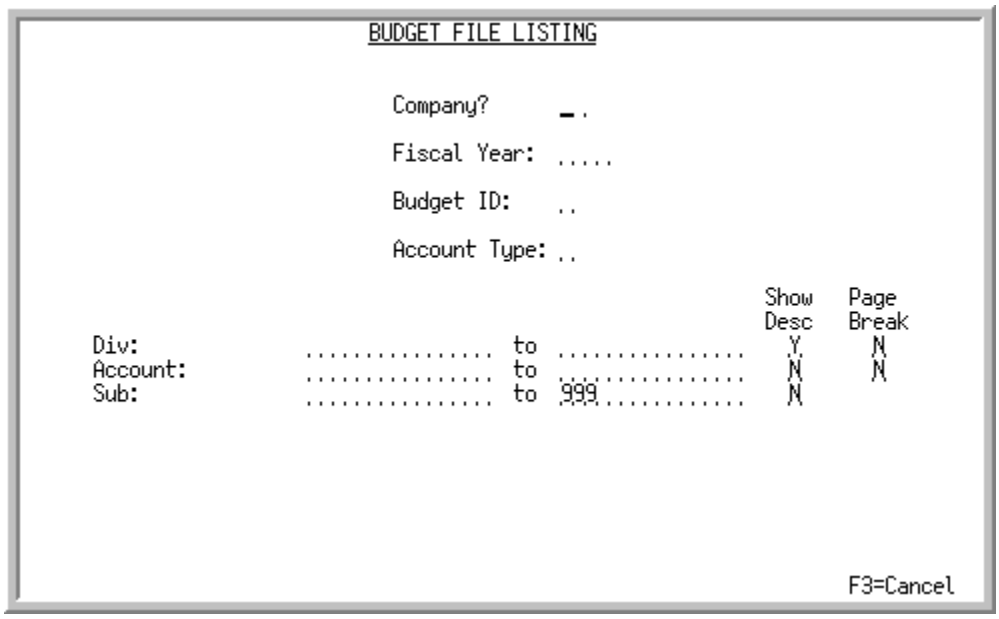
Field/Function Key	Description
Multiplier	The amount by which specified actual or budget amounts will be multiplied to create new budget amounts for the current account. Leave this field blank if you have keyed a value in the **Total Amount** field. (N 5,3) Optional
Fiscal Year	The year in which budget or account amounts are used in this pattern account. (N 4,0) Required
Pattern Type	Specifies whether to use actual dollars from the G/L Summary File (GLSUM) or budget amounts from the G/L Budgets File (GLBUD). Key A to use actual dollars from the G/L Summary File (GLSUM) for this pattern. Key B to use budgeted amounts from the G/L Budgets File (GLBUD) for this pattern. (A 1) Required
Budget ID	Used to select the budget ID to use for this pattern. Up to nine different budgets may have been created for one account in one fiscal year. (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the Budget Values Screen (p. 15-5) without saving any changes or additions made on this screen.
Enter	Press ENTER to confirm your selections. The Budget Values Screen (p. 15-5) appears.

Budget File Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Budget File Listing Selection Screen	Use to specify criteria to limit the budgets that print on the listing.
Budget File Listing	Prints a list of budgets that match the selection criteria.

Budget File Listing Selection Screen



This screen appears after you select the Budgets Listing option from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to select the criteria for which the listing will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Budget File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of the companies for which budget accounts have been established. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Fiscal Year	The fiscal year of budgets to print. Key the fiscal year in CCYY (century - year) format. *Valid Values:* Any valid G/L fiscal year (N 4,0) Required

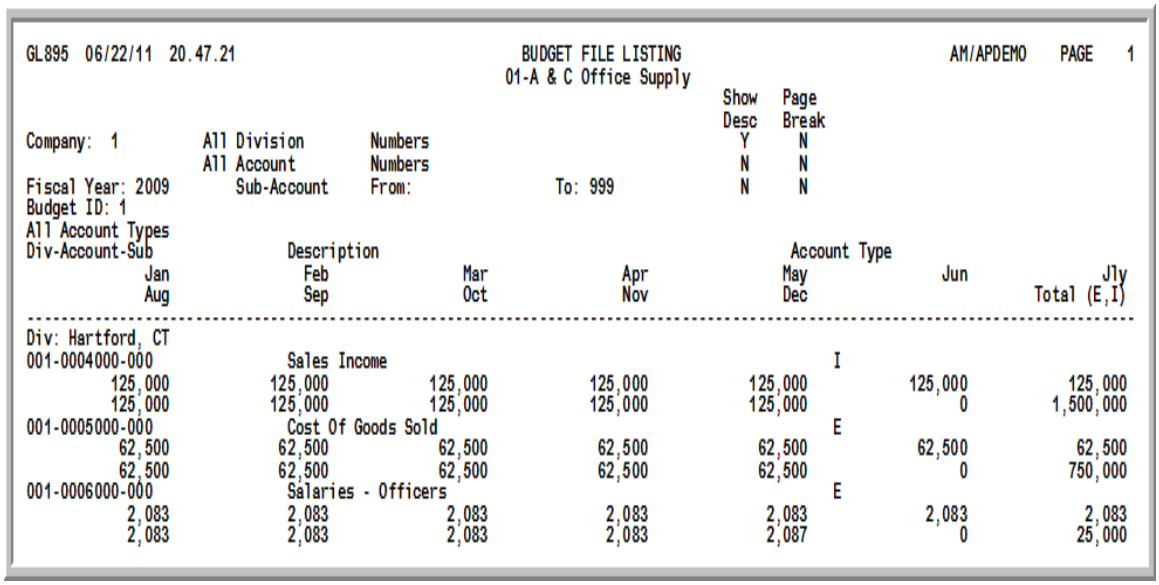
Budget File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Budget ID	This is the budget identification code. Up to nine different budgets may be printed for each account number for each fiscal year. *Valid Values:* 1 through 9 (A 1) Required
Account Type	Use this field to limit the listing to one of the following types of account: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts • Leave this field blank if you do not want to limit the accounts printed based on account type *Valid Values:* A, L, E, I, Q, Blank (A 1) Optional
G/L Account Number Segments	Key the range of budget account number segments to print. To print all account numbers, leave blank. The account number segments displayed for selection are those that have been specified when defining the general ledger account number through G/L Options Maintenance (MENU GLFIL2). (Up to 5 @ N 15,0) Optional
Show Desc	This field is used to determine if a segment's description will be printed on the listing. Key Y to print the description of the corresponding edited account number segment on the listing. Key N to suppress printing of the description of the corresponding edited account number segment on the listing. *Valid Values:* Y, N NOTE: This field must be N for any segment which is not edited. Whether or not a segment is edited is determined through G/L Options Maintenance (MENU GLFIL2). Once it has been determined that a segment will be edited, that segment's description is added through Segment Value Maintenance (MENU GLFILE). (A 1) Required

Budget File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Page Break	This column is used to determine if a page break should occur when the corresponding segment value changes. Key Y to print a new segment value for the corresponding segment on a new page of the Budget File Listing (p. 15-14). Key N to print a new segment value for the corresponding segment on the same page (no page break occurs). NOTE: You may not invoke a page break for the last segment of the G/L account number. *Default Value:* N *Valid Values:* Y, N (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this listing and return to the G/L File Maintenance Menu (MENU GLFILE).
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

Budget File Listing



```
GL895  06/22/11  20.47.21                    BUDGET FILE LISTING                          AM/APDEMO    PAGE    1
                                             01-A & C Office Supply
                                                                          Show   Page
                                                                          Desc   Break
Company:  1          All Division      Numbers                            Y      N
                     All Account       Numbers                            N      N
Fiscal Year: 2009        Sub-Account   From:              To: 999         N      N
Budget ID: 1
All Account Types
Div-Account-Sub              Description                                          Account Type
            Jan                  Feb                Mar                Apr                May                Jun                Jly
            Aug                  Sep                Oct                Nov                Dec                                   Total (E,I)
-------------------------------------------------------------------------------------------------------------------------------------
Div: Hartford, CT
001-0004000-000              Sales Income                                                                                        I
        125,000              125,000            125,000            125,000            125,000            125,000            125,000
        125,000              125,000            125,000            125,000            125,000                  0          1,500,000
001-0005000-000              Cost Of Goods Sold                                                                                  E
         62,500               62,500             62,500             62,500             62,500             62,500             62,500
         62,500               62,500             62,500             62,500             62,500                  0            750,000
001-0006000-000              Salaries - Officers                                                                                 E
          2,083                2,083              2,083              2,083              2,083              2,083              2,083
          2,083                2,083              2,083              2,083              2,087                  0             25,000
```

This is a listing of the budget accounts selected on the Budget File Listing Selection Screen (p. 15-11). For each budget account, the amounts budgeted to each period in the fiscal year and the total amount budgeted for the fiscal year is printed.

Budget File Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Budget Account Number	The account number of the general ledger account for which a budget has been established. The account number and the heading for this column are printed in the account number format as established through G/L Options Maintenance (MENU GLFIL2).
Description	The description of the general ledger account for which a budget has been established.

Budget File Listing

Report/Listing Fields	Description
Account Type	The account type of the budget account. The account type is one of the following: • **A** for asset accounts • **L** for liability accounts • **E** for expense accounts • **I** for income accounts • **Q** for equity accounts
Period Amounts	The amount budgeted to each fiscal period in the fiscal year for each account. There may be 12 or 13 period headings depending on your selection of 12 period or 13 period accounting through G/L Options Maintenance (MENU GLFIL2).
Total (E,I)	The total amount budgeted to an account for a fiscal year for only income and expense accounts.

CHAPTER 16

Copying Accounts

16

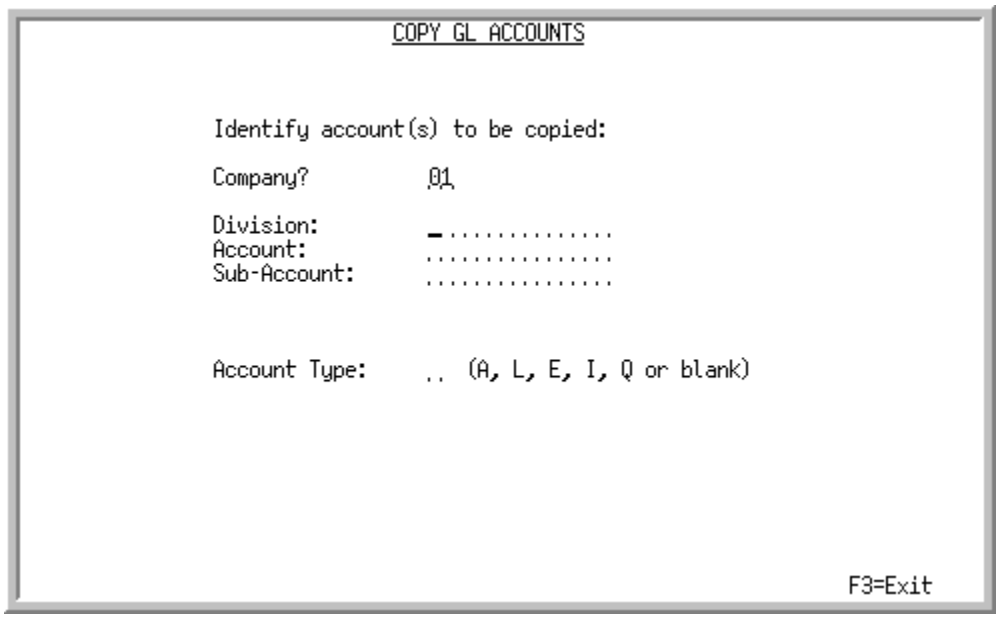
This option allows you to copy accounts. Accounts may be copied within a single company, or copied from one company to another. Some or all accounts may be copied using this option. A report is printed showing the new accounts.

Copy GL Accounts

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Copy GL Accounts From Selection Screen	Use to specify the company, account number, and account type.
Copy GL Accounts To Screen	Use to specify the new account information.
Copy G/L Accounts Report	Prints a list of all the new accounts created.

Copy GL Accounts From Selection Screen



This screen appears after selecting option 20 - Copy GL Accounts from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to select the company, account number and account type from which you are copying accounts.

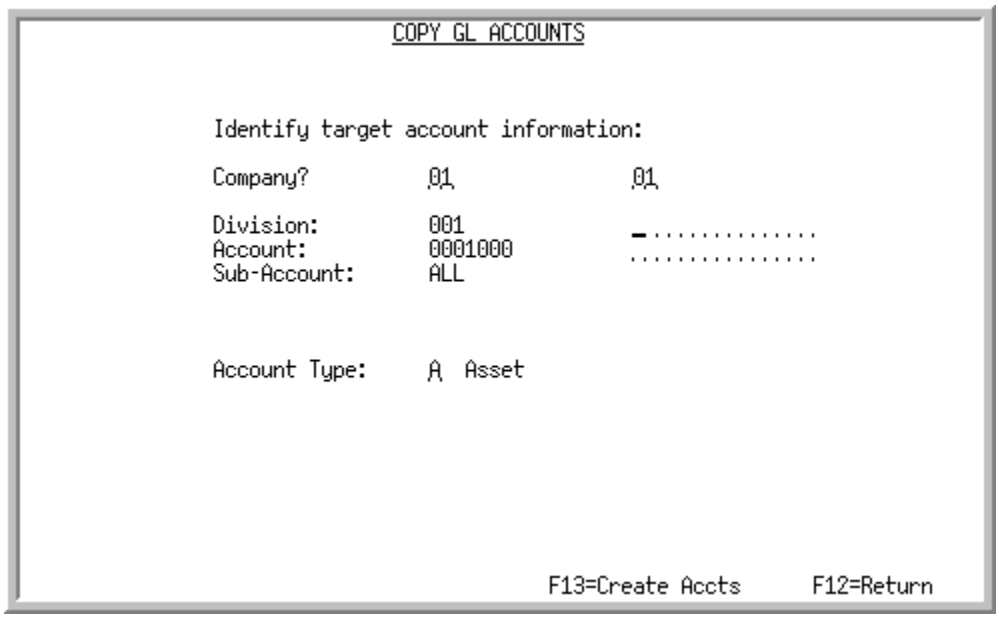
Copy G/L Accounts From Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the number of the company from which you are going to copy the accounts. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
G/L Account Number Segments	The account number segments displayed for selection are those that have been specified when defining the account number through G/L Options Maintenance (MENU GLFIL2). Key the account number segment from which the accounts will be copied. To copy all account numbers, leave this field blank. (Up to 5 @ N 15,0) Optional

Copy G/L Accounts From Selection Screen Fields and Function Keys

Field/Function Key	Description
Account Type	Use this field to limit the accounts to be copied to one of the following types of account: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts • Leave this field blank if you do not want to limit the accounts copied based on account type *Valid Values:* A, L, E, I, Q, Blank (A 1) Optional
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Copy GL Accounts To Screen (p. 16-4) appears.

Copy GL Accounts To Screen



This screen appears after you press ENTER on the Copy GL Accounts From Selection Screen (p. 16-2). Use this screen to specify the new accounts into which the old account data will be copied; once copied, they then can be modified.

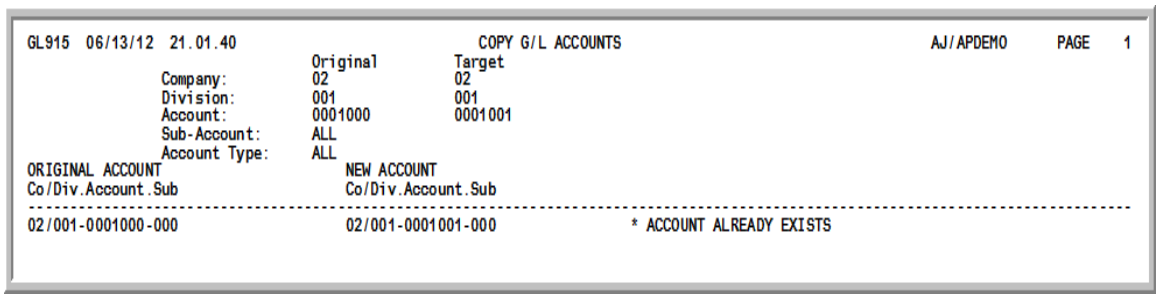
Copy G/L Accounts To Screen Fields and Function Keys

Field/Function Keys	Description
Company	Key the number of the company to which you are going to copy the accounts. If the accounts being copied are for the same company, be sure the company number matches that keyed on the Copy GL Accounts From Selection Screen (p. 16-2). *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
G/L Account Number Segments	Key the account number segment to which the accounts are going to be copied. The account number segments displayed for selection are those that have been specified when defining the G/L account number through G/L Options Maintenance (MENU GLFIL2). (Up to 5 @ N 15,0) Required

Copy G/L Accounts To Screen Fields and Function Keys

Field/Function Keys	Description
Account Type	This field displays the types of accounts that are going to be created. One of the following will be displayed: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts (A 1) Display
F13=Create Accts	Press the F13=CREATE ACCTS function key to create the new accounts. The Report Options Screen appears. Refer to the Cross Applications User Guide for information about this screen.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving any changes.

Copy G/L Accounts Report



```
GL915  06/13/12  21.01.40                        COPY G/L ACCOUNTS                                  AJ/APDEMO      PAGE    1

                                 Original        Target
                Company:         02              02
                Division:        001             001
                Account:         0001000         0001001
                Sub-Account:     ALL
                Account Type:    ALL
ORIGINAL ACCOUNT                     NEW ACCOUNT
Co/Div.Account.Sub                   Co/Div.Account.Sub
-------------------------------------------------------------------------------------------------------------------------
02/001-0001000-000                   02/001-0001001-000              * ACCOUNT ALREADY EXISTS
```

This listing prints following your selections on the Report Options Screen.

Use this listing to view all of the accounts that were created. This report also displays the criteria that was used to create the accounts.

Copy G/L Accounts Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Original	This field displays the criteria that was used to create the accounts. It displays the values for the company, the account segments, and the account types that were used to create the accounts.
Target	This field displays the target company, the account segments, and account types of the new accounts.
Original Account	This field lists the original accounts.
New Account	This field lists the new accounts that were created from the original accounts.

CHAPTER 17

Copying Budgets

17

Use the Copy GL Budgets option on the General Ledger File Maintenance Menu to copy existing general ledger budgets, defined through Budgets Maintenance (MENU GLFILE), to new general ledger budgets. You will be able to copy budgets for a specific company from different years and by budget ID. You will be prompted to enter the fiscal year to copy from and the fiscal year to copy to, as well as the budget ID to copy from and to. You also will be able to increase or decrease budgets, based on a percentage that you key.

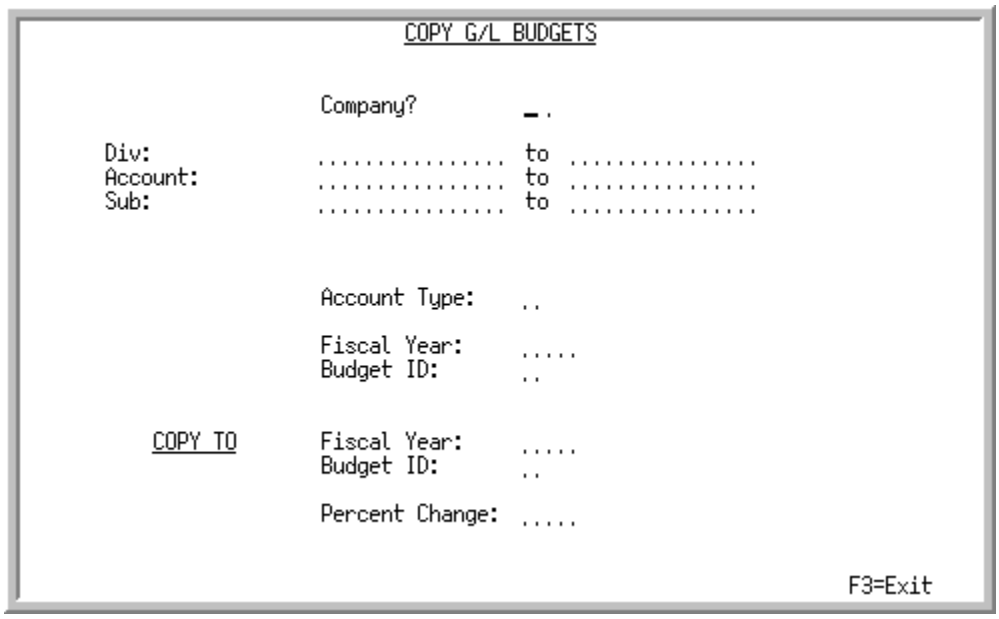
Running this option eliminates the task of setting up repetitive general ledger budgets each year if the change in the budget is minimal, or if there is no change at all.

Copy GL Budgets

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Copy G/L Budgets Screen	Use to specify the budget that you want to copy.

Copy G/L Budgets Screen



This screen appears after selecting option 21 - Copy GL Budgets from the General Ledger File Maintenance Menu (MENU GLFILE). Use this screen to select the company, fiscal year and budget ID that you want copied to the indicated fiscal year and budget ID. You also may further limit the copy based on G/L budgets with specific segment values, G/L budgets for a given account type, or by a specific percent change.

Copy G/L Budgets Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the number of the company from which general ledger budgets are being copied. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Copy G/L Budgets Screen Fields and Function Keys

Field/Function Key	Description
(G/L Account Number Segments)	Use these fields if you want to limit the general ledger budgets to be copied to those with specific segment values. Only those general ledger budgets with the indicated segment values that you key in these fields will be copied to the new general ledger budget. Key the account number segment values from which the general ledger budgets will be copied. To copy all general ledger budgets, regardless of the segment values, leave all segment fields blank. *Valid Values:* Account number segments specified when defining the general ledger account number through G/L Options Maintenance (MENU GLFIL2) (6 @ A 15) Optional
Account Type	Use this field if you want to limit the general ledger budgets to be copied to those with a specific account type. Only those general ledger budgets that match the account type you key in this field will be copied to the new general ledger budget. Key A to limit the selection to asset accounts. Key L to limit the selection to liability accounts. Key E to limit the selection to expense accounts. Key I to limit the selection to income accounts. Key Q to limit the selection to equity accounts. Leave this field blank if you do not want to limit the general ledger budgets to be copied based on account type. *Valid Values:* A, L, E, I, Q, Blank (A 1) Optional
Fiscal Year	This field indicates the fiscal year of the budget for the accounts from which existing general ledger budgets are being copied from. Key the fiscal year in the CCYY (century - year) format. *Valid Values:* Any valid general ledger fiscal year (N 4,0) Required
Budget ID	This field indicates the budget ID code assigned to the account numbers from which existing general ledger budgets are being copied from. Up to nine different budgets may have been entered for each account number for each fiscal year. Use this ID code to distinguish the different budgets. Key the budget ID from which existing general ledger budgets are being copied from. *Valid Values:* 1-9 (N 1,0) Required

Copy G/L Budgets Screen Fields and Function Keys

Field/Function Key	Description
(COPY TO) Fiscal Year	This field indicates the fiscal year of the budget for the accounts from which existing general ledger budgets are being copied to. Key the fiscal year in the CCYY (century - year) format. General ledger budget information for the "from" fiscal year will be copied to this "to" fiscal year. *Valid Values:* Any valid G/L fiscal year (N 4,0) Required
(COPY TO) Budget ID	This field indicates the budget ID code assigned to the account numbers from which existing general ledger budgets are being copied to. Key the appropriate budget ID. *Valid Values:* 1-9 (N 1,0) Required
Percent Change	Use this optional field if you wish to copy old general ledger budgets with a percentage change (positive or negative) that will be reflected in the new general ledger budget. Key the appropriate percentage change. For example, if you key 10 in this field, the new G/L budget will contain information from the existing G/L budget, but with a 10% increase reflected in the values. To decrease values in the budget by 10% , the percentage change keyed in this field would then be 10-. (N 3,0) Optional
F3=Exit	Press the F3=EXIT function key to exit and return to MENU GLFILE, without performing this option.
Enter	Press ENTER to confirm your selections. A message displays informing you that the general ledger budget has been copied successfully, or if there are no records to be found based on your selection criteria, a message displays indicating that the general ledger budget could not be copied.

CHAPTER 18

Maintaining the General Ledger Options

18

Use the G/L Options Maintenance option on the General Ledger File Maintenance 2 Menu (MENU GLFIL2) to add or change G/L options. G/L options are used to define the G/L account number format (number of segments and segment lengths) and tailoring options used in G/L. There are two types of options: system-wide options and company options. System-wide options pertain to all companies using G/L; company options define default values for an individual company.

Select this option upon setup of G/L and to change G/L tailoring options. This is the first option to select when setting up G/L. You can add or delete G/L account number segments only if you have not yet started building your chart of accounts through G/L Accounts Maintenance (MENU GLFILE).

WARNING: You **CANNOT** change the length of G/L account number segments if you have started building the chart of accounts.

The segment definition screen will protect the portions of the segments that cannot be updated once you have started building your chart of accounts. For these reasons, you must complete this option before building the chart of accounts through G/L Accounts Maintenance (MENU GLFILE).

Important

Make absolutely certain that the number and length of your segments are correct before performing any other G/L functions. You will NOT be able to change your segments later.

G/L Options Maintenance

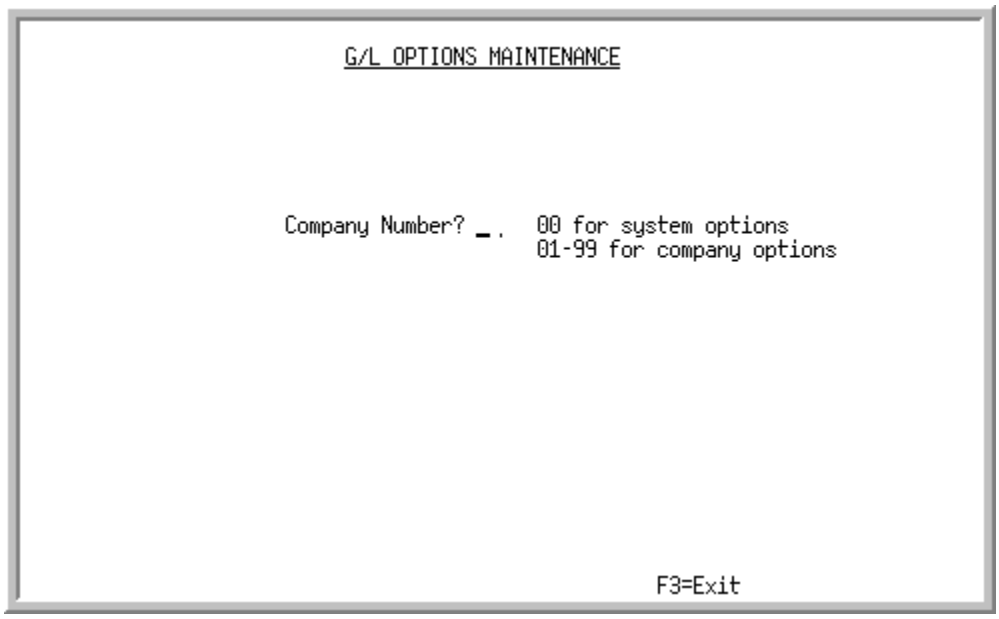
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L Options Maintenance Selection Screen	Use to specify whether to maintain system or company options.
G/L Account Number Set-up Screen	Use to define the length and number of segments in your general ledger accounts.
G/L Options Maintenance Default Values Screen	Use to tailor General Ledger for your system.
G/L Company Options Maintenance Screen	Use to tailor General Ledger for your company.
G/L Company Options - Budget Distribution Screen	Use to specify the budget allocation for your company.

How To Restart This Option

Select the option from the menu and make your changes again. Changes will not be made to your options record unless you successfully complete the last screen in options maintenance.

G/L Options Maintenance Selection Screen

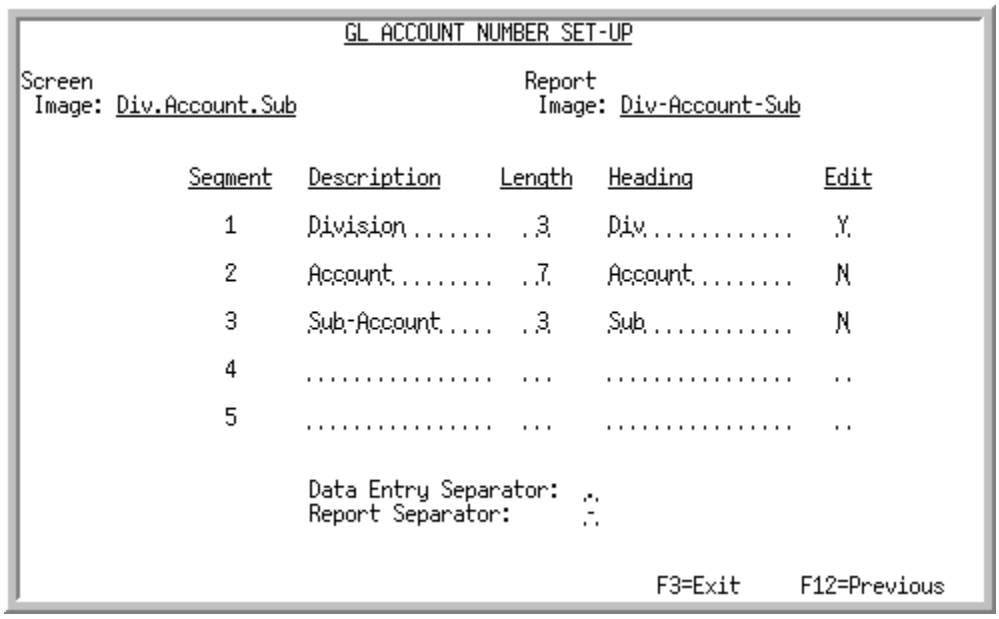


This screen appears after selecting option 1 - G/L Options Maintenance from the G/L File Maintenance 2 Menu (MENU GLFIL2). Use this screen to select system-wide options, or company options.

G/L Options Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	To select system-wide options, key 00 in this field. To select company options, key the number of a valid company in this field. If the system-wide or a company option has not been previously entered, you will be adding the G/L option record. If the system-wide or a company option has been previously entered, you will be changing the G/L option record. (N 2,0) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press ENTER to confirm your selections. The G/L Account Number Set-up Screen (p. 18-4) or the G/L Company Options Maintenance Screen (p. 18-12) appears.

G/L Account Number Set-up Screen



This screen appears if you keyed 00 in the **Company Number** field on the G/L Options Maintenance Selection Screen (p. 18-3). Use this screen to define the length and number of segments in the G/L account number used in G/L. You can change the description, heading, length, and edit for as many as five G/L account number segments before you setup the G/L Master File.

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Important

The number of segments or the length of each segment cannot be changed after you begin entering G/L account numbers in your chart of accounts through G/L Accounts Maintenance (MENU GLFILE). Be absolutely certain that the segment definitions are correct at set-up time. These segment definitions will remain in effect forever.

G/L Account Number Set-up Screen Fields and Function Keys

Field/Function Key	Description
Screen Image	The format of the G/L account number with the number of segments, segment lengths and headings as it will be keyed and displayed on all G/L screens. The data entry separator is displayed to separate account number segments. The screen image is helpful when keying in G/L account numbers during G/L Transaction Group Entry, G/L Inquiry, or File Maintenance. Note that each segment heading is the same length of the segment. The data entry separator (usually a period) separates each segment. For example, in the sample data shown in, you can determine that the division segment is three digits, the account segment is seven digits and the sub-account is three digits simply by looking at the screen image. You can also determine that you will need to use a period to separate segments when entering G/L account numbers. Display
Report Image	The image of the G/L account number with the number of segments, segment lengths, and headings as it will print on all G/L reports. The report separator is used to separate G/L account number segments. Display
Segment	This number is assigned to the account number segment. It is used to identify the sequence of the segment in the G/L account number. A G/L account number segment is a user defined portion of the G/L account number. For example, if the G/L account number for your organization is broken down by division, account, and sub-account, then each of the following is one segment. • Segment 1 = Division • Segment 2 = Account • Segment 3 = Sub Account You may use as few as one or as many as five segments in your G/L account number, depending on how your organization's accounts are arranged. The number of segments you define determines the number of segments that will be displayed on this screen. For the display of this screen, three segments were chosen; up to five segments may have been chosen. Additionally, the company does not need to be defined as a segment since each company has its own set of G/L accounts. *Default Value:* 1 through 5, assigned sequentially *Valid Values:* 1 through 5 (N 1,0) Required

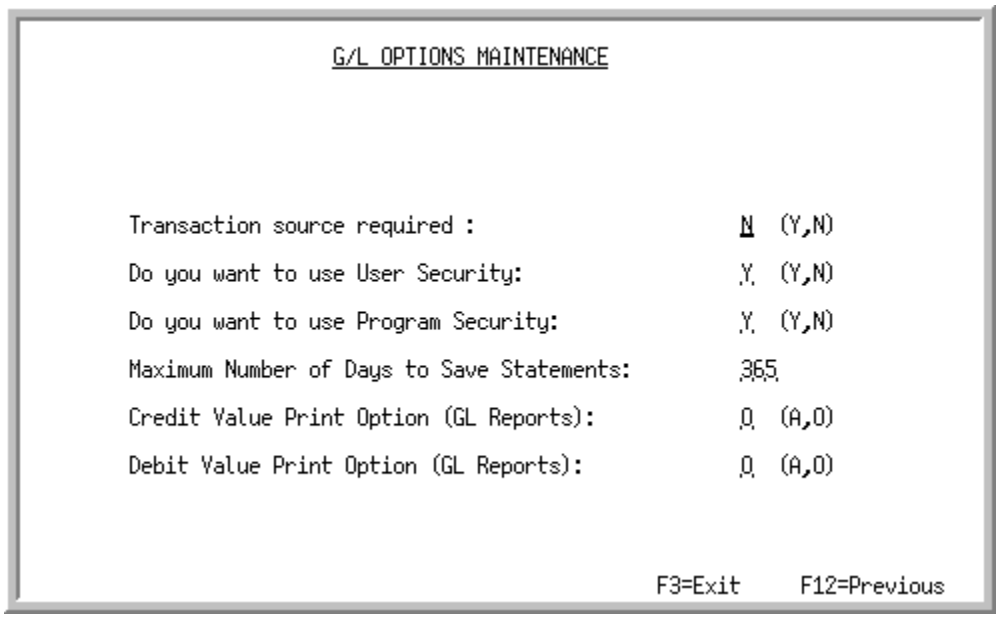
G/L Account Number Set-up Screen Fields and Function Keys

Field/Function Key	Description
Description	A description of the G/L account segment. Key up to 15 characters which are used to identify this segment. (A 15) Required
Length	The length of the G/L account number segment. The sum of the lengths of all segments must be less than or equal to 25. Be sure to choose your segment lengths carefully. No segment within an account number can have zero digits. The smallest segment length is one digit. For example, if you have ten divisions, then your division segment length should be two digits long. You may then have up to 99 divisions for each company. However, if you have 95 divisions, then your segment length would most likely be three digits to allow for more than 100 divisions if new divisions are added. *Valid Values:* 1 through 15 (N 2,0) Required
Heading	The segment heading is used as a keying aid. When keying in G/L account numbers throughout G/L, the segment heading displays as a reference to the format of the G/L account number. The segment heading cannot be longer than the segment length. For example, if the department segment is four digits long, then your description should be Dept, not Department, since Dept is four characters long. Avoid using periods or any character used as the data entry separator, in the heading. The data entry separator (the character used to separate segments) is usually a period. Periods in the headings cause the account to appear to have more segments than are actually valid or defined. Segment headings may be changed at any time. *Valid Values:* Must have the same or fewer numbers of characters as the value specified for the **Length**. (A 15) Required

G/L Account Number Set-up Screen Fields and Function Keys

Field/Function Key	Description
Edit	Key Y to edit the values keyed into this account number segment throughout G/L. Only specified values may be keyed into this account number segment. You must specify valid segment values through Segment Values Maintenance (MENU GLFILE). Editing segments is useful to reduce keying errors. For example, if you have three divisions (01, 02, 03) and do not want account numbers erroneously added for divisions 04 through 99 then key Y here. Then use Segment Values Maintenance (MENU GLFILE) to define the three valid divisions. Key N to permit account number segments to be keyed without editing. You may not want to edit segments which typically have a large number of values, such as the base segment of the account. For example, the account segments may contain hundreds or thousands of values depending on how many accounts you have. If you key Y here, you will need to add each one of these values through Segment Values Maintenance (MENU GLFILE) before being able to add that account into the chart of accounts through G/L Accounts Maintenance (MENU GLFILE). The benefit of doing this is questionable compared to the added time required to do it. Key N in the **Edit** field for these types of segments. *Valid Values:* Y or N (A 1) Required
Data Entry Separator	The separator for account number segments when displayed or entered on G/L screens. When entering or displaying a G/L account number on any G/L screen, each segment is separated by the character keyed in this field. The period is the default since this key is easily accessed on the ten-key keypad. *Default Value:* "." *Valid Values:* Cannot be 1-9, A-Z, or blank (A 1) Required
Report Separator	The separator for G/L account number segments when printed on G/L reports. When printing a G/L account number on any G/L report, each segment is separated by the character entered in this field. *Default Value:* "-" *Valid Values:* Cannot be 1-9, A-Z, or blank (A 1) Required
F3=Exit	Press the F3=EXIT function key to exit from this option without saving any changes. The G/L File Maintenance (2) Menu (MENU GLFIL2) appears.
F12=Previous	Press the F12=PREVIOUS function key to exit from this screen and return to the previous screen without saving any changes. The G/L Options Maintenance Selection Screen (p. 18-3) appears.
Enter	Press ENTER to confirm your selections. The G/L Options Maintenance Default Values Screen (p. 18-9) appears.

G/L Options Maintenance Default Values Screen



This screen is accessed after pressing ENTER from the G/L Account Number Set-up Screen (p. 18-4). Use this screen to tailor General Ledger. The tailoring options you establish on this screen are used throughout General Ledger. After you have made all selections, press ENTER. You will be prompted to confirm the selections by pressing ENTER again. The G/L Options Maintenance Selection Screen (p. 18-3) appears.

G/L Options Maintenance Default Values Screen Fields and Function Keys

Field/Function Key	Description
Transaction source required	Used to determine if the transaction source is a mandatory entry field during Transaction Entry (MENU GLMAIN). The transaction source is used to reference the general journal from which this transaction occurred. For example, the transaction may be from an opening entry, cash receipts, miscellaneous cash, or a sales journal. Enter Y if the transaction source is required to enter a detail transaction; the detail transaction will not be accepted without a source. Enter N if the transaction source is not required during Transaction Entry. (A 1) Required

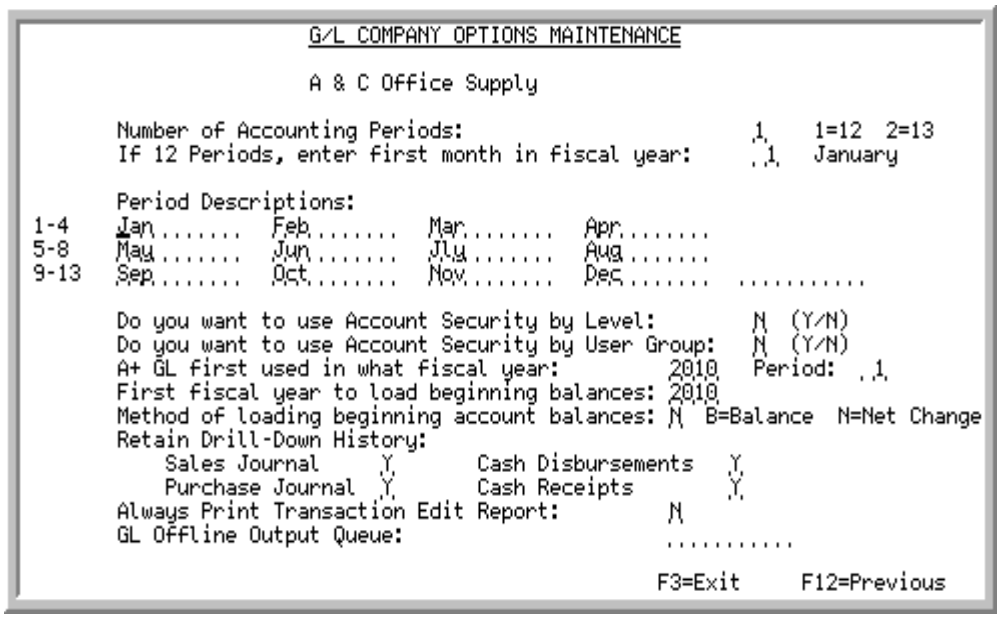
G/L Options Maintenance Default Values Screen Fields and Function Keys

Field/Function Key	Description
Do you want to use User Security	Used to determine if user security is to be activated in General Ledger. User security permits only specified users to access General Ledger. User security is optional, but is required to use any other Distribution A+ security. Key Y to activate security. Refer to Authority Profile Maintenance (MENU XASCTY) for more information about setting up user security. (A 1) Required
Do you want to use Program Security	Use this field to activate program security in General Ledger. Key Y to activate program security. If you key Y, use Authority Profile Maintenance (MENU XASCTY) to define access to General Ledger menus. Only users who have been set up in Authority Profile Maintenance (MENU XASCTY) are allowed to execute G/L programs. You must activate program security to be able to activate any of the following types of security: • Company Security through User/Authority Profiles (MENU XASCTY) • Password Security through G/L Report Writer (MENU GLREPT) • Program Security, through G/L Company Options (MENU GLFIL2) • User Group Security through G/L Company Options (MENU GLFIL2) • Account Access Level Security through G/L Company Options (MENU GLFIL2) • Restricted Transaction Security through User/Authority Profiles (MENU XASCTY) Key N if you do not want to activate program security. (A 1) Required
Maximum No. of Days to Save Statements	Used to select the maximum number of days to retain saved General Ledger statements. Key the maximum number of days for which a saved statement will be retained. After the maximum number of days have elapsed, the saved statement will be deleted when Purge Saved Statements (MENU GLSTMT) is run. (N 3,0) Required
Credit Value Print Option (G/L Reports)	Used to determine when edit characters **CR** will be used during the printing of G/L reports. Key A to always print **CR** for credit balances. Key O to print **CR** when the credit balance is opposite of the normal debit balance. (A 1) Required

G/L Options Maintenance Default Values Screen Fields and Function Keys

Field/Function Key	Description
Debit Value Print Option (G/L Reports)	Used to determine when edit characters **DR** will be used during the printing of General Ledger reports. Key A to always print **DR** for debit balances. Key O to print **DR** when the debit balance is opposite of the normal credit balance. (A 1) Required
F3=Exit	Press the F3=EXIT function key to exit from this screen without saving any changes. The G/L File Maintenance (2) Menu (MENU GLFIL2) appears.
F12=Previous	Press the F12=PREVIOUS function key to exit from this screen and return to the previous screen without saving any changes. The G/L Account Number Set-up Screen (p. 18-4) appears.
Enter	Press ENTER to confirm your selections. The G/L Options Maintenance Selection Screen (p. 18-3) appears.

G/L Company Options Maintenance Screen



This screen is accessed following the G/L Options Maintenance Selection Screen (p. 18-3) when a valid company is entered in the **Company Number** field. Use this screen to define the default values for a company in G/L.

After you have made all entries or changes, press ENTER. You will be prompted to confirm the selections by pressing ENTER again. The G/L Options Maintenance Selection Screen (p. 18-3) appears.

NOTE: Drill-down is NOT retroactive. Drill-down history will begin to accumulate for a particular journal when it is posted ONLY after this option has been set to Y for that journal type.

Inventory Journal (IJ) drill-down works automatically without having to select any tailoring options. Drill-down will continue to work for the Inventory Journal for as long as both G/L detail and inventory transaction history are retained. Transfer Journal (TJ) drill-down works simply by pointing back to the Inventory Journal or Sales Journal from which it was created. No tailoring options are required for this journal type, and will continue to work for as long as the Inventory Journal or Sales Journal detail history is retained.

Drill-down information is not provided for journals which do not have source data. The journals that fit this description are the General Journal (GJ) and the Cash Journal (CJ), since the only source data available for each are the journal entries themselves.

G/L Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Number of Accounting Periods	The number of accounting periods to use for this company in G/L. Key 1 if the number of accounting periods for this company is 12. Key 2 if the number of accounting periods for this company is 13. In G/L, year-end adjustments are posted to a separate (14th) period. It is not necessary to post these adjustments to the 13th period. If you have 12 periods, then use 12 period accounting, not 13 to accommodate year-end adjustments. You may change the number of accounting periods until G/L transactions are posted. **Important** Fields 1 and 2 cannot be changed once the Activate G/L Transfer option (MENU GLXFER) has been activated. To change either of these fields after you have activated the Activate G/L Transfer option requires the assistance of a programmer. *Default Value:* 1 *Valid Values:* 1 or 2 (N 1,2) Required
If 12 Periods, enter first month of fiscal year	This field is only required if the company is running under 12 periods as opposed to 13 period accounting. Key the number (1-12) that represents the first month in your fiscal year. (N 2,0) Required, if 12 periods
Period Descriptions	Key in the description of each accounting period used in G/L for this company. Key the period descriptions of periods 1 through 4 in the first row. Key the period descriptions of periods 5 through 8 in the second row. Key the period descriptions of periods 9 through 13 in the third row. For 12 period accounting, the first fiscal period is the name of the first fiscal month. Descriptions appear during Transaction Entry (MENU GLMAIN) to verify that you are posting to the correct period, and for Fiscal Calendar Maintenance (MENU GLFIL2). (A 10) Required

G/L Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Do you want to use Account Security by Level	Key Y to activate account number security by level for this company. If you key Y in this field, security level fields appear in G/L Accounts Maintenance (MENU GLFILE) so that you can assign a security level to accounts when setting up your chart of accounts. A different security level may be assigned to inquiry programs, transaction entry programs, reporting programs, and file maintenance programs. Each user or authority profile is also assigned a security level for each type of program. G/L account number level checking allows you to control user access to every account. When a user tries to access an account, the program compares the security level of the user to the security level of the account. If the user's level is equal to or less than the account's level, then the user may access the account. For example, assume the payroll expense account has a security level of 1 for G/L Transaction Processing Programs and 2 for all other types of programs. Also assume that a particular user has security level 2 for all programs. This user would be allowed to display or print information about this account for inquiries, reporting, or file maintenance. However, this user would be unable to display or enter transactions to the payroll expense account during G/L Transaction Entry. Key N if you do not want to activate account level security. *Default Value:* N (A 1) Required
Do you want to use Account Security by User Group	Key Y to activate user group security. If you set this field to Y, the **User Group** field appears in G/L Accounts Maintenance (MENU GLFILE). If you activate user group security and assign a user group to an account, the user must be member of the account's user group in order to access the account. NOTE: You can create user groups through User Groups Maintenance (MENU GLFIL2). Key N is you do not want to activate user group security. *Default Value:* N (A 1) Required

G/L Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A+ GL first used in what fiscal Year/Period	The first fiscal year and period that G/L will use for this company. Key the four digit year in CCYY format of the first fiscal year that will be used for this company. The fiscal year is the calendar year in which the last period occurs (e.g. 1991). In the **Period** field key the first fiscal period that transactions will be entered. If you use 12 period accounting and the first period is not January, enter the period number (not the month number). For example, if your fiscal year begins in April, and you will begin entering transactions into June, key 03. *Valid Values:* Fiscal Year may be any year in CCYY format; Period may be 1-13 (N 4,0/N 2,0) Required
First fiscal year to load beginning balances	This field represents the first year to load G/L history if you will be loading historical data into G/L. Key the fiscal year of the oldest history. For example, if you are currently in fiscal 2012 and you wish to key in 2 years of history, key 2010 here. If you wish to key in 1 year of history, enter 2011. You cannot key in more than 2 years of historical data. If the historical data is for the current fiscal year, enter the current fiscal year. NOTE: You must define a General Ledger fiscal calendar for each year to load history. *Valid Values:* Any year in CCYY format (N 4,0) Required
Method of loading beginning account balances	Used to determine if you will be loading historical data by the period end balances or by the net change amounts by period. Beginning account balances are loaded through Load Beginning Account Balances (MENU GLMAST). Key B if you will load historical data by entering the period end balances. Key N if you will load the net change amounts by period. *Valid Values:* B, N (A 1) Required

G/L Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Retain Drill-Down History: Sales Journal	Sales Journal (SJ): Detailed transactions created from orders during Day-End Processing will display invoices, G/L interface information, and transaction amounts for this type of journal. Key Y in the **Sales Journal** field if you wish to retain G/L drill-down history so you may review detailed transactions and amounts as well as the source document (i.e. sales order history) associated with a selected journal entry in the General Ledger Inquiry (MENU GLMAIN). Key N in the **Sales Journal** field if you do not wish to retain history. Selecting N saves on disk capacity; however, if you key N in the **Sales Journal** field, source data for that journal type when the journal is posted will not be retained and will not be available for display in the General Ledger Inquiry (MENU GLMAIN). NOTE: The **O/E to G/L Interface** option must be set to Y in order for Sales Journals to be created. *Valid Values:* Y, N (A 1) Required
Retain Drill-Down History: Purchase Journal	Purchase Journal (PJ): Detailed transactions created from posted vouchers will display vendors, voucher numbers, and transaction amounts for this type of journal. Key Y in the **Purchase Journal** field if you wish to retain G/L drill-down history. so you may review detailed transactions and amounts as well as the source document (i.e. vouchers) associated with a selected journal entry in the General Ledger Inquiry (MENU GLMAIN). Key N in the **Purchase Journal** field if you do not wish to retain history. Selecting N saves on disk capacity; however, if you key N in the **Purchase Journal** field, source data for that journal type when the journal is posted will not be retained and will not be available for display in the General Ledger Inquiry (MENU GLMAIN). *Valid Values:* Y, N (A 1) Required

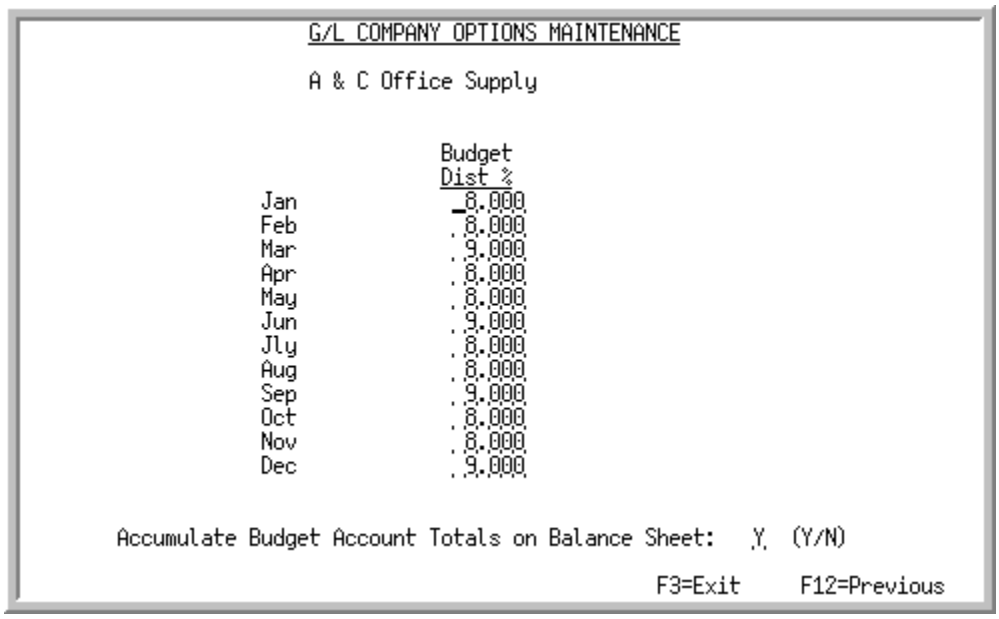
G/L Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Retain Drill-Down History: Cash Disbursements Journals	Cash Disbursements Journal (CD): Detailed transactions created from A/P check runs will display invoices, check numbers, and transaction amounts for this type of journal. Key Y in the **Cash Disbursements Journal** field if you wish to retain G/L drill-down history so you may review detailed transactions and amounts as well as the source document (i.e. check history) associated with a selected journal entry in the General Ledger Inquiry (MENU GLMAIN). Key N in the **Cash Disbursements Journal** field if you do not wish to retain history. Selecting N saves on disk capacity; however, if you key N in the **Cash Disbursements Journal** field, source data for that journal type when the journal is posted will not be retained and will not be available for display in the General Ledger Inquiry (MENU GLMAIN). *Valid Values:* Y, N (A 1) Required
Retain Drill-Down History: Cash Receipts Journal	Cash Receipts Journal *(*CR): Detailed transactions created from posted cash will display invoices, check numbers, and transaction amounts for this type of journal. Key Y in the **Cash Receipts Journal** field if you wish to retain G/L drill-down history so you may review detailed transactions and amounts as well as the source document (i.e. invoice payments) associated with a selected journal entry in the General Ledger Inquiry (MENU GLMAIN). Key N in the **Cash Receipts Journal** field if you do not wish to retain history. Selecting N saves on disk capacity; however, if you key N in the **Cash Receipts Journal** field, source data for that journal type when the journal is posted will not be retained and will not be available for display in the General Ledger Inquiry (MENU GLMAIN). *Valid Values:* Y, N (A 1) Required

G/L Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Always Print Transaction Edit Report	This field determines if the G/L Transaction Entry Edit - Error Report (p. 7-5) will print during the General Ledger Transaction Edit process. Key Y to have the report print during the General Ledger Transaction Edit process, even if the group successfully passed the edit process. The report indicates if errors were found during the posting or editing process, or if the group successfully passed the edit process. Key N if you do not want the report to print during the General Ledger Transaction Edit process, if no errors are detected during the edit process. The edit will run but not generate any printed output for a successful post process. However, even if this field is N, the report will print if errors are detected to notify you of the type of errors that occurred. NOTE: If this option has not been set up (that is, it is blank in the Order Control File), the report will continue to print during the General Ledger Transaction Edit process. *Default Value:* Y, if setting up options for a new company. (A 1) Required
GL Offline Output Queue	Use this field to enter the ID of the System i Output Queue to which the GL Offline print job will be sent. When running Offline GL Transaction Entry (MENU GLMAIN), the "GL Offline Errors/Warnings Report" on page 9-16 will be generated if any errors occur during this process. Key the GL Offline Output Queue. *Valid Values:* A valid output queue defined on the System i. (A 10) Required
F3=Exit	Press the F3=EXIT function key to exit from this screen without saving any changes. The G/L File Maintenance (2) Menu (MENU GLFIL2) appears.
F12=Previous	Press the F12=PREVIOUS function key to exit from this screen and return to the previous screen without saving any changes. The G/L Options Maintenance Selection Screen (p. 18-3) appears.
Enter	Press ENTER to confirm your selections. The G/L Company Options - Budget Distribution Screen (p. 18-19) appears.

G/L Company Options - Budget Distribution Screen



This screen appears after you press ENTER from the G/L Company Options Maintenance Screen (p. 18-12). When using Budgets Maintenance (MENU GLFILE) you may allocate budget amounts based on a percentage specified for this company.

When the **Type** field on the Budget Values Screen (p. 15-5) is P (for percent), the percentages keyed on this screen are applied to the dollar value keyed in the **Distribution Amt** field (on the Budget Values Screen).

G/L Company Options - Budget Distribution Screen Fields and Function Keys

Field/Function Key	Description
Period Descriptions	The period descriptions of each accounting period. These are defined on the G/L Company Options Maintenance Screen (p. 18-12). (A 10) Display
Budget Distribution Percentage	The percentage of the amount budgeted for a year for each period in the fiscal year. The amount which is distributed is specified in Budget File Maintenance (MENU GLFILE). In Budget File Maintenance, you may distribute an amount evenly over the periods in a fiscal year, or by the percentages specified in these fields. (N 5,3) Optional

G/L Company Options - Budget Distribution Screen Fields and Function Keys

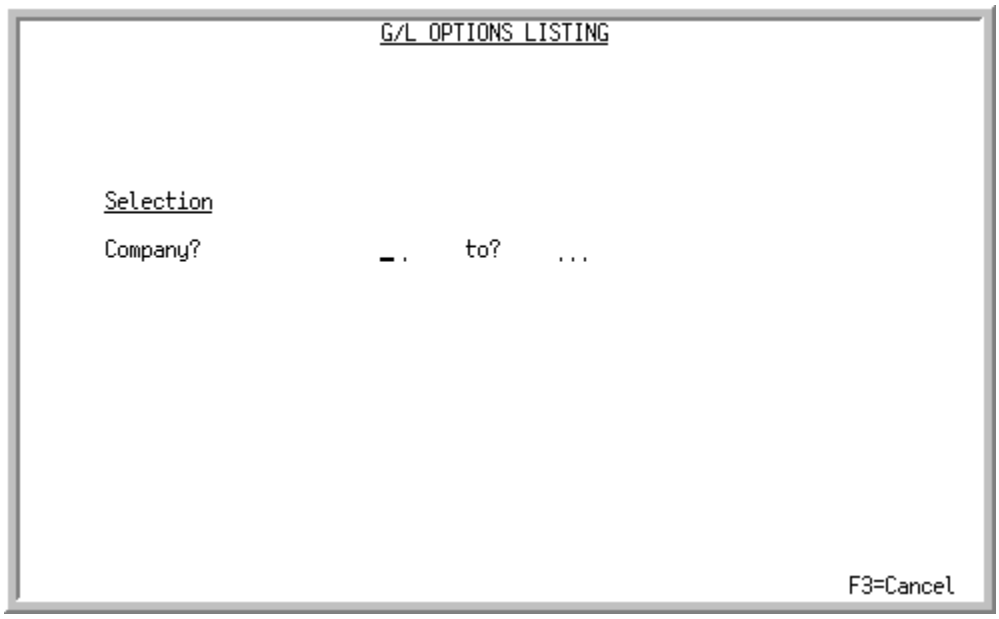
Field/Function Key	Description
Accumulate Budget Account Totals on Balance Sheet	Use this field to specify whether or not you want budget totals accumulated on Balance Sheets. Key Y if you want budget account totals accumulated on Balance Sheets. Key N if you do not want budget account totals accumulated on Balance Sheets. (A 1) Required
F3=Exit	Press the F3=EXIT function key to exit from this screen without saving any changes. The G/L File Maintenance 2 Menu (MENU GLFIL2) appears.
F12=Previous	Press the F12=PREVIOUS function key to exit from this screen and return to the previous screen without saving any changes. The G/L Company Options Maintenance Screen (p. 18-12) appears.
Enter	Press ENTER to confirm and update G/L Company Options. The G/L Options Maintenance Selection Screen (p. 18-3) appears.

G/L Options Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L Options Listing Selection Screen	Use to specify the companies to include in the listing.
G/L Options Listing	Prints a listing of the General Ledger options for the companies specified.

G/L Options Listing Selection Screen



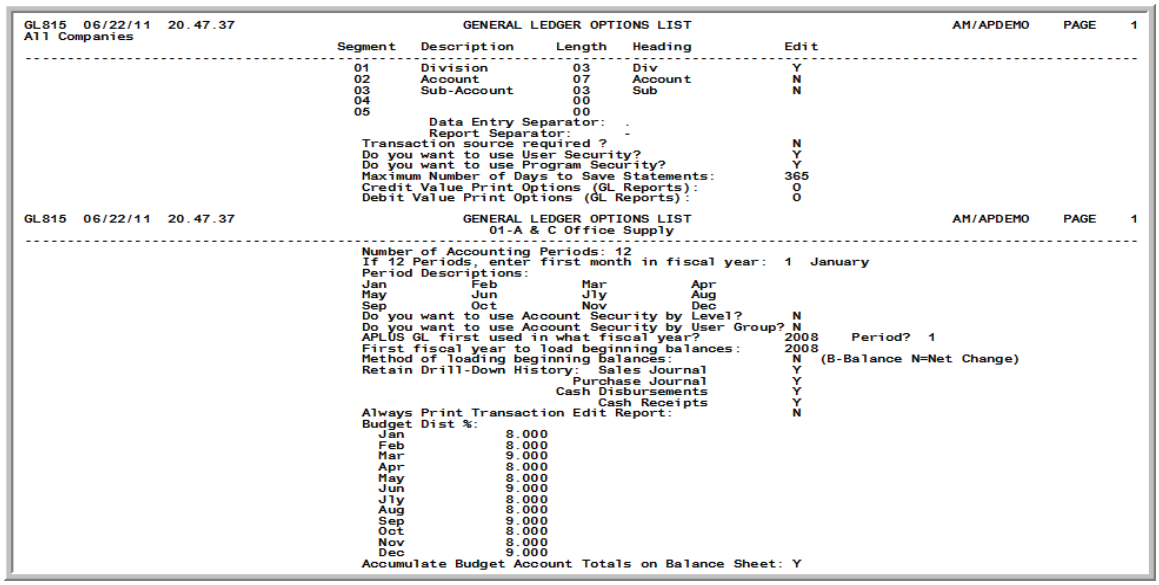
This screen is used to print a listing of the G/L Options Records in the System Control File (ORCTL). It prompts you for the range of companies to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

G/L Options Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of the companies to print. (2 @ N 2,0) Optional
F3=Cancel	Press F3=CANCEL this key to cancel this report and return to the G/L File Maintenance 2 Menu (MENU GLFIL2).
Enter	Press ENTER to confirm you selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Options Listing



```
GL815  06/22/11  20.47.37                    GENERAL LEDGER OPTIONS LIST                          AM/APDEMO     PAGE     1
All Companies

                                  Segment   Description      Length   Heading          Edit
-------------------------------------------------------------------------------------------------------------------------------
                                    01      Division          03      Div               Y
                                    02      Account           07      Account           N
                                    03      Sub-Account       03      Sub               N
                                    04                        00
                                    05                        00
                                             Data Entry Separator:  .
                                             Report Separator:      -
                                    Transaction source required ?                      N
                                    Do you want to use User Security?                  Y
                                    Do you want to use Program Security?               Y
                                    Maximum Number of Days to Save Statements:       365
                                    Credit Value Print Options (GL Reports):           0
                                    Debit Value Print Options (GL Reports):            0

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                                                    01-A & C Office Supply
-------------------------------------------------------------------------------------------------------------------------------
                                    Number of Accounting Periods: 12
                                    If 12 Periods, enter first month in fiscal year:  1  January
                                    Period Descriptions:
                                    Jan          Feb          Mar          Apr
                                    May          Jun          Jly          Aug
                                    Sep          Oct          Nov          Dec
                                    Do you want to use Account Security by Level?      N
                                    Do you want to use Account Security by User Group? N
                                    APLUS GL first used in what fiscal year?        2008    Period?  1
                                    First fiscal year to load beginning balances:   2008
                                    Method of loading beginning balances:              N  (B-Balance N=Net Change)
                                    Retain Drill-Down History:  Sales Journal          Y
                                                              Purchase Journal         Y
                                                            Cash Disbursements         Y
                                                              Cash Receipts            Y
                                    Always Print Transaction Edit Report:              N
                                    Budget Dist %:
                                      Jan            8.000
                                      Feb            8.000
                                      Mar            9.000
                                      Apr            8.000
                                      May            8.000
                                      Jun            9.000
                                      Jly            8.000
                                      Aug            8.000
                                      Sep            9.000
                                      Oct            8.000
                                      Nov            8.000
                                      Dec            9.000
                                    Accumulate Budget Account Totals on Balance Sheet: Y
```

This is a listing of the G/L Options Records accounts contained in the G/L Options File (ORCTL). These records are maintained through G/L Options Maintenance (MENU GLFIL2).

The first page of the G/L Options Listing contains the System-Wide Options. The following pages contain the Company Options. One page is printed for each company which has been set up for G/L.

For details about the fields on this listing, refer to G/L Options Maintenance (MENU GLFIL2).

CHAPTER 19

Maintaining the Fiscal Calendar

19

Use the Fiscal Calendar Maintenance option on the General Ledger File Maintenance 2 Menu (MENU GLFIL2) to maintain the fiscal calendars for each company. The fiscal calendar file is used to determine to what period a transaction is posted during G/L Transaction Processing. Run this option before keying transactions for the fiscal year through Transaction Entry (MENU GLMAIN).

Fiscal Calendar Maintenance cannot be performed if any unposted transactions exist for a company in a fiscal year. For this reason, it is advisable to set up the fiscal calendar for future fiscal years in addition to the current or next fiscal year.

Ending periods for a company may be changed at any time providing that no unposted transactions exist for that company. An error message is displayed if unposted transactions exist. Changing an ending date for a period affects the posting of new transactions only. Any previously posted transactions will remain posted to the original period.

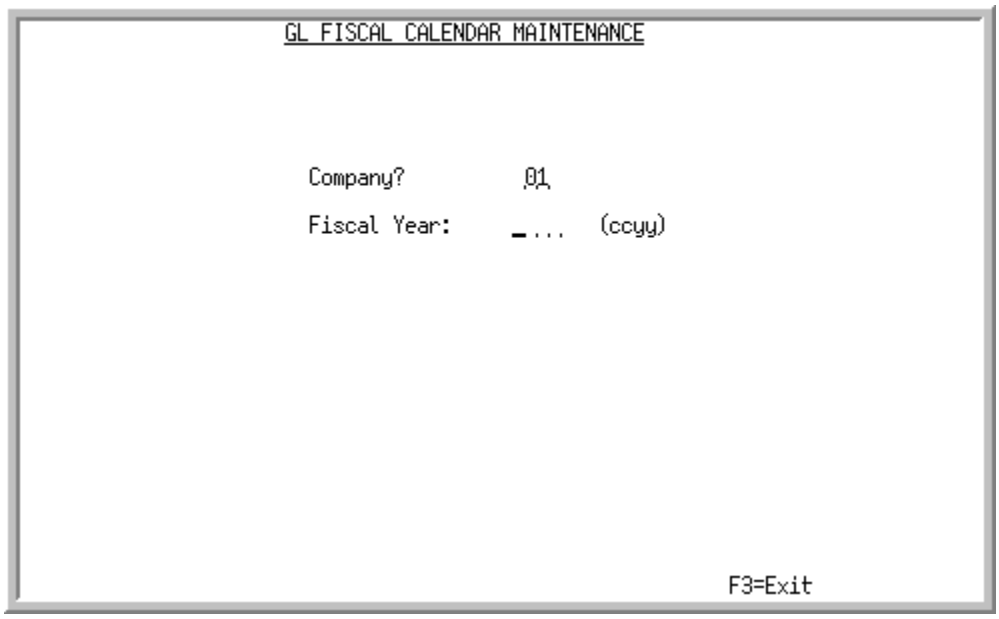
You can print a list of the fiscal calendar definition through the Fiscal Calendar Listing option.

Fiscal Calendar Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
GL Fiscal Calendar Maintenance Selection Screen	Use to specify the company and fiscal calendar to maintain.
GL Fiscal Calendar Maintenance Screen	Use to specify the period end dates for the fiscal year.

GL Fiscal Calendar Maintenance Selection Screen



This screen appears after selecting option 2 -Fiscal Calendar Maintenance from the General Ledger File Maintenance 2 Menu (MENU GLFIL2). Use this screen to define the period ending dates in the fiscal year for the companies used in General Ledger.

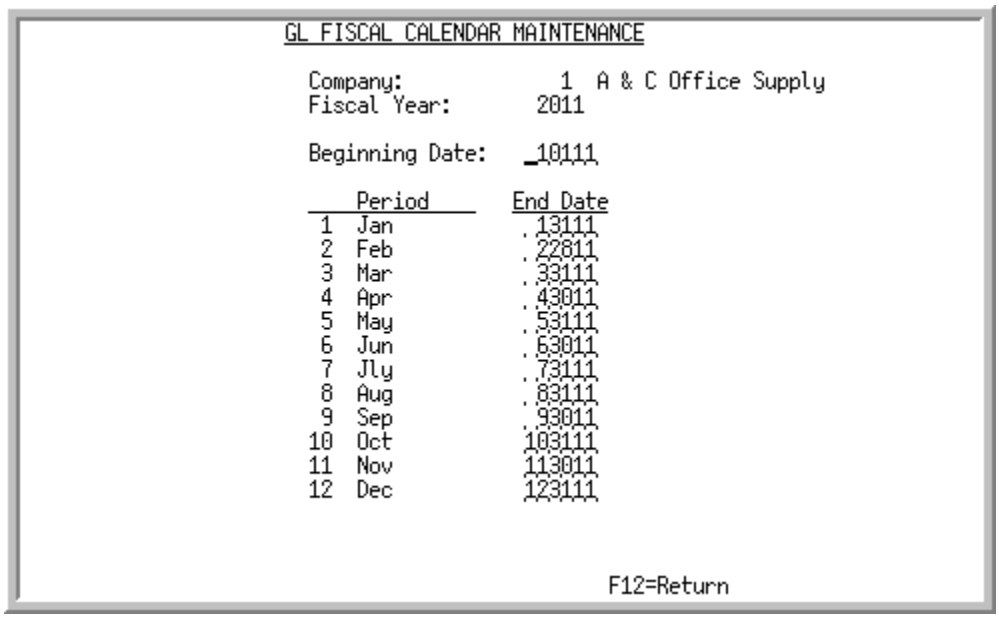
Fiscal Calendar Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The number of the company for which fiscal periods will be defined or maintained. You will be unable to perform Fiscal Year Maintenance if any unposted transaction groups exist for this company. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Fiscal Year	The fiscal year you will maintain for the selected company. The year may be a new year or an existing year. The fiscal year must be in century-year (CCYY) format. *Valid Values:* Any year in which unposted G/L transactions do not exist. (N 4,0) Required

Fiscal Calendar Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The GL Fiscal Calendar Maintenance Screen (p. 19-4) appears.

GL Fiscal Calendar Maintenance Screen



This screen appears after you press ENTER from the GL Fiscal Calendar Maintenance Selection Screen (p. 19-2). Use this screen to define the starting date for a fiscal year and the ending dates for each period in the year. The **Period** column will display 12 or 13 periods based on the **Number of Accounting Periods** selected on the G/L Company Options Maintenance Screen (p. 18-12).

Fiscal Calendar Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Beginning Date	The date on which the specified fiscal year begins. For example, if your fiscal year starts on the first day of April and ends on the last day of March, the beginning date is April 1. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Period	These are the period descriptions as established in G/L Options Maintenance (MENU GLFIL2). To the left of each period description is the number of the period. If you are using 12 period accounting, only 12 periods are displayed. Thirteen periods are displayed when using 13 period accounting. Display

Fiscal Calendar Maintenance Screen Fields and Function Keys

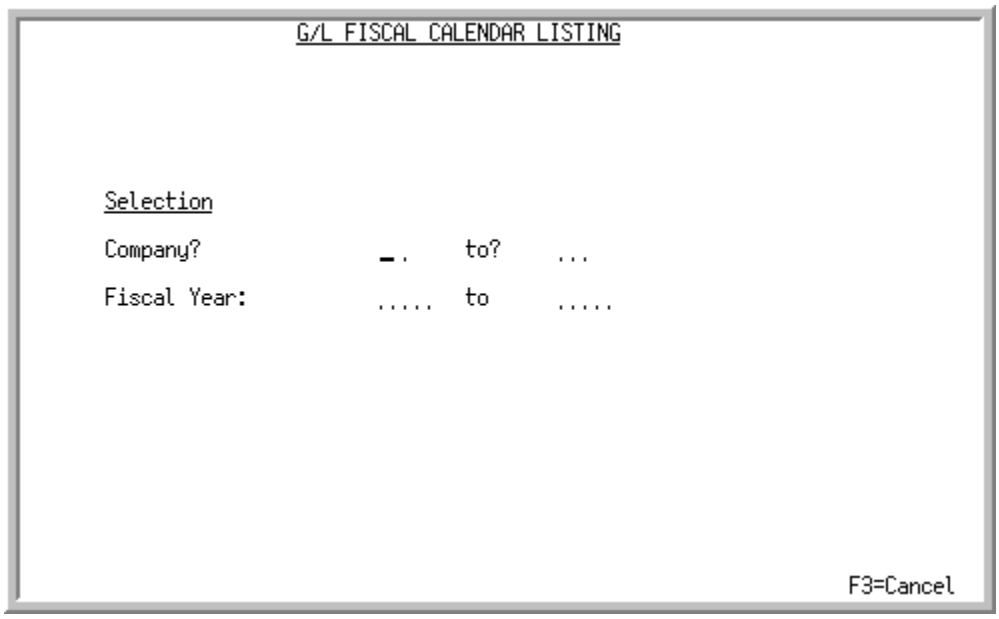
Field/Function Key	Description
End Date	This is the ending date associated with each fiscal period. For example, if your date format has been specified as (mmddyy). For the fiscal year has a beginning date of April 1, the end date values will be as follows: Period # 1: 0430yy Period # 2: 0531yy Period # 3: 0630yy Period # 4: 0731yy Period # 5: 0831yy Period # 6: 0930yy Period # 7: 1031yy Period # 8: 1130yy Period # 9: 1231yy Period # 10: 0131yy Period # 11: 0228yy Period # 12: 0331yy *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
F12=Return	Press the F12=RETURN function key to exit from this screen and return to the previous screen without saving any changes. The GL Fiscal Calendar Maintenance Selection Screen (p. 19-2) appears.
Enter	Press ENTER to confirm your selections. The G/L File Maintenance Menu (2) (MENU GLFIL2) appears.

Fiscal Calendar Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Fiscal Calendar Listing Selection Screen	Use to specify the companies and fiscal calendars to include in the listing.
G/L Fiscal Calendar File List	Prints a listing of the fiscal calendar for the years and companies specified.

Fiscal Calendar Listing Selection Screen



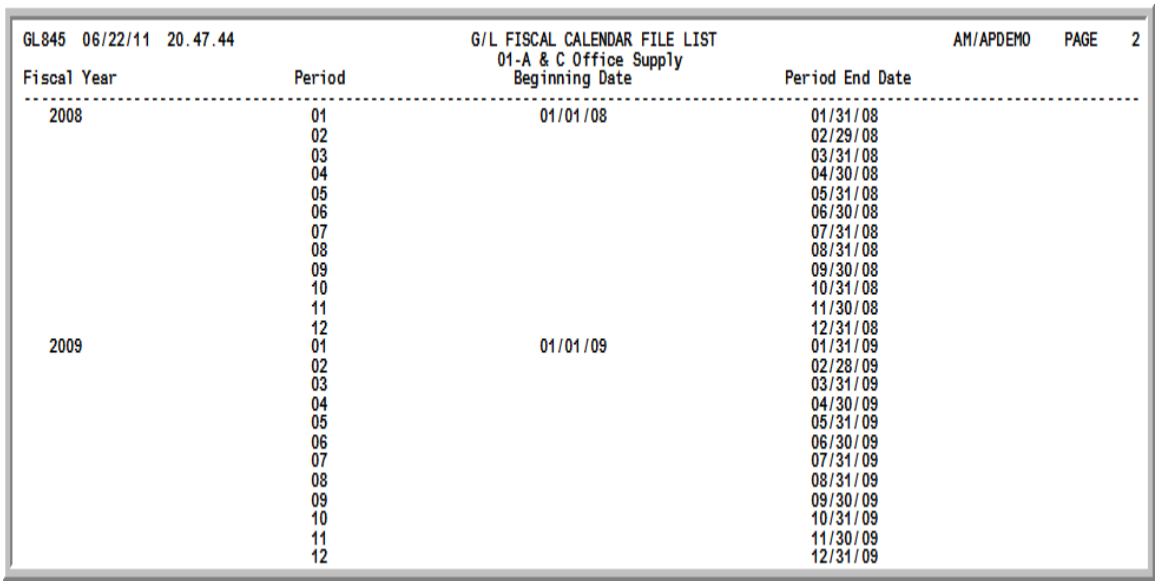
Use this screen to specify the criteria to limit the G/L Fiscal Calendar File List (p. 19-8).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Fiscal Calendar Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of companies to print. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Fiscal Year	Key a range of the fiscal years to print. (2 @ N 4,0) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this report and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Fiscal Calendar File List



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01-A & C Office Supply

Fiscal Year	Period	Beginning Date	Period End Date
2008	01	01/01/08	01/31/08
	02		02/29/08
	03		03/31/08
	04		04/30/08
	05		05/31/08
	06		06/30/08
	07		07/31/08
	08		08/31/08
	09		09/30/08
	10		10/31/08
	11		11/30/08
	12		12/31/08
2009	01	01/01/09	01/31/09
	02		02/28/09
	03		03/31/09
	04		04/30/09
	05		05/31/09
	06		06/30/09
	07		07/31/09
	08		08/31/09
	09		09/30/09
	10		10/31/09
	11		11/30/09
	12		12/31/09

This is a listing of G/L Fiscal Calendar File (GLCAL). This file is maintained through Fiscal Calendar Maintenance (MENU GLFIL2).

G/L Fiscal Calendar File List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Fiscal Year	The fiscal year defined for the selected company.
Period	The period descriptions as established in G/L Options Maintenance (MENU GLFIL2).
Beginning Date	The date on which the specified fiscal year begins. The date is printed in the format specified in G/L Options Maintenance (MENU GLFIL2).
Period End Date	The ending date associated with each fiscal period.

CHAPTER 20 Maintaining System Options

20

This option, which must be performed during the initial setup of Distribution A+, is used to enter overall information and general system values that apply to all companies. Entries made through this option are used to tailor Distribution A+; they affect the way Distribution A+ is used for your business. You may change these entries at a later time, if desired.

Refer to System Options (MENU XAFILE) in the Cross Applications User Guide for complete details.

CHAPTER 21

Company Name File Maintenance 21

Use this option to add a company to Distribution A+ or to change the options for an existing company.

If you are adding a company, you must also set up the options for Accounts Receivable, Inventory Accounting, and Sales Analysis. Options for Purchasing and Bill of Material must also be set up if you are using them. Use MENU XAFILE to set up these options, which may be changed at any time.

Refer to Company Name Options (MENU XAFILE) in the Cross Applications User Guide for complete details.

CHAPTER 22

Loading Beginning Account Balances

22

Use the Load Beginning Account Balances option on the General Ledger Master Menu to enter the beginning balances for accounts when you are setting up General Ledger for the first time. You may enter beginning balances for each account for any period prior to the first fiscal period that General Ledger is being used in the current fiscal year and all periods in as many as two previous fiscal years.

Entering beginning balances for the current year is necessary for Distribution A+ to calculate balances for new periods. Be sure to accurately load beginning balances for the current year for all accounts that have non-zero beginning balances. Entering beginning balances for previous years is optional, but will be helpful if you plan to report previous years using the statement options on the General Ledger Statements Menu, (MENU GLSTMT), GL Report Writer (MENU GLREPT), or the General Ledger Inquiry (MENU GLMAIN).

NOTE: You must set up the fiscal calendars of every year for which balances will be loaded.

To load beginning account balances for General Ledger:

1. Key beginning account balances for up to three fiscal years (the current year and two previous years) through this option.
2. Edit the beginning account balances keyed by printing the Load Beginning Balances Edit (MENU GLMAST).
3. If all periods are in balance as indicated on the Initial Balance Load Edit List, the beginning balances have been successfully loaded. Ignore steps 4 through 6 on this list.

   If any periods are not in balance as indicated on the Initial Balance Load Edit List, the beginning balances have not been successfully loaded. Continue with steps 4 through 6 on this list.
4. For the period(s) which is out of balance, determine which account(s) is out of balance by printing the Load Beginning Balance Edit Detail (MENU GLREPT).
5. Key corrections to the account which is out of balance through Load Beginning Account Balances (MENU GLMAST).
6. Repeat from step 2 until beginning balances are successfully loaded.

Beginning balance information should be loaded and edited while setting up G/L for your system in order to report accurate ending balances (this is prior to actually using G/L).

What To Do Before Running This Option

Use G/L Company Options Maintenance (MENU GLFIL2) to verify the following:

- The correct fiscal year has been assigned in the **A+ G/L first used in what fiscal year** field for each company being set up.You may enter beginning balances only for those periods which are prior to the period entered here. For example, if June is the first period you are using General Ledger, then you may enter beginning balances for periods up to and including May. Posting to June must be done through Transaction Entry or through other modules.
- The correct fiscal year has been assigned in the **First fiscal year to load beginning balances** field for each company being set up. You may enter balances for up to 2 previous years. If you are going to enter balances for 1 or 2 previous years, then be sure the corresponding year has been entered. If you are going to enter balances for the current fiscal year only, then be sure the current fiscal year is entered.
- The appropriate method was selected in the **Method of loading beginning account balances** field. There are 2 methods provided: **B** for Ending Balance and **N** for Net Change. You should use the method most suitable to your needs. If you select to load by net change, you are keying in the actual amount for each period. The G/L Summary File (GLSUM) is store by net change, Therefore, the amount on the screen goes directly into the G/L Summary File (GLSUM) buckets. If you select to load by ending balance, you are keying in the ending balance for each period. Therefore, the program needs to calculate the difference between one period to the next to determine the net change.

Example:

Assume you have posted the following transactions to an expense account (using your previous accounting system):

Period	Transaction(s) Posted	Ending Balance
1	$100	$100
2	$110	$210
3	No transactions posted	$210

If you are using Method **B**, then key 100, 210, and 210 for the three periods. Note that you must key the ending balance for period 3 even though no transactions were posted for that period (the period 2 balance is carried forward).

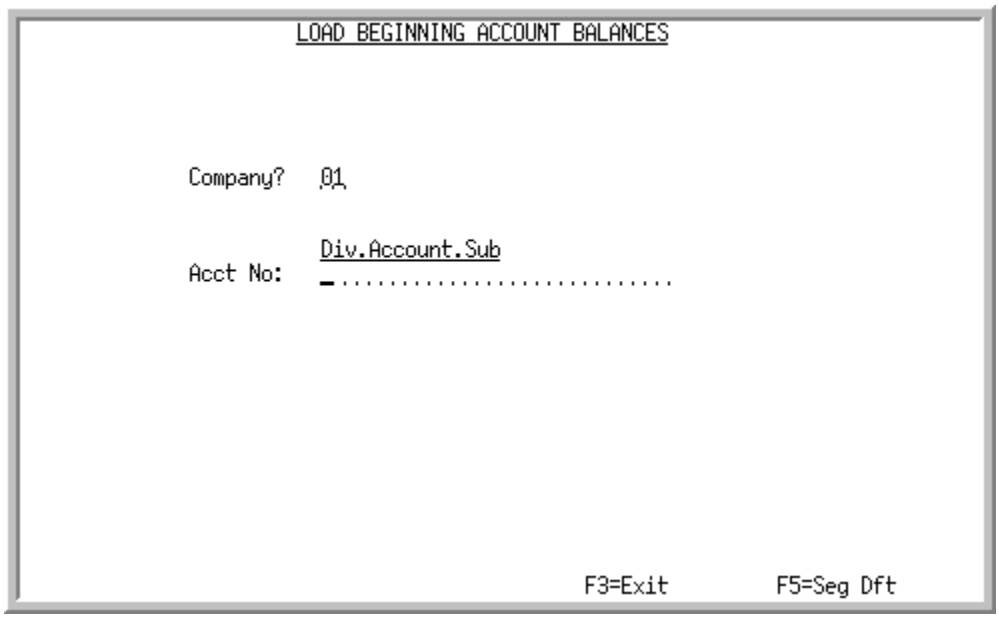
If you are using Method **N**, then key 100, 110, and 0. Note that you key only the amount posted to a particular period (or the net change from the previous period).

Load Beginning Account Balances

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Load Beginning Account Balances Selection Screen	Use to specify the account for which to load the balance.
Segment Default Value Screen	Use to define default segment values for keying the account number.
Account Balance Screen	Use to specify the account balances.

Load Beginning Account Balances Selection Screen



This screen appears after selecting option 10 - Load Beginning Account Balances from the General Ledger Master Menu (MENU GLMAST). Use this screen to select the account to which beginning balances are loaded.

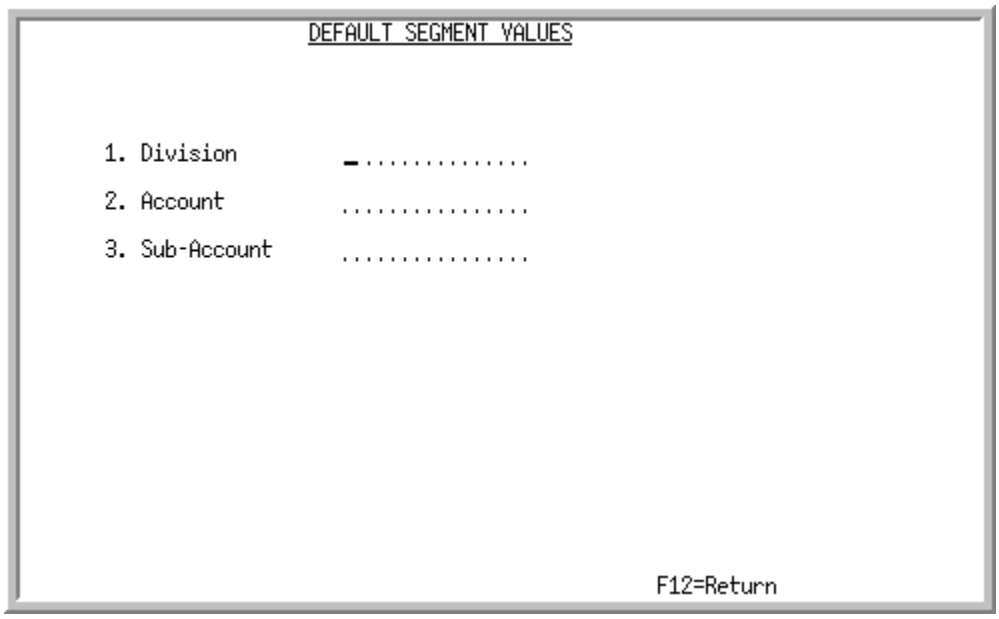
Load Beginning Account Balances Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company for which you are entering beginning balances for accounts. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Load Beginning Account Balances Selection Screen Fields and Function Keys

Field/Function Key	Description
Acct No	Use this field to specify the general ledger account number. *Default Value:* None, unless specified through the Segment Default Value Screen (p. 22-6) *Valid Values:* First character must be a digit (0-9), data entry separator (defined in G/L Options), trailing blanks, or a letter (A - Z for a Short Name); the number of digits in the segment cannot exceed the segment length; the value of an account number segment cannot be 0; cannot contain embedded blanks Required
Dft	NOTE: This field displays only if you have keyed defaults on the Segment Default Value Screen (p. 22-6). The default is an aid to reduce the number of keystrokes required to key an account number. This field displays directly beneath the **Acct No** field. One or more default segment values for the account number may be defined. If your general ledger account consists of only a single segment, then you cannot specify segment defaults. Display
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the menu.
F5=Seg Dft	Press the F5=SEG DFT function key to access the Segment Default Value Screen (p. 22-6). Use this screen to enter default segment values for the G/L account number. When default segments are used, you are required to key in only the segment values for which no default values have been defined.
Enter	Press ENTER to confirm your selections. The Segment Default Value Screen (p. 22-6) appears.

Segment Default Value Screen



This screen appears after you press F5=SEG DFT on the Load Beginning Account Balances Selection Screen (p. 22-4). Use this screen to define default segment values when keying the general ledger account number on the Load Beginning Account Balances Selection Screen (p. 22-4). By specifying default segment values, you reduce the number of keystrokes required when loading beginning balances.

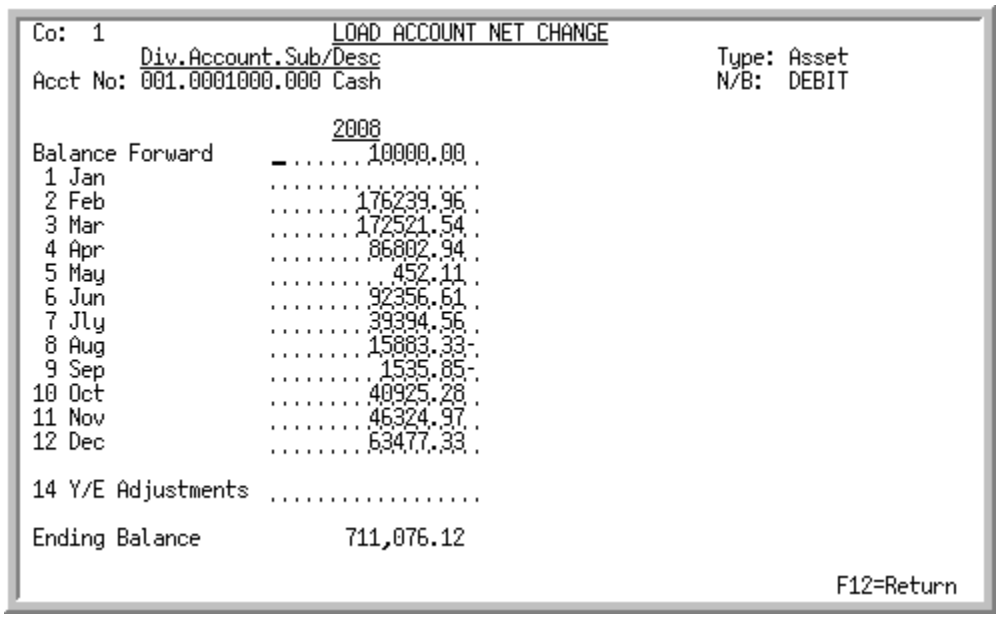
Segment Default Value Screen Fields and Function Keys

Field/Function Key	Description
Segment Description	This is the name of the general ledger account number segment as defined in G/L Options Maintenance (MENU GLFIL2). Display

Segment Default Value Screen Fields and Function Keys

Field/Function Key	Description
Default Segment Values	Enter the default values for each general ledger account number segment which will be used when keying the general ledger account number on the Load Beginning Account Balances Selection Screen (p. 22-4). For example, if all the account numbers being entered are for Division 1, which is the first segment of your account number, enter a 1 in the division segment. You will not need to key it on the **Account Number** line. When entering the default segment value, you do not need to key in leading zeroes. If the segment value has a description (entered via Segment Values Maintenance (MENU GLFILE), then the description will appear to the right of the segment value. *Valid Values:* If the segment is set up with a value of Y in the **Edit** filed on the G/L Account Number Set-up Screen (p. 18-4), then the value entered here must have been entered through Segment Values Maintenance (MENU GLFILE). The number of digits in the segment value cannot exceed the length of the segment. (up to 5 @ N 15,0) Required
F12=Return	Press the F12=RETURN function key to return to the Load Beginning Account Balances Selection Screen (p. 22-4) without saving any additions or changes to default segment values.
Enter	Press ENTER to confirm your selections. The Load Beginning Account Balances Selection Screen (p. 22-4) appears.

Account Balance Screen



This screen appears after you press ENTER from the Load Beginning Account Balances Selection Screen (p. 22-4). Use this screen to enter your account balances or net changes [depending on your selection in G/L Company Options Maintenance Screen (p. 18-12)] for each account at the end of each period. The heading of this screen will either display as **LOAD ACCOUNT NET CHANGE** or **LOAD ACCOUNT BALANCES**.

If you have selected to enter account balances, then enter the account balances at the end of the specified period. If you have selected to enter net change amounts, then enter the total dollar amount change from the previous period.

You may enter up to two years of account history for a company.

Account Balance Screen Fields and Function Keys

Field/Function Key	Description
Account No	This is the G/L account number selected on the previous screen. Account number segments are padded with zeroes to the left of each segment to fill the segment to its setup length. If a short name was entered on the previous screen, then the G/L Account that is associated with the short name is displayed here. The account number format (number of segments and segment lengths) is displayed directly above the account number. Display

Account Balance Screen Fields and Function Keys

Field/Function Key	Description
Balance Forward	This is the beginning balance dollar amount for this account for this fiscal year. If the normal balance for the account is a debit balance, then enter the debit amount. If the normal balance for the account is a credit balance, then enter the credit amount. The field minus key can be pressed after entering the amount to denote an opposite balance (i.e. a credit balance on a debit account or a debit balance on a credit account). If you are keying balances for the previous year, this amount must equal the ending balance for the previous year. NOTE: Do not enter balance forward amounts for income or expense account types. These should start at 0 for each fiscal year. (N 13,2) Required
Period Amount	If you have selected to load beginning balances by account balance, then enter the account balance at the end of each period into these periods. If you have selected to load beginning balances by net change amounts, then enter the total debit/credit change amount into this field. Enter a debit amount if the normal balance for this account is a debit balance. Enter a credit amount if the normal balance for this account is a credit balance. The field minus key can be pressed after entering the amount to denote an opposite balance (i.e. a credit balance on a debit account or a debit balance on a credit account). NOTE: You will be able to enter amounts only up to the first year/period in which you will be using G/L. Some or all of the period fields are protected in the current fiscal year (column 1) depending on what period you specified as being the first. The first fiscal year and period for this company are specified in G/L Options Maintenance (MENU GLFIL2). (N 13,2) Required
Period Descriptions	These are the period descriptions as established in G/L Options Maintenance. If you are using 12 period accounting, only 12 periods are displayed. Thirteen periods are displayed when using 13 period accounting. Period 14, used to enter year-end adjustments, is always displayed. NOTE: If you are using Method B (Ending Balances), then you must key in an ending balance for this period. If there are no adjustments then key the ending balance from the previous period. Display

Account Balance Screen Fields and Function Keys

Field/Function Key	Description
Y/E Adjustments	If loading account balances by net change, this is the total year end adjustment amount, if any. If loading by balances, this is the ending balance after the year end adjustment. If there are no year end adjustments, leave this field blank. (N 13,2) Required
Ending Balance Amount	This is the calculated ending balance for the fiscal year. If you are loading account balances by account balance, the ending balance is the balance for period 14. If you are loading account balances by net change, the ending balance is the sum of the beginning balance amount and the period amounts. (N 13,2) Required
F1=Column 1	NOTE: The F1=COLUMN 1 function key does not display if you are currently maintaining column 1. Press the F1=COLUMN 1 function key to enter beginning balance information into column 1. Column 1 is for the current fiscal year.
F2=Column 2	NOTE: The F2=COLUMN 2 function key does not display if you are currently maintaining column 2. Press the F2=COLUMN 2 function key to enter beginning balance information into column 2. Column 2 is not displayed if you do not have at least one year of account history as specified in G/L Options Maintenance (MENU GLFIL2).
F3=Column 3	NOTE: The F3=COLUMN 3 function key does not display if you are currently maintaining column 3. Press the F3=COLUMN 3 function key to enter beginning balance information into column 3. Column 3 is not displayed if you do not have at least two years of account history as specified in G/L Options Maintenance (MENU GLFIL2).
F4=All Columns	NOTE: The F4=ALL COLUMNS function key does not display if you are currently maintaining all columns. Press the F4=ALL COLUMNS function key to enter beginning balance information into all columns. One, two, or three columns are displayed depending on how many years of account history are specified in G/L Options Maintenance (MENU GLFIL2).

Account Balance Screen Fields and Function Keys

Field/Function Key	Description
F12=Previous	Press the F12=RETURN function key to return to the previous screen without saving any changes. The Load Beginning Account Balances Selection Screen (p. 22-4) appears.
Enter	Press ENTER to confirm your selections. You are returned to the menu.

CHAPTER 23

Editing the Load of Beginning Balances

23

Use the Load Beginning Balances Edit option on the General Ledger Master Menu to print the Initial Balance Load Edit List (p. 23-3). Use this report to verify that the beginning balances loaded through Load Beginning Account Balances (MENU GLMAST) have been entered so that periods are in balance (i.e. total debits equal total credits for each period).

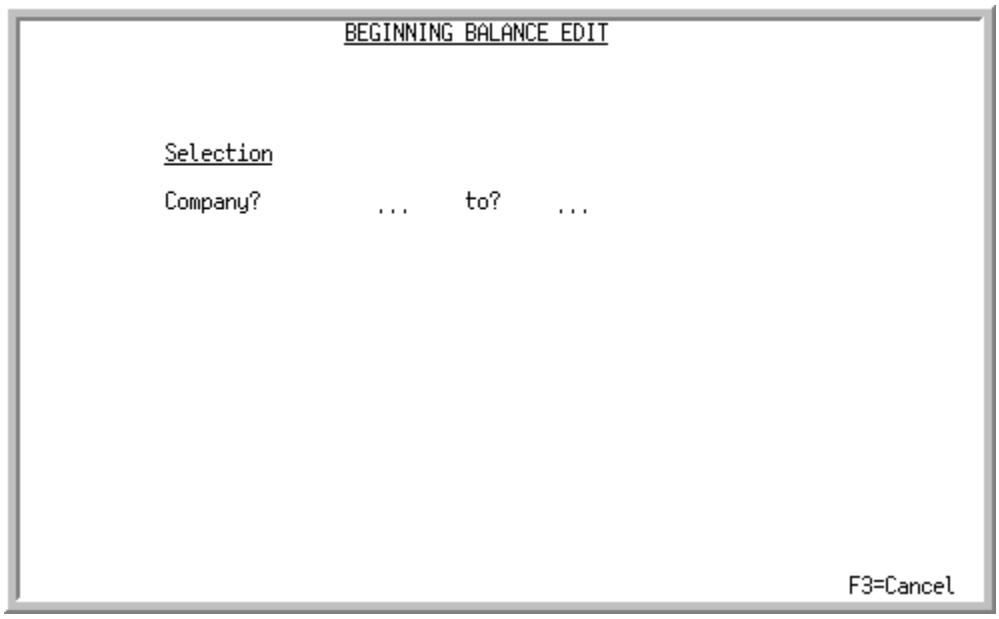
If a period is not in balance, correct the balances in that period through Load Beginning Account Balances (MENU GLMAST). To determine which accounts are not in balance for a period, you can print the Load Beginning Balance Edit Detail (MENU GLREPT).

Load Beginning Balances Edit

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Beginning Balance Edit Selection Screen	Use to specify the companies to include in the edit.
Initial Balance Load Edit List	Prints the beginning balance amounts for the specified companies.

Beginning Balance Edit Selection Screen

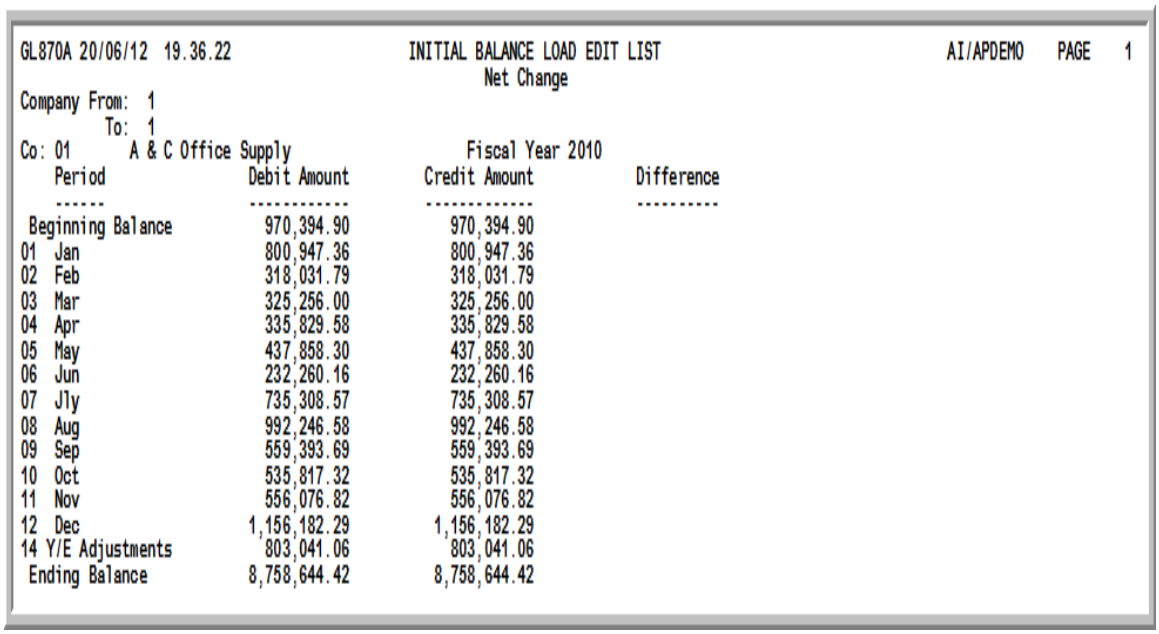


This screen appears after selecting option 11 - Load Beginning Balances Edit from the General Ledger Master Menu (MENU GLMAST). Use this screen to key the range of companies to include in the edit.

Beginning Balance Edit Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of companies to print. (2 @ N 2,0) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press Enter to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

Initial Balance Load Edit List



```
GL870A 20/06/12  19.36.22              INITIAL BALANCE LOAD EDIT LIST                    AI/APDEMO    PAGE    1
                                              Net Change
Company From:  1
         To:  1
Co: 01      A & C Office Supply                 Fiscal Year 2010
    Period                Debit Amount        Credit Amount          Difference
    ------                ------------        -------------          ----------
 Beginning Balance          970,394.90          970,394.90
01  Jan                     800,947.36          800,947.36
02  Feb                     318,031.79          318,031.79
03  Mar                     325,256.00          325,256.00
04  Apr                     335,829.58          335,829.58
05  May                     437,858.30          437,858.30
06  Jun                     232,260.16          232,260.16
07  Jly                     735,308.57          735,308.57
08  Aug                     992,246.58          992,246.58
09  Sep                     559,393.69          559,393.69
10  Oct                     535,817.32          535,817.32
11  Nov                     556,076.82          556,076.82
12  Dec                   1,156,182.29        1,156,182.29
14 Y/E Adjustments          803,041.06          803,041.06
 Ending Balance           8,758,644.42        8,758,644.42
```

This report is used to determine if the beginning balances loaded through Load Beginning Account Balances (MENU GLMAST) have been entered so that each period is in balance. A period is in balance when the total credits equal the total debits of all accounts used in that period.

The dollar values printed on this report are either **Net Change** or **Beginning Balance**, depending on your selection in G/L Options Maintenance (MENU GLFIL2).

If a period is out of balance as indicated on this report, you must balance that period in order to ensure the accuracy of your accounting records in G/L. To determine which accounts in a period are out of balance, print the Load Beginning Balance Edit Detail (MENU GLREPT).

Make corrections to errors indicated on this report through Load Beginning Account Balances (MENU GLMAST).

This report is printed after pressing ENTER from the Report Options Screen.

Initial Balance Load Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Co	The number and name of the company for which beginning balances were loaded. Up to three sets of beginning balance information are printed for each company. A different set is printed for each fiscal year for which beginning balances have been loaded. No more than three years of beginning balances may be loaded.
Fiscal Year	The fiscal year for which beginning balances have been loaded. Up to three different fiscal years may be printed for one company.
Period	The period descriptions as established in G/L Accounts Maintenance (MENU GLFILE). Printed to the left of each period description is the number of the period. If you are using 12 period accounting, only 12 periods are printed. Thirteen periods are printed if you are using 13 period accounting. Period 14, used for year-end adjustments, is always printed.
Debit Amount	The accumulated total debit amount of all accounts for the indicated company and fiscal year/period. This amount is printed for each period of the fiscal year.
Credit Amount	This is the accumulated total credit amount of all accounts for the indicated company and fiscal year/period. This amount is printed for each period of the fiscal year.
Difference	The difference between the accumulated credit and debit amounts of all accounts for this period. This amount is displayed for each period of the fiscal year. If a period is out of balance, an amount is printed here. Note that in the example included in this guide, all periods are in balance except period 9 (December). To ensure the accuracy of your accounting records in general ledger, make sure that all periods are in balance.

Initial Balance Load Edit List

Report/Listing Fields	Description
Beginning Balance	The beginning balance of all accounts for the fiscal year. The beginning balance is the same regardless of the method of loading balances (**Net Change** or **Beginning Balance**).
Ending Balance	The ending balance of all accounts for the fiscal year.

CHAPTER 24

Maintaining Fiscal Period Status

24

Use the Period Status Maintenance option to determine the status of the fiscal periods defined through G/L Fiscal Calendar Maintenance (MENU GLFIL2). The status of a fiscal period is one of the following:

- Not closed
- Temporarily closed
- Permanently closed

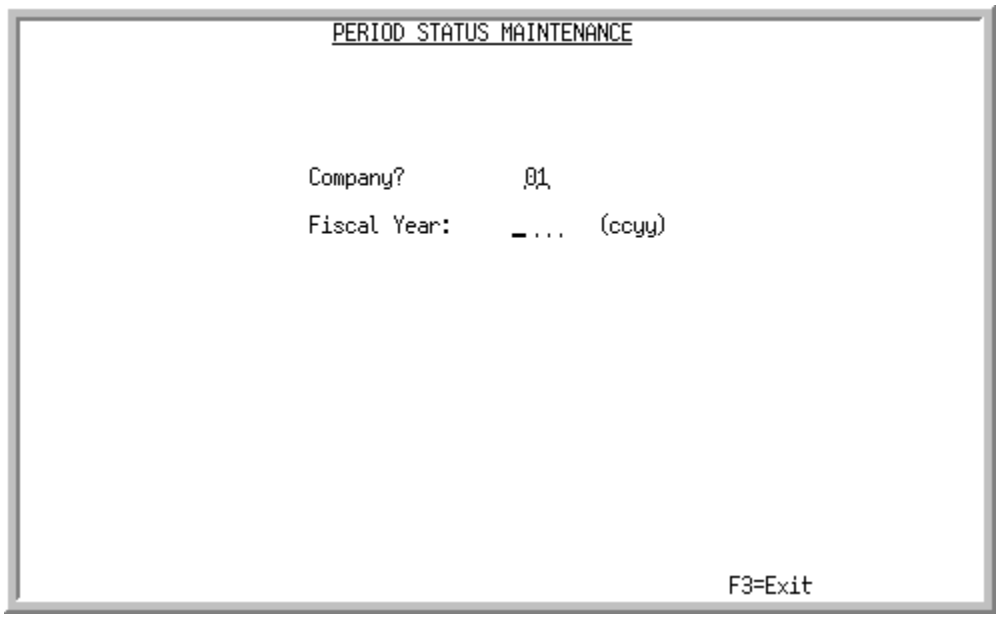
Run this option at month-end to close previous fiscal periods and prevent transactions from being posted to past periods.

Period Status Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Period Status Maintenance Selection Screen	Use to specify the company and fiscal year for the periods you want to maintain.
Period Status Maintenance Screen	Use to specify the period status.

Period Status Maintenance Selection Screen



This screen appears after selecting option 12 - Period Status Maintenance from the General Ledger Master Menu (MENU GLMAST). This screen is used to select the company and fiscal year for which period status is maintained. A period may be defined as not closed (blank), temporarily closed (**T**), or permanently closed (**P**) on the Period Status Maintenance Screen (p. 24-4).

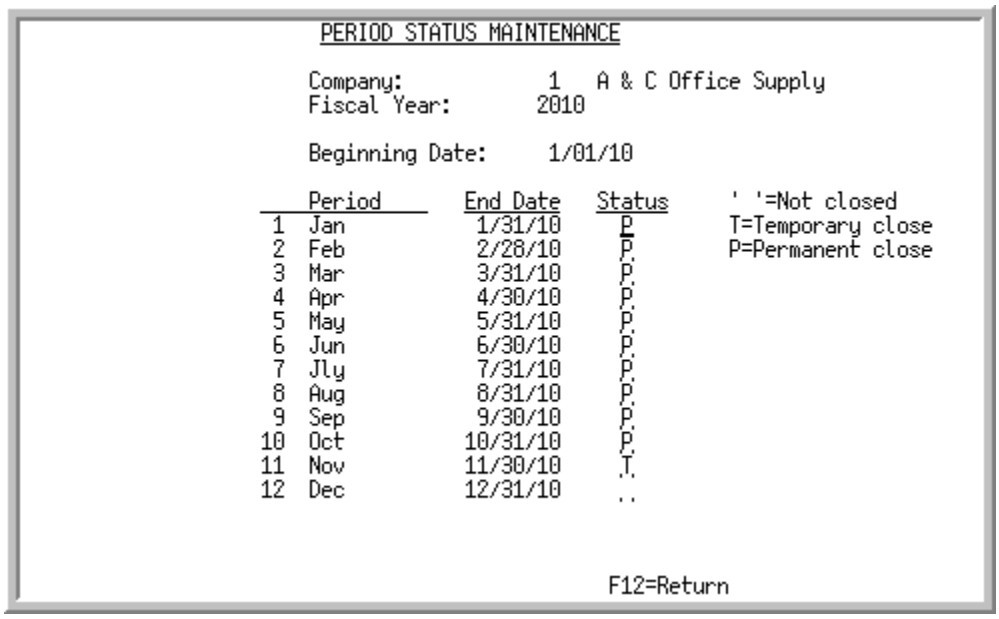
Period Status Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company for which periods are maintained (permanently or temporarily closed). *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional

Period Status Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Fiscal Year	The fiscal year for which the status of fiscal periods are maintained. This must be the current or a future fiscal year which has been established in Fiscal Calendar Maintenance (MENU GLFIL2). Use G/L Options Maintenance (MENU GLFIL2) to display the current fiscal year. Key the fiscal year in CCYY (century - year) format. *Valid Values:* The current or future fiscal years only. (N 4,0) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the G/L Master Menu (MENU GLMAST).
Enter	Press ENTER to confirm your selections. The Period Status Maintenance Screen (p. 24-4) appears.

Period Status Maintenance Screen



This screen appears after you press ENTER from the Period Status Maintenance Screen (p. 24-4). This screen is used to define the status of fiscal periods in the fiscal year for the company selected on the previous screen.

Period Status Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected for which periods are to be maintained (permanently or temporarily closed).
Year	The fiscal year for which the status of fiscal periods is being maintained. This was keyed on the previous screen. This is either the current fiscal year or a future fiscal year. Display
Beginning Date	The date the fiscal year begins. As specified through Fiscal Calendar Maintenance (MENU GLFIL2). Display
Period	The period descriptions as established through G/L Options Maintenance (MENU GLFIL2). Display
End Date	The ending date for each fiscal period. The ending date is the last day of the fiscal period and is used to determine to which periods transactions are posted. Ending dates have been defined through Fiscal Calendar Maintenance (MENU GLFIL2).

Period Status Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Status	This is the status of each fiscal period. The status of a fiscal period may be one of the following: • Not closed • Temporarily closed • Permanently closed Leave this field blank to open the fiscal period. When a fiscal period is open, transactions may be entered for and posted to the period. Key T to temporarily close the fiscal period. When a fiscal period is temporarily closed, a warning message is issued when transactions are being posted to this period during transaction entry and post. Key P to permanently close this fiscal period. When a fiscal period is permanently closed, no transactions may be entered or posted to this period. Guidelines for changing the status of periods are as follows: • Once a period is temporarily or permanently closed, it may be reopened at any time prior to year-end. • Changing the status of a period does not affect the balances of your accounts. The status is used only to allow or prevent transactions from being posted to that period. • Any period may be permanently closed without first being temporarily closed. • Periods do not have to be closed in chronological order. For example, you may close period 2 before closing period 1. • Posting to periods for which you have already printed financial statements may affect those statements. Statements should be reprinted to affect the new account balances. Required
F12=Return	Press the F12=RETURN function key to return to the Period Status Maintenance Selection Screen (p. 24-2) without updating the status of the fiscal periods for the selected company and fiscal year.
Enter	Press this ENTER key to confirm your selections. If you are temporarily or permanently closing a period with out-of-balance groups that have not been corrected and posted, a warning message will appear. An asterisk appears next to the periods that are in error. Press this key again to acknowledge the message and continue. The Period Status Maintenance Selection Screen (p. 24-2) appears.

CHAPTER 25

Printing the Order Entry to General Ledger Day End Audit Report

25

This option is used to print the OE/GL Account Selection Audit Report by Invoice Number (p. 25-6) or the O/E to G/L Day End Audit Report by Account Number (p. 25-9). Use these reports to audit the accounts that are affected when invoices are posted during Day-End Processing (MENU XAMAST).

You may run this report for any day you want, rather than for just the previous day. However, in order to do so, you MUST select to retain sales journal drill-down history through G/L Options (MENU GLFIL2).

NOTE: Only sales journal type general ledger activity since the last day end will be reflected (not all general ledger activity since the last day end).

Important

The O/E to G/L Account Selection Audit Report retains transaction history. Since information is retained, you will be able to review sales journal postngs at the end of the month or when you encounter a problem. Information will continue to be retained until you select to purge the Sales Journal Drill-Down File (YSGL) through Reorganize A+ History Files (MENU XAMAST).

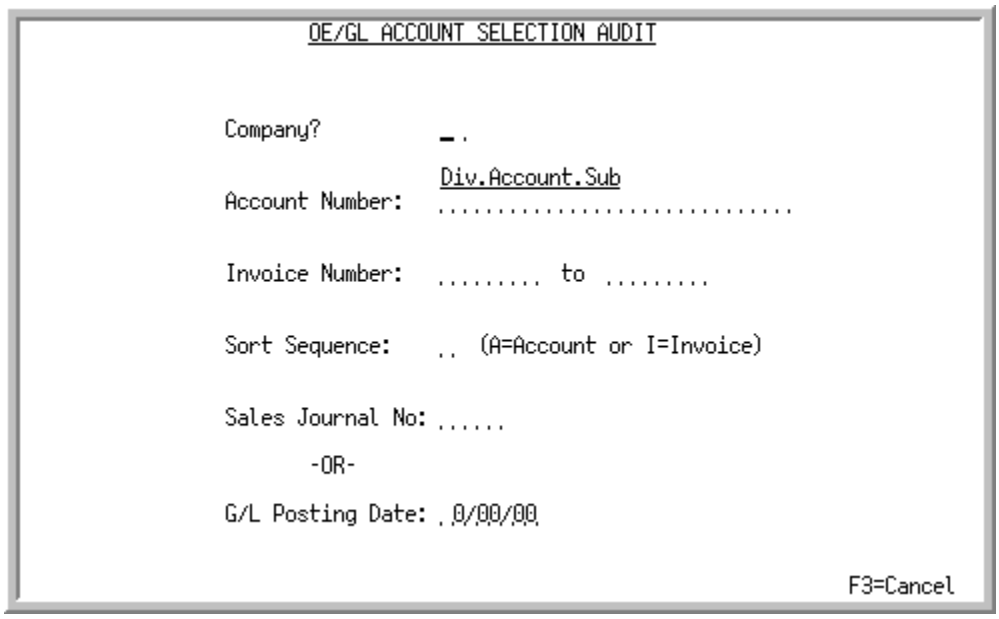
OE to GL Day End Audit Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
OE/GL Account Selection Audit Screen	Use to specify the company and fiscal year to close.
OE/GL Account Selection Audit Report by Invoice Number	Displays period and retained earnings file status. Use to close the year.

Title	Purpose
O/E to G/L Day End Audit Report by Account Number	Prints if the system is unable to close the year. Lists areas that need resolved before the year can be closed.

OE/GL Account Selection Audit Screen



This screen appears after selecting option 13 - OE to GL Day End Audit Report from the General Ledger Master Menu (MENU GLMAST). Use this screen to select the information to print on the O/E to G/L Account Selection Audit Report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

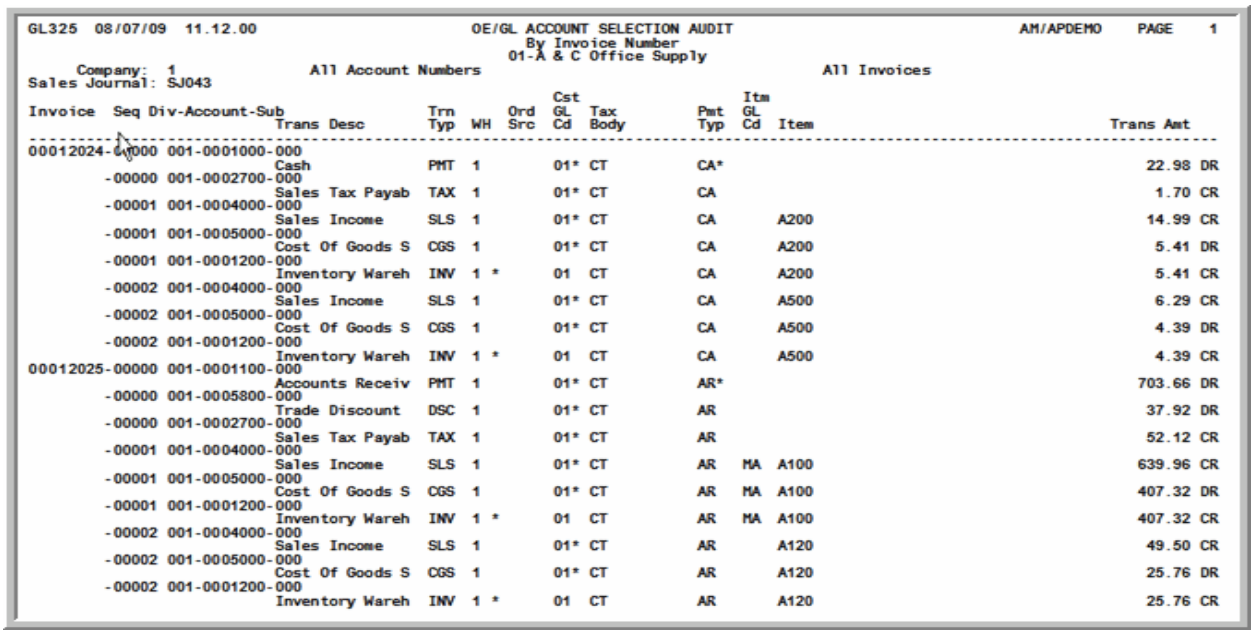
OE/GL Account Selection Audit Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company number for which account information will print. You must key a company number in this field if you key a value in the *Account Number* field. Leave blank to print information for all companies. If you leave this field blank, you must also leave the *Account Number* field blank. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional/Required

OE/GL Account Selection Audit Screen Fields and Function Keys

Field/Function Key	Description
Account Number	Key the number of the account for which the audit will print. If you key an account, you must also key a company. Leave blank to print the report for all accounts. You must leave this field blank if the **Company** field is left blank. *Valid Values:* The number of digits in the segment cannot exceed the segment length; the first character must be a digit (0-9), or a letter (A - Z for a **Short Name**); cannot contain embedded blanks (blanks in the middle of the account number) (A 25) Optional/Blank
Invoice Number	Key a range of invoices to print. (2 @ N 8,0) Optional
Sort Sequence	Key the sort sequence for the report. If you choose to sort the report by invoice number, the OE/GL Account Selection Audit Report by Invoice Number (p. 25-6) will print. If you choose to sort the report by account number, the O/E to G/L Day End Audit Report by Account Number (p. 25-9) will print. (A 1) Optional
Sales Journal No	Key the sales journal number for which information will print on the report. Use the General Ledger Inquiry (MENU GLMAIN) to locate a sales journal number. Leave this field blank if you key a value in the **G/L Posting Date**. *Valid Values:* A sales journal number generated during Day-End Processing (MENU XAMAST). (A 5) Blank/Required
G/L Posting Date	Use this field to key the date that invoices were posted. Your entry in this field determines what day's information will print on the report. This field must be left blank if you key a value in the **Sales Journal No** field. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Blank/Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

OE/GL Account Selection Audit Report by Invoice Number



GL325 08/07/09 11.12.00 — OE/GL ACCOUNT SELECTION AUDIT — AM/APDEMO PAGE 1
By Invoice Number
01-A & C Office Supply
Company: 1 — All Account Numbers — All Invoices
Sales Journal: SJ043

Invoice	Seq	Div-Account-Sub	Trans Desc	Trn Typ	WH	Ord Src	Cst GL Cd	Tax Body	Pmt Typ	Itm GL Cd	Item	Trans Amt
00012024-00000		001-0001000-000	Cash	PMT	1		01*	CT	CA*			22.98 DR
-00000		001-0002700-000	Sales Tax Payab	TAX	1		01*	CT	CA			1.70 CR
-00001		001-0004000-000	Sales Income	SLS	1		01*	CT	CA		A200	14.99 CR
-00001		001-0005000-000	Cost Of Goods S	CGS	1		01*	CT	CA		A200	5.41 DR
-00001		001-0001200-000	Inventory Wareh	INV	1	*	01	CT	CA		A200	5.41 CR
-00002		001-0004000-000	Sales Income	SLS	1		01*	CT	CA		A500	6.29 CR
-00002		001-0005000-000	Cost Of Goods S	CGS	1		01*	CT	CA		A500	4.39 DR
-00002		001-0001200-000	Inventory Wareh	INV	1	*	01	CT	CA		A500	4.39 CR
00012025-00000		001-0001100-000	Accounts Receiv	PMT	1		01*	CT	AR*			703.66 DR
-00000		001-0005800-000	Trade Discount	DSC	1		01*	CT	AR			37.92 DR
-00000		001-0002700-000	Sales Tax Payab	TAX	1		01*	CT	AR			52.12 CR
-00001		001-0004000-000	Sales Income	SLS	1		01*	CT	AR	MA	A100	639.96 CR
-00001		001-0005000-000	Cost Of Goods S	CGS	1		01*	CT	AR	MA	A100	407.32 DR
-00001		001-0001200-000	Inventory Wareh	INV	1	*	01	CT	AR	MA	A100	407.32 CR
-00002		001-0004000-000	Sales Income	SLS	1		01*	CT	AR		A120	49.50 CR
-00002		001-0005000-000	Cost Of Goods S	CGS	1		01*	CT	AR		A120	25.76 DR
-00002		001-0001200-000	Inventory Wareh	INV	1	*	01	CT	AR		A120	25.76 CR

This report prints if you selected to sort the report by invoice (i.e., the **Sort Sequence** field set to I). This report lists all the accounts that were affected by each invoice. It prints the transaction description, type, codes and the amounts by which each account was affected.

Important

The account numbers in field 3 (**Div-Account-Sub**) are affected by the codes printed in fields 7 through 11 (Ord Src through **Item GL Cd**). If you wish to change any of the accounts affected by these codes or make an account number dependent on a new code, refer to the “Understanding the G/L Interface” section of the General Ledger Interface User Guide for an explanation of how to set up the transfer options, or refer to G/L Transfer Definition (MENU GLXFER) to change or enter transfer definitions.

NOTE: This report was generated based on a **G/L Posting Date** (shown in the header section of this report) as opposed to a **Sales Journal Number**. You may designate which to use in the generation of this report on the OE/GL Account Selection Audit Screen (p. 25-3).

OE/GL Account Selection Audit Report by Invoice Number

Report/Listing Fields	Description
Invoice	This field prints the invoice numbers by which the report is sorted.

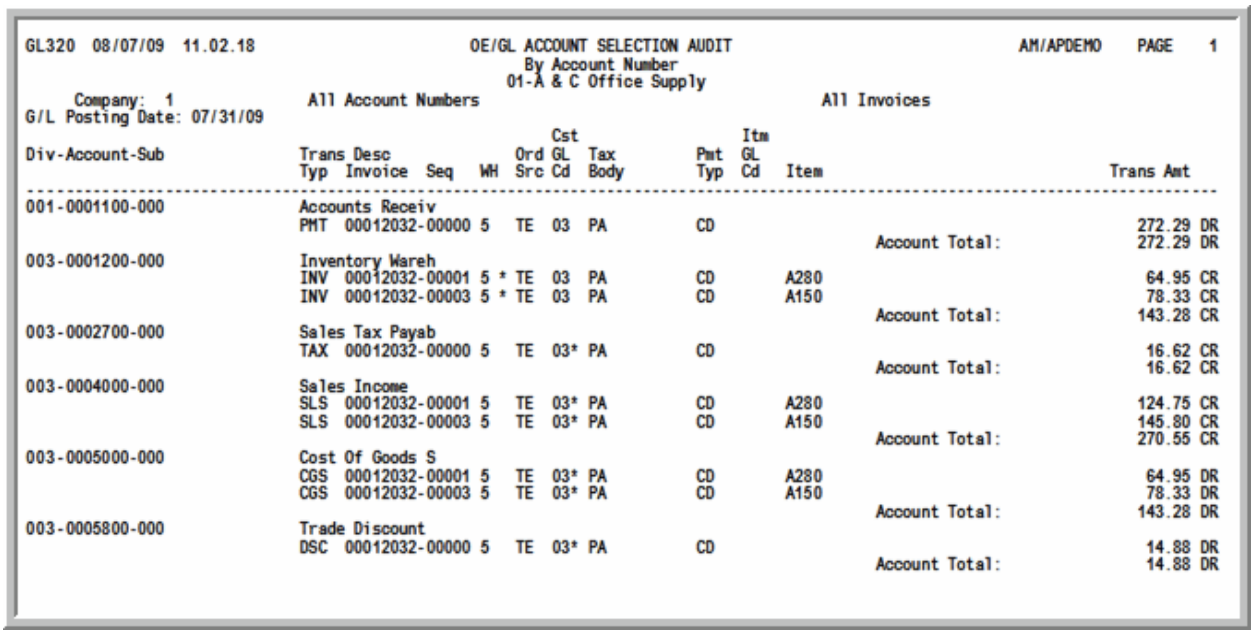
OE/GL Account Selection Audit Report by Invoice Number

Report/Listing Fields	Description
Seq	The sequence line number is the reference to the line in the invoice that affected the account.
Account Number	This field prints the account that is affected by the sequence line number in the invoice. The account number affected will be dependent on the transfer options that were set up in G/L Transfer Definition (MENU GLXFER). For more information, refer to the General Ledger Interface User Guide.
Trans Desc	This is the description of the account that was affected by the sequence line number in the invoice.
Trn Typ	This is a system generated field that should be used as a guide as to what type of accounts are updated. For example, for the transaction type of TAX, the account number 001.0000006.002 is affected since it is a sales tax account. The transactions can be of the following type: • **CGS**: Cost of Goods Sold • **CNT**: Container charge • **DCS**: Trade Discount • **FET**: Federal Excise Tax • **INV**: Inventory • **PMT**: Payment • **TAX**: Tax • **SLS**: Sales
WH	Invoices shipped from the same warehouse are set up to affect the same account number. The account that is affected will depend on the transfer options that were specified through G/L Transfer Definition (MENU GLXFER).
Ord Src	This is the order source code. Orders with the same source code will affect a designated account as defined in the G/L Transfer Definition (MENU GLXFER).
Cst G/L Cd	This is the Customer G/L Code. Customers with the same code will affect a designated account as defined in the G/L Transfer Definition (MENU GLXFER).
Tax Body	This field prints the tax body contained in the invoice. The account affected is dependent on the tax body code.
Pmt Typ	This field prints the payment type. Different accounts will be affected depending on the payment type that was entered for this invoice.

OE/GL Account Selection Audit Report by Invoice Number

Report/Listing Fields	Description
Itm G/L Cd	This field prints the Item G/L Code of the item described in the invoice.
Item	The item number described in the sequence line number of the invoice.
Trans Amt	The transaction amount described in the sequence line number of the invoice.

O/E to G/L Day End Audit Report by Account Number



```
GL320  08/07/09  11.02.18                  OE/GL ACCOUNT SELECTION AUDIT                          AM/APDEMO    PAGE    1
                                              By Account Number
                                           01-A & C Office Supply
     Company:  1              All Account Numbers                          All Invoices
G/L Posting Date: 07/31/09
                                                      Cst                    Itm
Div-Account-Sub              Trans Desc                Ord GL  Tax      Pmt  GL
                             Typ  Invoice  Seq   WH  Src Cd  Body     Typ  Cd   Item                                Trans Amt
-------------------------------------------------------------------------------------------------------------------------------
001-0001100-000              Accounts Receiv
                             PMT  00012032-00000 5    TE  03  PA       CD                                          272.29 DR
                                                                                  Account Total:                  272.29 DR
003-0001200-000              Inventory Wareh
                             INV  00012032-00001 5 *  TE  03  PA       CD       A280                               64.95 CR
                             INV  00012032-00003 5 *  TE  03  PA       CD       A150                               78.33 CR
                                                                                  Account Total:                  143.28 CR
003-0002700-000              Sales Tax Payab
                             TAX  00012032-00000 5    TE  03* PA       CD                                          16.62 CR
                                                                                  Account Total:                   16.62 CR
003-0004000-000              Sales Income
                             SLS  00012032-00001 5    TE  03* PA       CD       A280                              124.75 CR
                             SLS  00012032-00003 5    TE  03* PA       CD       A150                              145.80 CR
                                                                                  Account Total:                  270.55 CR
003-0005000-000              Cost Of Goods S
                             CGS  00012032-00001 5    TE  03* PA       CD       A280                               64.95 DR
                             CGS  00012032-00003 5    TE  03* PA       CD       A150                               78.33 DR
                                                                                  Account Total:                  143.28 DR
003-0005800-000              Trade Discount
                             DSC  00012032-00000 5    TE  03* PA       CD                                          14.88 DR
                                                                                  Account Total:                   14.88 DR
```

This report prints if you selected to sort the report by account (i.e., the **Sort Sequence** field is set to A). This report lists all invoices with their corresponding sequence line numbers that affected each account. It prints the transaction description, type, codes and the amounts by which each account was affected.

Important

The account numbers in field 1 (*Div-Account-Sub*) are affected by the codes printed in fields 7 through 11 (*Ord Src through Item GL Cd*). If you wish to change any of the accounts affected by these codes or make an account number dependent on a new code, refer to the “Understanding the G/L Interface” section of the General Ledger Interface manual for an explanation of how to set up transfer options, or refer to G/L Transfer Definition to change or enter transfer definitions.

NOTE: This report was generated based on a **G/L Posting Date** (shown in the header section of this report) as opposed to a **Sales Journal Number**. You may designate which to use in the generation of this report on the OE/GL Account Selection Audit Screen (p. 25-3).

OE/GL Account Selection Audit Report by Account Number

Report/Listing Fields	Description
Account Number	This field prints the account number by which the report is sorted.

OE/GL Account Selection Audit Report by Account Number

Report/Listing Fields	Description
Trans Desc	This is the description of the account that was affected by the invoice sequence line number.
Trn Typ	This is a system generated field that should be used as a guide as to what type of accounts are updated. For example, for the transaction type of **PMT**, the account number 001.0000002.003 is affected since it is a cash account. The transactions can be of the following type: • **CGS**: Cost of Goods Sold • **CNT**: Container charge • **DCS**: Trade Discount • **FET**: Federal Excise Tax • **INV**: Inventory • **PMT**: Payment • **TAX**: Tax • **SLS**: Sales
Invoice	This field lists all the invoices that affect the account number . The account affected by the invoice is dependent on the transfer options that were set up in G/L Transfer Definition (MENU GLXFER). For more information refer to the “Understanding the G/L Interface” section of the General Ledger Interface User Guide.
Seq	The sequence line number is the reference to the line in the invoice that affected the account.
WH	Invoices shipped from the same warehouse are set up to affect the same account number. The account that is affected will depend on the transfer options that were specified through G/L Transfer Definition (MENU GLXFER).
Ord Src	This is the order source code. Orders with the same source code will affect a designated account as defined in the G/L Transfer Definition (MENU GLXFER).
Cst G/L Cd	This is the Customer G/L Code. Customers with the same code will affect a designated account as defined in the G/L Transfer Definition (MENU GLXFER).
Tax Body	This field prints the tax body contained in the invoice. Depending on the tax body, a different account will be affected.
Pmt Typ	This field prints the payment type. Different accounts will be affected depending on the payment type that was entered for this invoice.

OE/GL Account Selection Audit Report by Account Number

Report/Listing Fields	Description
Itm G/L Cd	This field prints the Item G/L Code of the item described in the invoice.
Item	The item number described in the sequence line number of the invoice.
Trans Amt	The transaction amount described in the sequence line number of the invoice.
Account Total	The total amount by which the account was affected.

CHAPTER 26 Year End Processing

26

Use the Year End Processing option on the General Ledger Master Menu (MENU GLMAST) to close your general ledger at year end. Use this option before posting year-end adjusting entries to determine the status of each fiscal period (open, temporarily closed, or permanently closed) and the amount to balance the retained earnings/owners equity account.

You cannot complete the year-end process if

- all fiscal periods are not permanently closed
- the retained earnings account is out of balance
- there are out-of-balance transaction groups that have not been corrected through Transaction Entry (MENU GLMAIN) and posted through G/L Transaction Post (MENU GLMAIN)

After making the appropriate year-end closing entries (type Y) through Transaction Entry (MENU GLMAIN) and Post Transactions (MENU GLMAIN), and after permanently closing all periods in the same fiscal year through Period Status Maintenance (MENU GLMAST), use this option to close the fiscal year. The closing process

- resets beginning income/expense balances for the new fiscal year.
- calculates beginning balances for all assets, liability and equity accounts.
- advances the current year.

NOTE: During the closing process, if all periods are not permanently closed and/or if the Retained Earnings File is out of balance, you will not be able to perform the G/L year-end.

Important

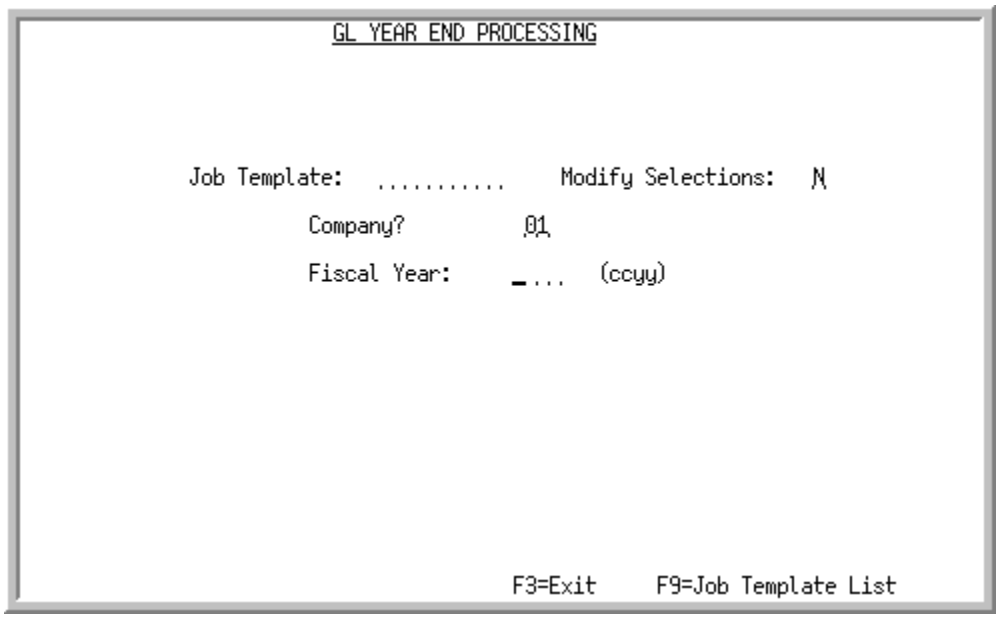
As part of year-end processing, be sure to create the fiscal calendar for the next year (if it does not already exist).

Year End Processing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
GL Year End Processing Selection Screen	Use to specify the company and fiscal year to close. You also have the option to select the job template to be used for the GL Year End Processing job.
GL Year End Processing Confirmation Screen	Displays period and retained earnings file status. Use to close the year.
GL Year End Processing Error Report	Prints if the system is unable to close the year. Lists areas that need resolved before the year can be closed.

GL Year End Processing Selection Screen



This screen appears after selecting option 21 - Year End Processing from the General Ledger Master Menu (MENU GLMAST). Use this screen to select the company and the fiscal year to close in G/L.

You also have the option to:

- select an existing GL Year End job template by keying the template in the Job Template field to provide the parameters needed to complete this process, or
- leave the Job Template field blank and you will be prompted to provide those parameters as you process this option.

NOTE: Before running this option, all periods for this fiscal year must be permanently closed and all year end closing entries must be made.

GL Year End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for GL Year End Processing jobs, press F9=JOB TEMPLATE LIST. *Valid Values:* A job template defined for GL Year End Processing jobs (that is, GL605P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

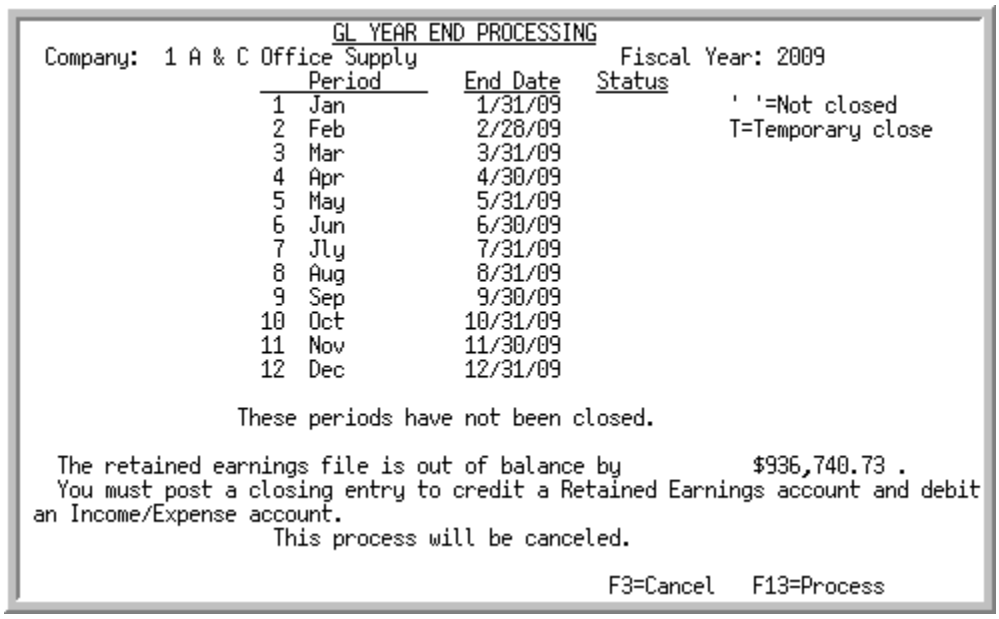
GL Year End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or selected one via F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to review and/or modify the selections of the indicated job template. Any changes you make to the template through this GL Year End Processing job will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
Company	Key the number of the company for which year-end processing will be performed. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Fiscal Year	Key the fiscal year, in CCYY (century/thyear) format, to close through year-end processing. You must close the years in sequence. You cannot key a fiscal year that is not the "next" fiscal year to close; if you do, a message displays informing you that the year you keyed is not the next fiscal year to close. (N 4,0) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to MENU GLMAST.
F9=Job Template List	Press the F9=JOB TEMPLATE LIST function key to display the Job Template List Screen, where you can review a list of existing job templates that have been created for GL Year End Processing jobs. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

GL Year End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The GL Year End Processing Confirmation Screen (p. 26-7) appears. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

GL Year End Processing Confirmation Screen



Use this screen to determine if you can perform the G/L year-end close for the selected fiscal year for the specified company. If all periods are not permanently closed, and/or if the Retained Earnings File is out of balance, as indicated on this screen, you must permanently close all fiscal periods and/or key year-end closing entries before you can press F13=PROCESS to process. Once you have determined if you can perform this option, use this screen to process the general ledger year end close (by pressing F13=PROCESS).

NOTE: Distribution A+ will automatically adjust all income and expense accounts to zero for the new fiscal year.

GL Year End Processing Confirmation Screen Fields and Function Keys

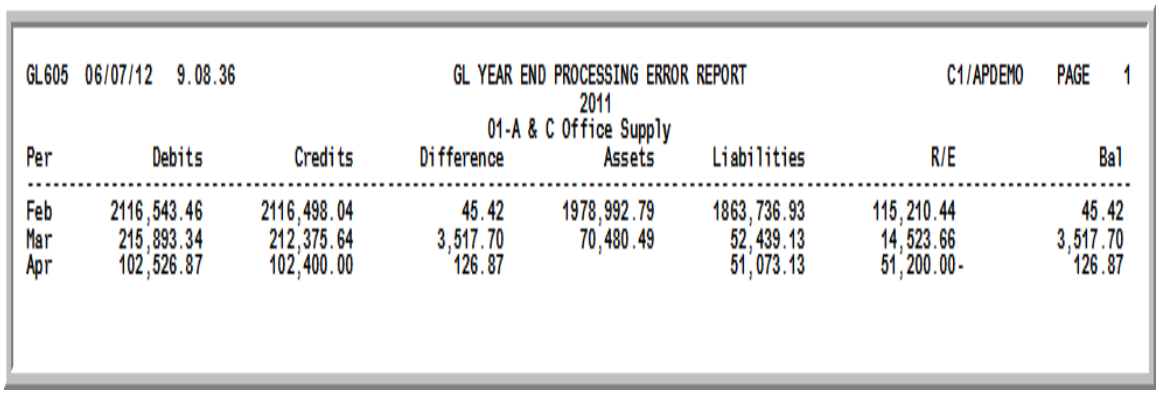
Field/Function Key	Description

Period Status	For each open fiscal period in the fiscal year to close, the following displays:
	• The number of the fiscal period
	• The name of the fiscal period
	• The ending date of the fiscal period
	• The status of the fiscal period:
	  • blank = not closed
	  • T = temporarily closed
	Display

GL Year End Processing Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Fiscal Periods Message	This message displays only if all fiscal periods in the selected fiscal year are not closed. You cannot complete G/L year-end processing until all periods are permanently closed. Close periods through Period Status Maintenance (MENU GLMAST). Display
Retained Earnings Message	This message displays only if your retained earnings are out of balance, indicating the amount that the account is out of balance. You cannot complete G/L year-end processing until a year-end closing entry is keyed through Transaction Entry (MENU GLMAIN) and posted through Post Transactions (MENU GLMAIN). Be sure to use transaction type Y when keying year-end closing entries. Display
F3=Cancel	Press the F3=CANCEL function key to cancel year-end processing and return to the menu. You must cancel if there are periods that have not been closed and/or the Retained Earnings File is out of balance.
F13=Process	NOTE: You will only be allowed to press the F13=PROCESS function key to begin the year-end process if all periods have been closed and the Retained Earnings File is balanced. If fiscal periods and/or the retained earnings message is/are displayed on this screen and you press F13=PROCESS, the message "**Function key not allowed at this time**" displays. Press the F13=PROCESS function key to complete year-end processing. After pressing this key, beginning income/expense balances for the new fiscal year are reset, beginning balances for all assets, liability and equity accounts are calculated, and the current year is advanced. Upon completion, MENU GLMAST displays. NOTE: If this function detects any periods out of balance and/or assets, liabilities, and retained earnings do not equal zero, you will receive a message indicating that the G/L year-end was not successful for the indicated company and the GL Year End Processing Error Report (p. 26-9) will print.

GL Year End Processing Error Report



```
GL605  06/07/12   9.08.36                GL YEAR END PROCESSING ERROR REPORT                C1/APDEMO   PAGE    1
                                                      2011
                                              01-A & C Office Supply
Per          Debits          Credits       Difference          Assets      Liabilities             R/E             Bal
-------------------------------------------------------------------------------------------------------------------
Feb     2116,543.46     2116,498.04            45.42     1978,992.79     1863,736.93      115,210.44           45.42
Mar      215,893.34      212,375.64         3,517.70      70,480.49       52,439.13       14,523.66        3,517.70
Apr      102,526.87      102,400.00           126.87                      51,073.13       51,200.00-         126.87
```

This report prints only if you press F13=PROCESS on the GL Year End Processing Confirmation Screen (p. 26-7) and any periods are out of balance and/or assets, liabilities, and retained earnings do not equal zero.

This report prints those periods which are not in balance and/or those assets, liabilities, and retained earnings which do not equal zero. If you receive this report, it indicates that the general ledger year end was not successful for the indicated company.

NOTE: For the beginning balance, assets and liabilities are applicable (not R/E). For all other periods, all three are applicable.

GL Year End Processing Error Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The header of this report prints the fiscal year and the indicated company for which you are attempting to perform the G/L year-end close.
Per	The fiscal period for which an out of balance dollar amount exists in the GLSUM file.
Debits	The total debit amount accumulated in the corresponding fiscal period.
Credits	The total credit amount accumulated in the corresponding fiscal period.
Difference	The dollar amount variance that exists between the debit and credit amounts. The total debits must equal the total credits.
Assets	The dollar amount of the total assets for the fiscal period.

GL Year End Processing Error Report

Report/Listing Fields	Description
Liabilities	The dollar amount of the total liabilities for the fiscal period.
R/E	The retained earnings dollar amount for the fiscal period.
Bal	The out of balance dollar amount that exists for the fiscal period.

CHAPTER 27

Rebuilding the General Ledger Search Files

27

Use the Rebuild GL Search Files option to rebuild the General Ledger account search files. If you are converting your accounts from another system into General Ledger, you will need to run this option. If you manually enter new accounts through G/L Accounts Maintenance (MENU GLFILE) it is not necessary to run this option because the search file is rebuilt each time a new account is entered.

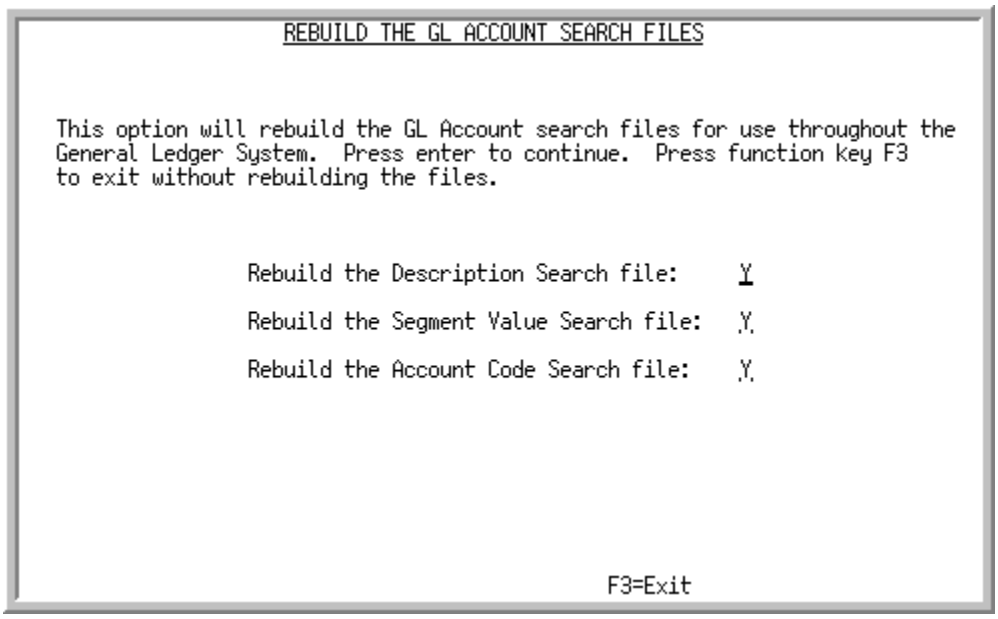
NOTE: In order to select this option, you must stop Distribution A+ through Stop A+ on MENU XAMAST/MENU APMAST. Once you have run this option, be sure that you restart Distribution A+ through Start A+ on MENU XAMAST/MENU APMAST.

Rebuild GL Search Files

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebuild the GL Account Search Files Screen	Use to specify the files to rebuild.

Rebuild the GL Account Search Files Screen



This screen appears after you select option 22 - Rebuild GL Search Files from the General Ledger Master Menu (MENU GLMAST). Use this screen to select the search files that are going to be rebuilt.

Rebuild the G/L Account Search Files Screen Fields and Function Keys

Field/Function Key	Description
Rebuild the Description Search file	Key Y if you want to rebuild the Description Search File. Key N if you do not want to rebuild the Description Search File. Account descriptions are entered through G/L Accounts Maintenance (MENU GLFILE). (A 1) Required
Rebuild the Segment Value Search file	Key Y if you want to rebuild the Segment Value Search File. Key N if you do not want to rebuild the Segment Value Search File. The values for the segments in an account number are entered through G/L Accounts Maintenance (MENU GLFILE). (A 1) Required
Rebuild the Account Code Search file	Key Y if you want to rebuild the Account Code Search File. Key N if you do not want to rebuild the Account Code Search File. The account codes for an account are specified through G/L Accounts Maintenance (MENU GLFILE). (A 1) Required

Rebuild the G/L Account Search Files Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit this option without rebuilding the search files and return to the menu.
Enter	Press ENTER to rebuild the search files you selected. Your screen will be momentarily input inhibited while the rebuild(s) complete. When the rebuilds are complete, you will be returned to the menu.

CHAPTER 28

Printing the General Ledger Report 28

Use the General Ledger Report option to print the General Ledger Report (p. 28-6). This report prints account summary information for a range of general ledger accounts for one fiscal period in one fiscal year. Account summary information includes total debits, total credits, net change, and beginning and ending balance information.

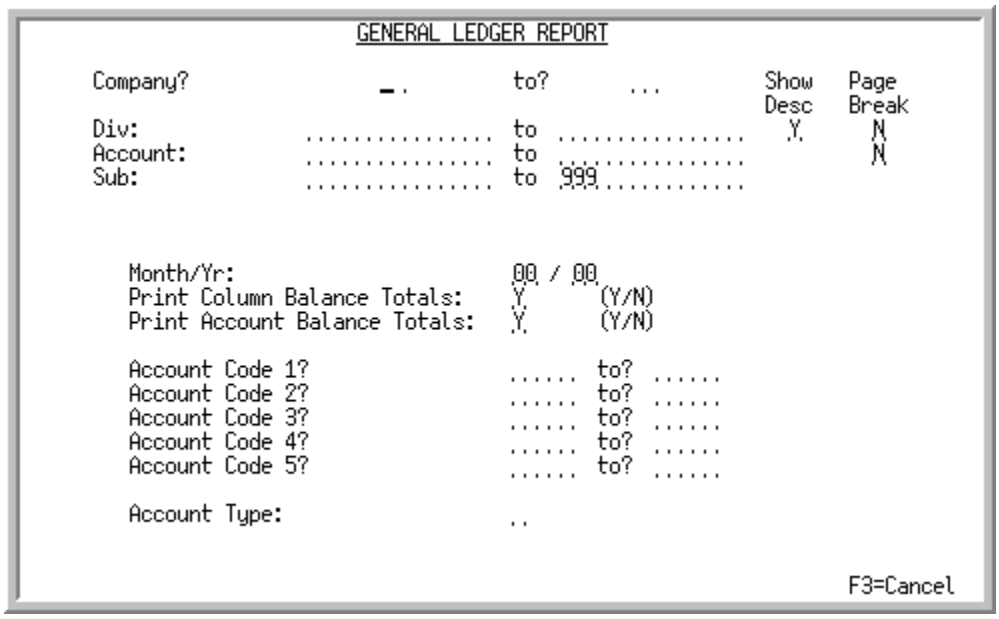
NOTE: The General Ledger Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

General Ledger Reports

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Report Screen	Use to specify limiting criteria for the report.
General Ledger Report	Prints the account information for one fiscal period in one fiscal year.

General Ledger Report Screen



This screen appears after you select the General Ledger Report option from the General Ledger Reports Menu (MENU GLREPT). Use this screen to select the accounts to print on the General Ledger Report (p. 28-6).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

General Ledger Report Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key a range of companies to print on this report. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional

General Ledger Report Screen Fields and Function Keys

Field/Function Key	Description
G/L Account Number Segments	Key the range of account number segments to print. To print all account numbers, leave both fields blank. The account number segments displayed for selection are those that have been specified when defining the G/L account number through G/L Options Maintenance (MENU GLFIL2). **Important** If you have more than one segment, the last segment "to" value will be filled with 9's. If you zero those 9's out, only those accounts with the last segment value of zero will be included on the report. (up to 5 segment rows of 2 @ A 15) Optional
Show Desc	For each general ledger account number segment, this field specifies whether or not you want the description of the segment value to print on the report every time the segment value changes. NOTE: Access to this field is only allowed for those segments that have been defined as edited segments in system options, G/L Options Maintenance (MENU GLFILE). Key Y to print the segment description. The description of the segment that has been entered through Segment Values Maintenance (MENU GLFILE) will print. Key N to suppress printing of the description. *Default Value:* Y (A 1) Required
Page Break	This column is used to determine if a page break should occur when the value of the segment changes. Key Y to print the segment on a new page of the report when the value of the segment changes. Key N to print the segment on the same page (no page break occurs) when the value of the segment changes. NOTE: You cannot use a page break for the last segment of the general ledger account number. *Default Value:* N (A 1) Required

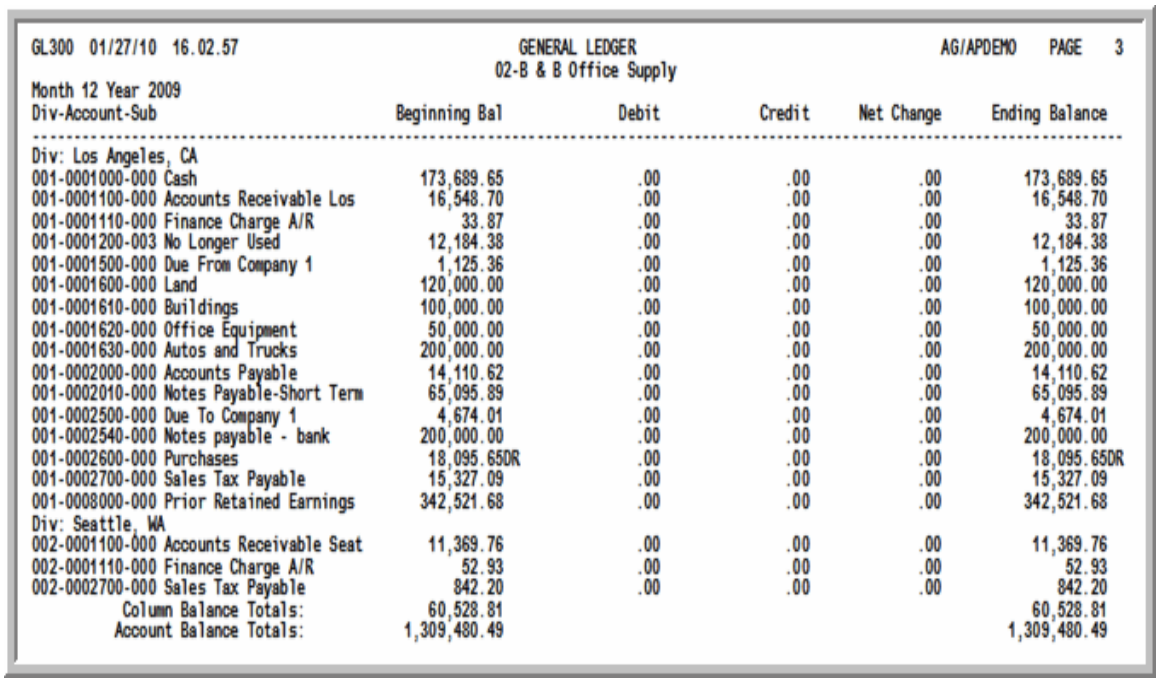
General Ledger Report Screen Fields and Function Keys

Field/Function Key	Description
Month/Yr	This is the month and year for which general ledger information is printed on this report. Valid months are 1 through 14. For companies with 12 period accounting the calendar months and year entered will be converted to the corresponding fiscal period and year. For 13 period accounting, “month” is equivalent to period and “year” is equivalent to the fiscal year. If “month” 14 is entered then “year” will always be the fiscal year. *Valid Values:* Any fiscal month/year which has been defined through Fiscal Calendar Maintenance (MENU GLFIL2). (N 2,0/N 2,0) Required
Column Bal Totals	Use this field to determine if you want to print a totals line on the report that is not based upon the normal account balance, but the result of adding debits and credits down the columns. Key Y to print a totals line. Key N to not print a totals line. *Default Value:* Y (A 1) Required
Acct Bal Totals	Use this field to determine if you want to print a totals line on the report based upon the normal account balance as follows: subtract the value from the total if the account balance is of an opposite type than the normal balance of the account, and add the value to the total if the account balance is the same type as the normal balance of the account. Key Y to print a totals line. Key N to not print a totals line. *Default Value:* Y (A 1) Required
Account Code Ranges	These are the ranges of account codes to print on this report for each account code level (1-5). Key the account codes for an account code level in the From and To fields for that account code level. (5 @ A 5) Optional

General Ledger Report Screen Fields and Function Keys

Field/Function Key	Description
Account Type	Use this field to limit the report to one of the following types of account: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts • Blank will not limit the accounts printed based on account type *Valid Values:* A, L, E, I, Q, blank (A 1) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

General Ledger Report



GL300 01/27/10 16.02.57 — GENERAL LEDGER — AG/APDEMO PAGE 3
02-B & B Office Supply
Month 12 Year 2009

Div-Account-Sub	Beginning Bal	Debit	Credit	Net Change	Ending Balance
Div: Los Angeles, CA					
001-0001000-000 Cash	173,689.65	.00	.00	.00	173,689.65
001-0001100-000 Accounts Receivable Los	16,548.70	.00	.00	.00	16,548.70
001-0001110-000 Finance Charge A/R	33.87	.00	.00	.00	33.87
001-0001200-003 No Longer Used	12,184.38	.00	.00	.00	12,184.38
001-0001500-000 Due From Company 1	1,125.36	.00	.00	.00	1,125.36
001-0001600-000 Land	120,000.00	.00	.00	.00	120,000.00
001-0001610-000 Buildings	100,000.00	.00	.00	.00	100,000.00
001-0001620-000 Office Equipment	50,000.00	.00	.00	.00	50,000.00
001-0001630-000 Autos and Trucks	200,000.00	.00	.00	.00	200,000.00
001-0002000-000 Accounts Payable	14,110.62	.00	.00	.00	14,110.62
001-0002010-000 Notes Payable-Short Term	65,095.89	.00	.00	.00	65,095.89
001-0002500-000 Due To Company 1	4,674.01	.00	.00	.00	4,674.01
001-0002540-000 Notes payable - bank	200,000.00	.00	.00	.00	200,000.00
001-0002600-000 Purchases	18,095.65DR	.00	.00	.00	18,095.65DR
001-0002700-000 Sales Tax Payable	15,327.09	.00	.00	.00	15,327.09
001-0008000-000 Prior Retained Earnings	342,521.68	.00	.00	.00	342,521.68
Div: Seattle, WA					
002-0001100-000 Accounts Receivable Seat	11,369.76	.00	.00	.00	11,369.76
002-0001110-000 Finance Charge A/R	52.93	.00	.00	.00	52.93
002-0002700-000 Sales Tax Payable	842.20	.00	.00	.00	842.20
Column Balance Totals:	60,528.81				60,528.81
Account Balance Totals:	1,309,480.49				1,309,480.49

This report prints following your selections on the General Ledger Report Screen (p. 28-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

This report prints account summary information for the accounts in the fiscal period/year specified on the General Ledger Report Screen (p. 28-2). Account summary information includes total debits, total credits, net change, beginning and ending balance information, and column and account balance totals. Use this report to summarize the activity of general ledger accounts for one period.

NOTE: All dates will display in the Default Date Format for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).

General Ledger Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
(Edited Segment Values)	If there are G/L Segment Values defined through Segment Values Maintenance (MENU GLFILE) and the report selection criteria to **Show Desc** is Y, the segment description will print followed by the segment value description before the first G/L account that matches that description. These fields will be exported to Excel .tsv reports: **Text 1 Segment Value, Text 2 Segment Value, Text 3 Segment Value, Text 4 Segment Value, Text 5 Segment Value**.
G/L Account Number	The account numbers which have been selected on the General Ledger Report Screen (p. 28-2). The account number and the heading for this column are printed in the account number format as established through G/L Options Maintenance (MENU GLFIL2). The first account description line is printed in an untitled column to the right of the account number. These fields will be exported to Excel .tsv reports: **G/L Account Heading, GL Account Description**.
Beginning Bal	The balance of each account as of the first day of the selected fiscal period. These fields will be exported to Excel .tsv reports: **Beginning Balance, Beginning Balance Debit/Credit Code**.
Debit	The total debit amount accumulated in the selected fiscal period for each account. The **Debit Amount** field will be exported to Excel .tsv reports.
Credit	The total credit amount accumulated in the selected fiscal period for each account. The **Credit Amount** field will be exported to Excel .tsv reports.

General Ledger Report

Report/Listing Fields	Description
Net Change	The net change between the total debit and the total credit amount for each account for the selected period. "CR" is printed after this value if the account has a normal debit balance and has a credit balance for this report. "DR" is printed after this value if the account has a normal credit balance and has a debit balance for this report. These fields will be exported to Excel .tsv reports: **Net Change, Net Change Debit/Credit Code**.
Ending Balance	The balance of each account as of the last day of the fiscal period. "CR" is printed after this value of the account has a normal debit balance and has a credit balance for this report. "DR" is printed after this value if the account has a normal credit balance and has a debit balance for this report. These fields will be exported to Excel .tsv reports: **Ending Balance, Ending Balance Debit/Credit Code**.
Column Balance Totals	The net calculation of debits and credits.
Account Balance Totals	This total is based on balance of account in relation to the assigned normal balance. For example, a debit balance in a debit balance account (i.e. asset account) will add to the total and a credit balance in this same account will be subtracted.

CHAPTER 29

Printing the General Ledger Detail Report

29

Use the General Ledger Detail option to print the General Ledger Detail Report (p. 29-6) and/or the General Ledger Summary Report (p. 29-10). The detailed report prints detail information for a range of general ledger accounts within a range of fiscal periods and years. The summary report prints summary information for a range of accounts within a range of fiscal periods and years.

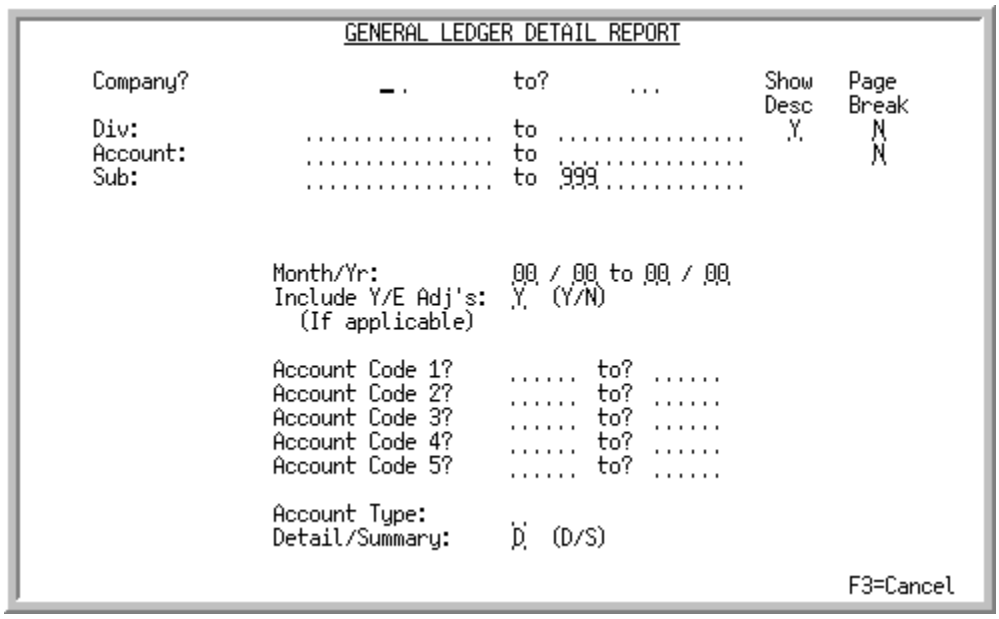
NOTE: The General Ledger Detail Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

General Ledger Detail Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Detail Report Screen	Use to specify limiting criteria for the reports and select whether to print the summary or detail report.
General Ledger Detail Report	Prints the detailed account information for the fiscal periods/years.
General Ledger Summary Report	Prints summary account information for the fiscal periods/years.

General Ledger Detail Report Screen



This screen appears after you select the General Ledger Detail option from the General Ledger Reports Menu (MENU GLREPT). Use this screen to select the accounts and the periods to print on the General Ledger Detail Report (p. 29-6) or the General Ledger Summary Report (p. 29-10). Also, use this screen to select which report format, detail or summary, to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

General Ledger Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key a range of companies to print. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional

General Ledger Detail Report Screen Fields and Function Keys

Field/Function Key	Description
G/L Account Number Segments	Key the range of account number segments to print. For all accounts, leave this field blank. The account number segments displayed for selection were specified when defining the G/L account number through G/L Options Maintenance (MENU GLFIL2). **Important** If you have more than one segment, the last segment "to" value will be filled with 9's. If you zero those 9's out, only those accounts with the last segment value of zero will be included on the report. (2 @ N 15,0) Optional
Show Desc	For each general account number segment, this field specifies whether or not you want the description of the segment value to print on either report every time the segment value changes. NOTE: Access to this field is only allowed for those segments that have been defined as edited segments in system options, G/L Options Maintenance (MENU GLFIL2). Key Y to print the segment description. The description of the segment that has been entered through Segment Values Maintenance (MENU GLFILE) will print. Key N to suppress printing of the description. *Default Value:* Y (A 1) Required
Page Break	This column is used to determine if a page break should occur when the value of the segment changes. Key Y to print the segment on a new page of either report when the value of the segment changes. Key N to print the segment on the same page (no page break occurs) when the value of the segment changes. NOTE: You cannot use a page break for the last segment of the G/L account number. *Default Value:* N (A 1) Required

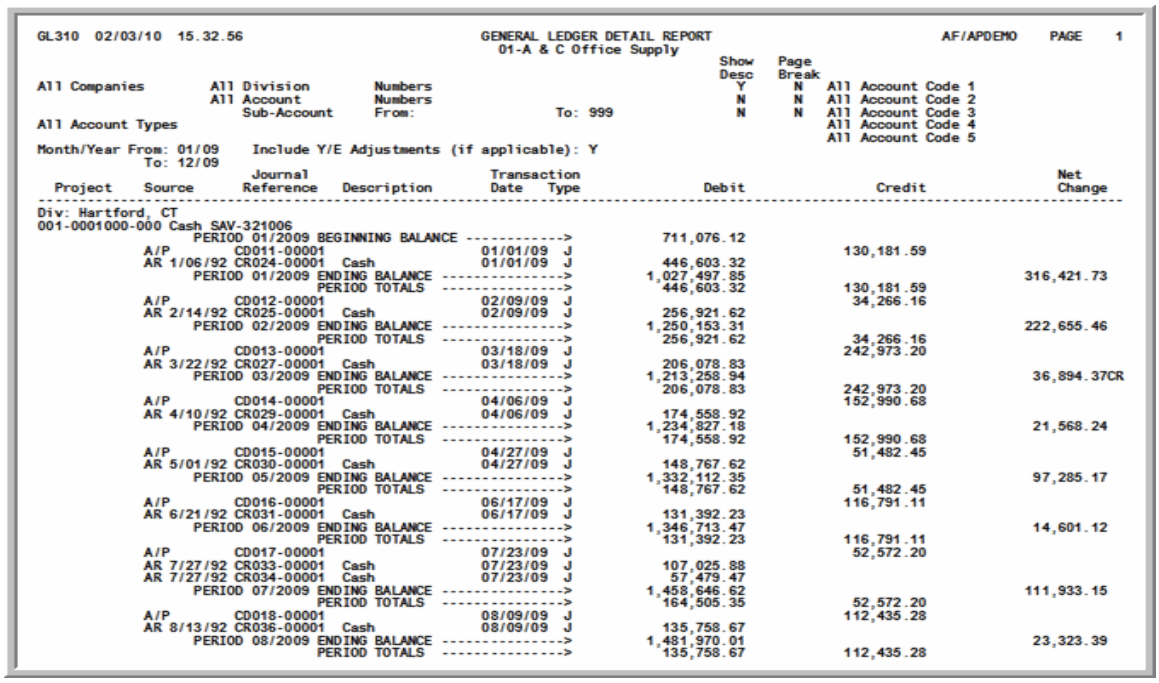
General Ledger Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Month/Yr	This is the range of fiscal periods and years for which general ledger information is printed on either report. Valid months are 1 through 14. For companies with 12 period accounting the calendar months and year entered will be converted to the corresponding fiscal period and year. For 13 period accounting, "month" is equivalent to period and "yr" is equivalent to fiscal year. If "month" 14 is entered then "yr" will always be the fiscal year. *Valid Values:* 1 - 14 (N 2,0/N 2,0) Required
Include Y/E Adj's (if applicable)	Used to determine if year-end adjustments (period 14) should be included on either report where applicable (i.e. the range of periods includes the last period of the fiscal year). Key Y to show year-end adjustments on either report. Key N if you do not want to include year-end adjustments (period 14) on either report, even if the range of periods begins with, ends with, or contains period 14. *Default Value:* Y (A 1) Optional
Account Code Ranges	These are the ranges of account codes to print on this report for each account code level (1-5). Key the account codes for an account code level in the From and To fields for that account code level. (10 @ A 5) Optional
Account Type	Use this field to limit either report to one of the following types of account: • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts • Blank will not limit the accounts printed based on account type *Valid Values:* A, L, E, I, Q (A 1) Optional
Detail/Summary	Use this field to determine if either the General Ledger Detail Report (p. 29-6) or the General Ledger Summary Report (p. 29-10) should be printed. Key D to print the General Ledger Detail Report (p. 29-6). Key S to print the General Ledger Summary Report (p. 29-10). *Default Value:* D (A 1) Required

General Ledger Detail Report Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

General Ledger Detail Report



GL310 02/03/10 15.32.56 GENERAL LEDGER DETAIL REPORT AF/APDEMO PAGE 1
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			Show Desc	Page Break	
All Companies	All Division	Numbers	Y	N	All Account Code 1
	All Account	Numbers	N	N	All Account Code 2
	Sub-Account	From: To: 999	N	N	All Account Code 3
All Account Types					All Account Code 4
					All Account Code 5

Month/Year From: 01/09 Include Y/E Adjustments (if applicable): Y
To: 12/09

Project	Source	Journal Reference	Description	Transaction Date	Type	Debit	Credit	Net Change
Div: Hartford, CT								
001-0001000-000 Cash SAV-321006								
			PERIOD 01/2009 BEGINNING BALANCE ---------->			711,076.12		
	A/P	CD011-00001		01/01/09	J		130,181.59	
	AR 1/06/92	CR024-00001	Cash	01/01/09	J	446,603.32		
			PERIOD 01/2009 ENDING BALANCE ---------->			1,027,497.85		316,421.73
			PERIOD TOTALS ---------->			446,603.32	130,181.59	
	A/P	CD012-00001		02/09/09	J		34,266.16	
	AR 2/14/92	CR025-00001	Cash	02/09/09	J	256,921.62		
			PERIOD 02/2009 ENDING BALANCE ---------->			1,250,153.31		222,655.46
			PERIOD TOTALS ---------->			256,921.62	34,266.16	
	A/P	CD013-00001		03/18/09	J		242,973.20	
	AR 3/22/92	CR027-00001	Cash	03/18/09	J	206,078.83		
			PERIOD 03/2009 ENDING BALANCE ---------->			1,213,258.94		36,894.37CR
			PERIOD TOTALS ---------->			206,078.83	242,973.20	
	A/P	CD014-00001		04/06/09	J		152,990.68	
	AR 4/10/92	CR029-00001	Cash	04/06/09	J	174,558.92		
			PERIOD 04/2009 ENDING BALANCE ---------->			1,234,827.18		21,568.24
			PERIOD TOTALS ---------->			174,558.92	152,990.68	
	A/P	CD015-00001		04/27/09	J		51,482.45	
	AR 5/01/92	CR030-00001	Cash	04/27/09	J	148,767.62		
			PERIOD 05/2009 ENDING BALANCE ---------->			1,332,112.35		97,285.17
			PERIOD TOTALS ---------->			148,767.62	51,482.45	
	A/P	CD016-00001		06/17/09	J		116,791.11	
	AR 6/21/92	CR031-00001	Cash	06/17/09	J	131,392.23		
			PERIOD 06/2009 ENDING BALANCE ---------->			1,346,713.47		14,601.12
			PERIOD TOTALS ---------->			131,392.23	116,791.11	
	A/P	CD017-00001		07/23/09	J		52,572.20	
	AR 7/27/92	CR033-00001	Cash	07/23/09	J	107,025.88		
	AR 7/27/92	CR034-00001	Cash	07/23/09	J	57,479.47		
			PERIOD 07/2009 ENDING BALANCE ---------->			1,458,646.62		111,933.15
			PERIOD TOTALS ---------->			164,505.35	52,572.20	
	A/P	CD018-00001		08/09/09	J		112,435.28	
	AR 8/13/92	CR036-00001	Cash	08/09/09	J	135,758.67		
			PERIOD 08/2009 ENDING BALANCE ---------->			1,481,970.01		23,323.39
			PERIOD TOTALS ---------->			135,758.67	112,435.28	

This report prints following your selections and choosing **Detail/Summary** of D on the General Ledger Detail Report Screen (p. 29-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

This report prints detail information for a range of general ledger accounts within a range of fiscal periods/years. Detail information consists of information which has been keyed during Transaction Entry (MENU GLMAIN). This includes project, transaction source, journal reference number, transaction description, transaction date, transaction type, debit amount, credit amount, and net change amount. Beginning and ending balance information is printed for each period for each account.

NOTE: All dates will display in the Default Date Format for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).

General Ledger Detail Report

Report Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
(Edited Segment Values)	If there are G/L Segment Values defined through Segment Values Maintenance (MENU GLFILE) and the report selection criteria to **Show Desc** is Y, the segment description will print followed by the segment value description before the first G/L account that matches that description. These fields will be exported to Excel .tsv reports: **Text 1 Segment Value, Text 2 Segment Value, Text 3 Segment Value, Text 4 Segment Value, Text 5 Segment Value**.
Beginning Balance	The beginning balance of this account for the periods selected. The amount is printed in either the **Debit** or **Credit** column depending whether the beginning balance is a debit balance or a credit balance. The net change of the account from the previous period is printed in the **Net Change** column. This row is printed once for each period which has been selected for each account printed.
Project	The project ID entered for a detail transaction during Transaction Entry (MENU GLMAIN) or Voucher Entry (MENU APMAIN). This field is informational only. The **Project ID** field will be exported to Excel .tsv reports.
Source	The source that was keyed for this detail transaction during Transaction Entry (MENU GLMAIN). This field is used as a reference for the general journal from which this transaction occurred. For example, the transaction may be from an opening entry, cash receipts, miscellaneous cash, or a sales journal. A value is printed in this column when a line for a detail transaction is printed. The **Transaction Source** field will be exported to Excel .tsv reports.

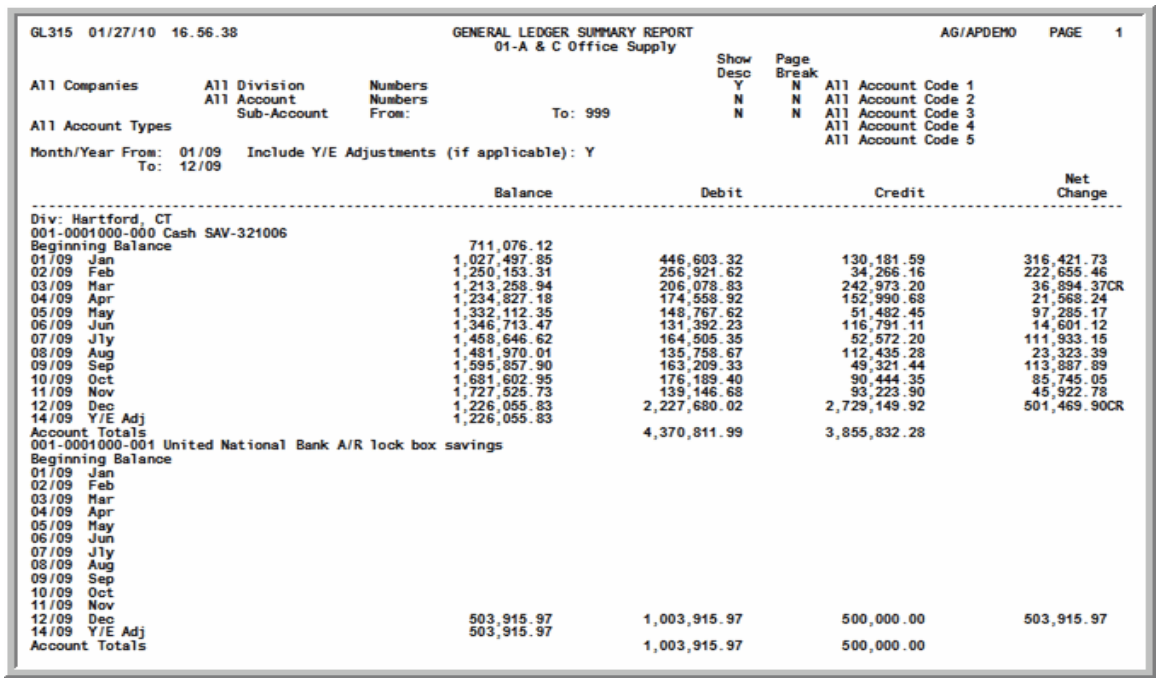
General Ledger Detail Report

Report Field	Description
Journal Reference	The journal reference number which was assigned to this detail transaction during the Post Transactions (MENU GLMAIN). The first segment of the journal reference number is assigned to one transaction group. A separate journal reference number is assigned to reversing entries generated from a Transaction Group. The prefix to the first segment of the journal reference numbers GJ for transactions which have been keyed through Transaction Entry (MENU GLMAIN). The second segment of the journal reference number is assigned sequentially to each detail transaction in a transaction group. This segment is always 00001 for the first detail transaction in a transaction group. A value is printed in this column when a line for a detail transaction is printed. The **Journal Reference** field will be exported to Excel .tsv reports.
Description	The transaction description which was keyed for this detail transaction during Transaction Entry (MENU GLMAIN). A value is printed in this column when a line for a detail transaction is printed. If an extended transaction description was keyed during Transaction Entry, that description is printed in this column in the rows following the detail transaction. The **Transaction Description** field will be exported to Excel .tsv reports.
Transaction Date/Type	The transaction date and the transaction type keyed through Transaction Entry (MENU GLMAIN). The transaction type is J for a journal entry, R for a reversing entry, A for an adjusting entry, and Y for a year-end adjusting entry. A value is printed in this column when a line for a detail transaction is printed. These fields will be exported to Excel .tsv reports: **Transaction Date, Transaction Type**.
Debit	The debit dollar amounts for an account or detail transaction. When printed on the *Beginning Balance* or *Ending Balance* line of the report, a debit value is printed in this column when a debit balance exists. When printed on a line for a detail transaction on the report, the debit amount keyed during Transaction Entry (MENU GLMAIN) for this detail transaction is printed. The **Debit Amount** field will be exported to Excel .tsv reports.

General Ledger Detail Report

Report Field	Description
Credit	The credit dollar amounts for an account or detail transaction. When printed on the *Beginning Balance* or *Ending Balance* line of the report, a credit value is printed in this column when a credit balance exists. When printed on a line for a detail transaction on the report, the credit amount keyed for during Transaction Entry (MENU GLMAIN) for this detail transaction is printed. The **Credit Amount** field will be exported to Excel .tsv reports.
Net Change	The net change between the total debit and the total credit amount for each period. A value is printed in this column for the *Beginning Balance* and *Ending Balance* lines only. These fields will be exported to Excel .tsv reports: **Net Change, Net Change Debit/Credit Code**.
G/L Account	The account number and description of the G/L Account for which detail information is printed on this report. Following this line are the detail transactions keyed during Transaction Entry (MENU GLMAIN) for each period selected. These fields will be exported to Excel .tsv reports: **G/L Account Number, G/L Account Description 1**.
Ending Balance	The ending balance of this account for the periods selected. The amount is printed in either the *Debit* or *Credit* column depending whether the ending balance is a debit balance or a credit balance. Also, the net change of the account from the previous period is printed in the *Net Change* column. This row is printed once for each period which has been selected for each account printed.

General Ledger Summary Report



GL315 01/27/10 16.56.38 GENERAL LEDGER SUMMARY REPORT AG/APDEMO PAGE 1
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			Show Desc	Page Break	
All Companies	All Division	Numbers	Y	N	All Account Code 1
	All Account	Numbers	N	N	All Account Code 2
	Sub-Account	From: To: 999	N	N	All Account Code 3
All Account Types					All Account Code 4
					All Account Code 5

Month/Year From: 01/09 Include Y/E Adjustments (if applicable): Y
To: 12/09

	Balance	Debit	Credit	Net Change
Div: Hartford, CT				
001-0001000-000 Cash SAV-321006				
Beginning Balance	711,076.12			
01/09 Jan	1,027,497.85	446,603.32	130,181.59	316,421.73
02/09 Feb	1,250,153.31	256,921.62	34,266.16	222,655.46
03/09 Mar	1,213,258.94	206,078.83	242,973.20	36,894.37CR
04/09 Apr	1,234,827.18	174,558.92	152,990.68	21,568.24
05/09 May	1,332,112.35	148,767.62	51,482.45	97,285.17
06/09 Jun	1,346,713.47	131,392.23	116,791.11	14,601.12
07/09 Jly	1,458,646.62	164,505.35	52,572.20	111,933.15
08/09 Aug	1,481,970.01	135,758.67	112,435.28	23,323.39
09/09 Sep	1,595,857.90	163,209.33	49,321.44	113,887.89
10/09 Oct	1,681,602.95	176,189.40	90,444.35	85,745.05
11/09 Nov	1,727,525.73	139,146.68	93,223.90	45,922.78
12/09 Dec	1,226,055.83	2,227,680.02	2,729,149.92	501,469.90CR
14/09 Y/E Adj	1,226,055.83			
Account Totals		4,370,811.99	3,855,832.28	
001-0001000-001 United National Bank A/R lock box savings				
Beginning Balance				
01/09 Jan				
02/09 Feb				
03/09 Mar				
04/09 Apr				
05/09 May				
06/09 Jun				
07/09 Jly				
08/09 Aug				
09/09 Sep				
10/09 Oct				
11/09 Nov				
12/09 Dec	503,915.97	1,003,915.97	500,000.00	503,915.97
14/09 Y/E Adj	503,915.97			
Account Totals		1,003,915.97	500,000.00	

This report prints following your selections and choosing **Detail/Summary** of S on the General Ledger Detail Report Screen (p. 29-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

This report prints account summary information for a range of accounts over a range of fiscal periods and years. Summary information includes balance, debit, credit, and net change information for an account in a period.

General Ledger Summary Report

Report Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.

General Ledger Summary Report

Report Field	Description
(Edited Segment Values)	If there are G/L Segment Values defined through Segment Values Maintenance (MENU GLFILE) and the report selection criteria to **Show Desc** is Y, the segment description will print followed by the segment value description before the first G/L account that matches that description. These fields will be exported to Excel .tsv reports: **Text 1 Segment Value, Text 2 Segment Value, Text 3 Segment Value, Text 4 Segment Value, Text 5 Segment Value**.
G/L Account	The account number and description of the general ledger account for which summary information is printed on this report. Following this line are the periods which have been selected and the associated summary information for each period. If no activity occurred in an account for a period, the transaction description for the period number/name is not printed. These fields will be exported to Excel .tsv reports: **G/L Account Number, Description, Transaction Description**.
Balance	The beginning balance of this account line for the indicated period. A value is printed in this column once for each period which has been selected for each account. The **Balance** field will be exported to Excel .tsv reports.
Debit	The total dollar amount for debit transactions made against this account in the indicated period. The **Debit Amount** field will be exported to Excel .tsv reports.
Credit	The total dollar amount for credit transactions made against this account in the indicated period. The **Credit Amount** field will be exported to Excel .tsv reports.
Net Change	The net change between the total debit and the total credit amounts for the indicated period. These fields will be exported to Excel .tsv reports: **Net Change, Net Change Debit/Credit Code.**

CHAPTER 30

Printing the Account Balance Listing

30

Use the Account Balance Listing option to print the Account Balance Listing (p. 30-5) which you can use to verify the accuracy of account balances after beginning balances have been entered. You can also run this option if a period is not in balance when account balances are initially loaded through Load Beginning Account Balances (MENU GLMAST).

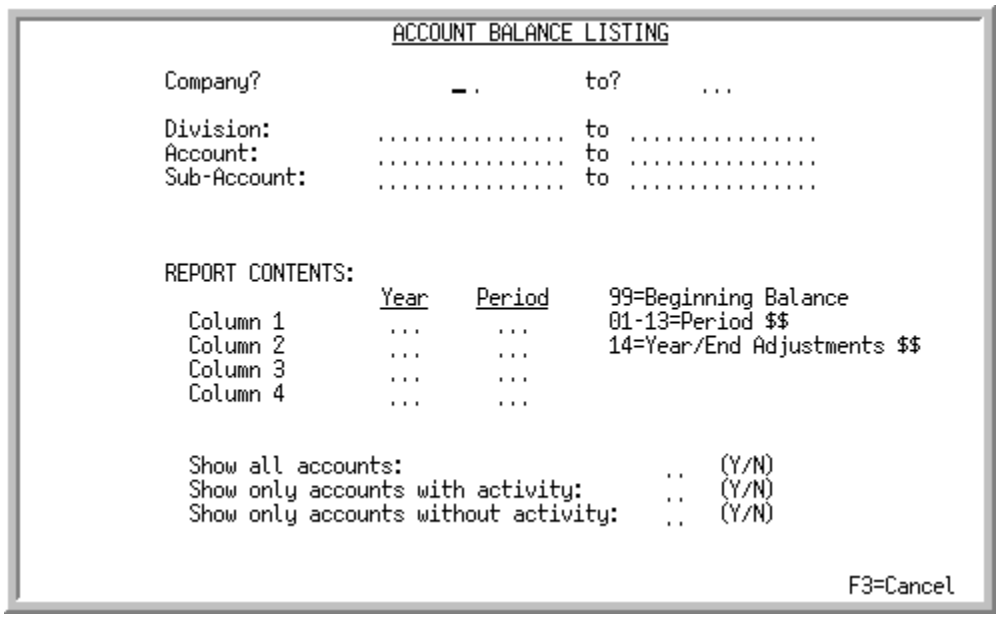
NOTE: This option is only applicable if you are loading accounts by net change.

Account Balance Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Account Balance Listing Selection Screen	Use to specify limiting criteria for the account balance listing.
Account Balance Listing	Prints the account balances for accounts that match the limiting criteria.

Account Balance Listing Selection Screen



This screen appears after you select option 3 - Account Balance Listing from the General Ledger Reports Menu (MENU GLREPT). Use this screen to select the companies, accounts, fiscal years and periods for which the Account Balance Listing (p. 30-5) will print. You may select to print for company ranges, and/or G/L account number segment ranges.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Account Balance Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies to print on the report. Key the company number or range of companies to print. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional

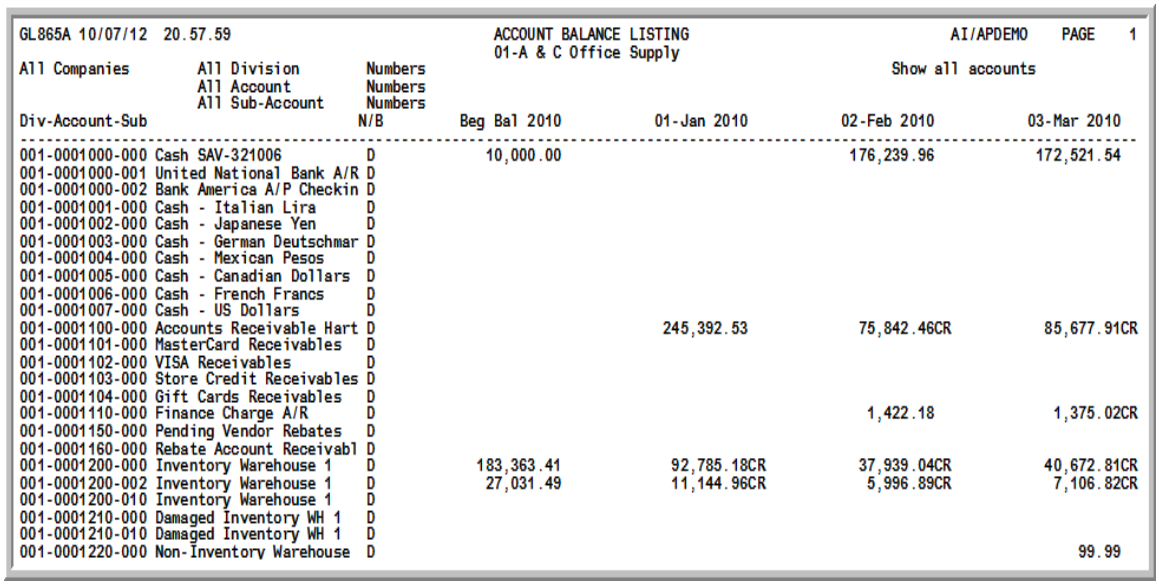
Account Balance Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
G/L Account Number segments	These are the G/L account number segments as defined in G/L Options Maintenance (MENU GLFIL2). Key a range of G/L account number segments to print on the report. You may select an individual or a range of account number segments. To select one account, key that account number in the **FROM** column field for each segment. (2 @ A 25) Optional
Year	Key up to four fiscal years, provided that you have four years of account balance history [as keyed through Load Beginning Account Balances (MENU GLMAST)]. NOTE: You are required to key only the last two digits of the fiscal year; for example, fiscal year 2011 would be keyed as 11. *Valid Values:* Any fiscal year which has been defined through Fiscal Calendar Maintenance (MENU GLFIL2) (4 @ N 2,0) Required
Period	This field reflects the fiscal periods in the selected fiscal year to print in the corresponding columns. You may key up to four fiscal periods (one for each specified fiscal year). Key 99 to print the beginning balance of the selected account(s) for the specified fiscal year. Key the number of the period (01-13) to print the balance amount of the selected accounts for the specified fiscal period. Key 14 to print the balance of the account of year-end adjustments for the specified fiscal year. (4 @ N 2,0) Required
Show all accounts	Used to determine if all accounts selected in the G/L account number segment FROM/TO range, whether active or not active, should print on this report. Key Y to print the report for active and inactive accounts which have been selected. Key N to print the report for either active accounts or inactive accounts. Indicate whether you want to print this report for active or inactive accounts in the **Show only accounts with activity** field and the **Show only accounts without activity** field. NOTE: This field and the **Show only accounts with activity** and **Show only accounts without activity** fields cannot all be N; and only one of these fields can be Y. (A 1) Required

Account Balance Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Show only accounts with activity	Used to determine if only active accounts which have been selected in the G/L account number segment FROM/TO range should print on this report. Key Y to print the report for only active accounts which have been selected. Key N to print the report for either all accounts or inactive accounts. NOTE: This field and the **Show all accounts** and **Show only accounts without activity** fields cannot all be N; and only one of these fields can be Y. (A 1) Required
Show only accounts without activity	Used to determine if only inactive accounts selected in the G/L account number segment FROM/TO range should print on this report. Key Y to print the report for only inactive accounts which have been selected in the G/L account number segment FROM/TO range. Key N to print the report for either all accounts or active accounts. NOTE: This field and the **Show all accounts** and **Show only accounts with activity** fields cannot all be N; and only one of these fields can be Y. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER after keying your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

Account Balance Listing



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01-A & C Office Supply

All Companies — All Division Numbers — Show all accounts
All Account Numbers
All Sub-Account Numbers

Div-Account-Sub	N/B	Beg Bal 2010	01-Jan 2010	02-Feb 2010	03-Mar 2010
001-0001000-000 Cash SAV-321006	D	10,000.00		176,239.96	172,521.54
001-0001000-001 United National Bank A/R	D				
001-0001000-002 Bank America A/P Checkin	D				
001-0001001-000 Cash - Italian Lira	D				
001-0001002-000 Cash - Japanese Yen	D				
001-0001003-000 Cash - German Deutschmar	D				
001-0001004-000 Cash - Mexican Pesos	D				
001-0001005-000 Cash - Canadian Dollars	D				
001-0001006-000 Cash - French Francs	D				
001-0001007-000 Cash - US Dollars	D				
001-0001100-000 Accounts Receivable Hart	D		245,392.53	75,842.46CR	85,677.91CR
001-0001101-000 MasterCard Receivables	D				
001-0001102-000 VISA Receivables	D				
001-0001103-000 Store Credit Receivables	D				
001-0001104-000 Gift Cards Receivables	D				
001-0001110-000 Finance Charge A/R	D			1,422.18	1,375.02CR
001-0001150-000 Pending Vendor Rebates	D				
001-0001160-000 Rebate Account Receivabl	D				
001-0001200-000 Inventory Warehouse 1	D	183,363.41	92,785.18CR	37,939.04CR	40,672.81CR
001-0001200-002 Inventory Warehouse 1	D	27,031.49	11,144.96CR	5,996.89CR	7,106.82CR
001-0001200-010 Inventory Warehouse 1	D				
001-0001210-000 Damaged Inventory WH 1	D				
001-0001210-010 Damaged Inventory WH 1	D				
001-0001220-000 Non-Inventory Warehouse	D				99.99

This report prints after you pressing ENTER from the Report Options Screen. Use this report to verify the accuracy of account balances after beginning balances have been entered.

Account Balance Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
G/L Account	The G/L account number and column heading are printed in the format defined through G/L Options Maintenance (MENU GLFIL2). The description is printed to the right of the G/L account number.
N/B	The normal balance of the account: D is printed if the normal balance of the account is a debit balance. C is printed if the normal balance of the account is a credit balance.
Period-Year Balance	The balance of the account for the period and fiscal year indicated in the column heading. One to four columns may be printed, depending on how many columns you selected for this report on the Account Balance Listing Selection Screen (p. 30-2). If the amount printed in this column is not the normal balance of the account, then the abbreviation **DR** (debit) or **CR** (credit) will print to the right of the amount.

CHAPTER 31

Reprinting General Ledger Journals Reprint

31

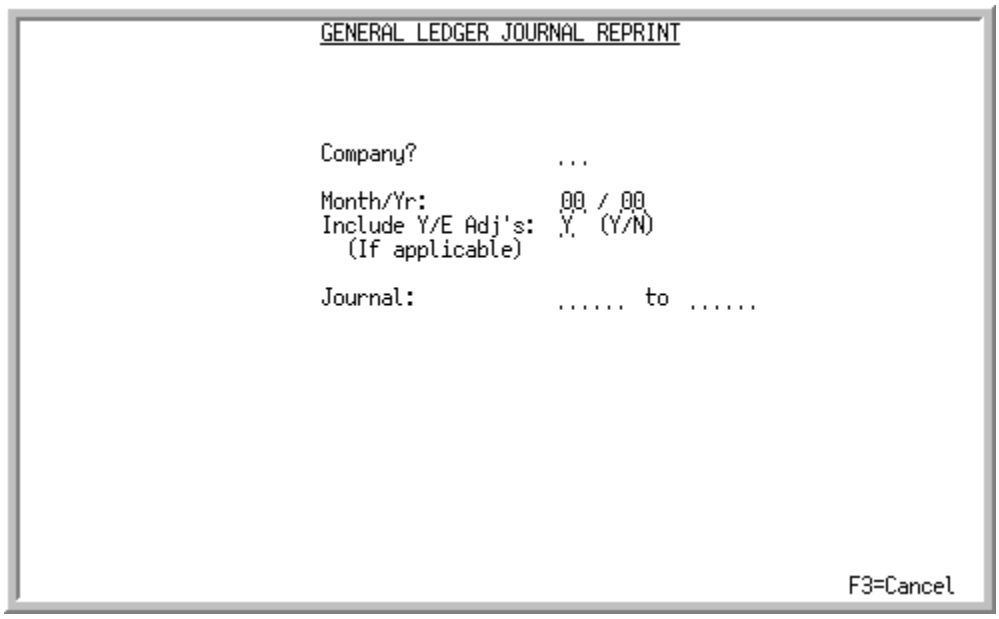
Use the General Ledger Journal Reprint option to print the G/L Journal Reprint (p. 31-4), a journal of transactions which were posted during the Post Transactions (MENU GLMAIN) similar to the G/L Transaction Post Journal (p. 8-7), which prints after posting a transaction group.

General Ledger Journal Reprint

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Journal Reprint Selection Screen	Use to specify limiting criteria for the journal reprint.
G/L Journal Reprint	Prints the detailed transaction for each posted transaction group that matches the limiting criteria.

General Ledger Journal Reprint Selection Screen



This screen appears after selecting option 4 - General Ledger Journal Reprint from the General Ledger Report Menu (MENU GLREPT). Use this screen to select the company, period, and range of journals for the journal reprint.

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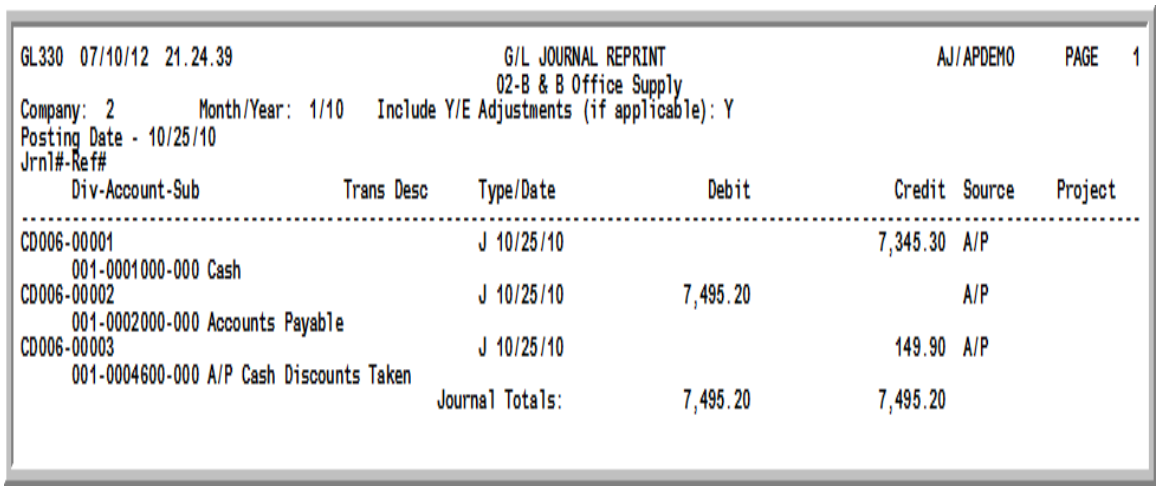
General Ledger Journal Reprint Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company for which general ledger journal information will print on the G/L Journal Reprint (p. 31-4). *Default Value:* Default Company set up for Distribution A+. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

General Ledger Journal Reprint Selection Screen Fields and Function Keys

Field/Function Key	Description
Month/Yr	The fiscal period and year for which general ledger journal information will print on the G/L Journal Reprint (p. 31-4). Journals posted during the month/year you enter will print. For companies with 12 period accounting the calendar month and year entered will be converted to the corresponding fiscal period and year. For 13 period accounting, **Month** is equivalent to period and **Yr** is equivalent to fiscal year. *Valid Values:* • 1-12, for 12 period accounting • 1-13, for 13 period accounting (N 2,0 / N 2,0) Required
Include Y/E Adj's	Use this field if you wish to print year-end adjustments on the G/L Journal Reprint (p. 31-4). Key Y if the month/year is the last fiscal period of your fiscal calendar, and you want year-end adjustments to print on this report. Key N if you do not wish to print year-end adjustments. *Default Value:* Y (N 1,0) Required
Journal	The range of journal numbers to reprint on the G/L Journal Reprint (p. 31-4). A journal number is assigned to one transaction group when the transaction group has successfully posted through Post Transactions (MENU GLMAIN). A separate journal number is assigned to reversing entries generated from a transaction group. The prefix of the journal number is GJ for transactions which have been keyed through Transaction Entry (MENU GLMAIN). (2 @ A 5) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L Journal Reprint



```
GL330  07/10/12  21.24.39                    G/L JOURNAL REPRINT                          AJ/APDEMO     PAGE    1
                                             02-B & B Office Supply
Company:  2         Month/Year:  1/10    Include Y/E Adjustments (if applicable): Y
Posting Date - 10/25/10
Jrnl#-Ref#
     Div-Account-Sub                Trans Desc     Type/Date              Debit             Credit  Source     Project
-------------------------------------------------------------------------------------------------------------------------
CD006-00001                                        J 10/25/10                            7,345.30  A/P
     001-0001000-000 Cash
CD006-00002                                        J 10/25/10           7,495.20                   A/P
     001-0002000-000 Accounts Payable
CD006-00003                                        J 10/25/10                              149.90  A/P
     001-0004600-000 A/P Cash Discounts Taken
                                                 Journal Totals:         7,495.20          7,495.20
```

The G/L Journal Reprint prints each detail transaction for each posted transaction group which has been selected. Transaction group totals are printed at the bottom of the report.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

G/L Journal Reprint Field Keys

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Jrnl#-Ref#	A journal reference number is assigned to each detail transaction during the Post Transactions (MENU GLMAIN). The first segment of the journal reference number is assigned to one transaction group. A separate journal number is assigned to reversing entries generated from a Transaction Group. The prefix to the journal number is **GJ** for transactions which have been keyed through Transaction Entry (MENU GLMAIN). The second segment of the journal reference number is assigned sequentially to each detail transaction in a transaction group. This segment is always 00001 for the first detail transaction in a transaction group.

G/L Journal Reprint Field Keys

Report/Listing Fields	Description
G/L Account	The G/L account number keyed for this detail transaction. It is displayed in the format specified in G/L Options Maintenance (MENU GLFIL2). The description is also printed.
Trans Desc	The description of the account entered for this detail transaction. If an extended transaction description has been entered during Transaction Entry (MENU GLMAIN), the extended transaction description is printed below this detail line in the G/L account number and transaction description columns.
Type/Date	The transaction type and the transaction date for this detail transaction. The transaction type is one of the following: • **J** for a journal entry • **R** for a reversing entry • **A** for an adjusting entry • **Y** for a year-end adjusting entry
Debit	The debit dollar amount which was entered for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction in a transaction group.
Credit	The credit dollar amount which was entered for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction in a transaction group.
Source	The source that was keyed for this detail transaction.
Project	The project that was keyed for this detail transaction.

CHAPTER 32

Printing Selective General Ledger Journal Reports

32

Use the GL Selective Journal Report option on the General Ledger Reports Menu (MENU GLREPT) to print detailed or summary GL Selective Journal Reports, reports which show all transactions against all or selected general ledger accounts for a specified range of periods, and for a given journal or journals. Selecting journal types allows you to track information relating to a specific area, for example, selecting journal type SJ (Sales Journal) will provide you with accounts for sales. The detailed version of the report includes debit and credit information. The summary version of the report includes period and account totals for each account. Net change amounts for account totals print on both reports.

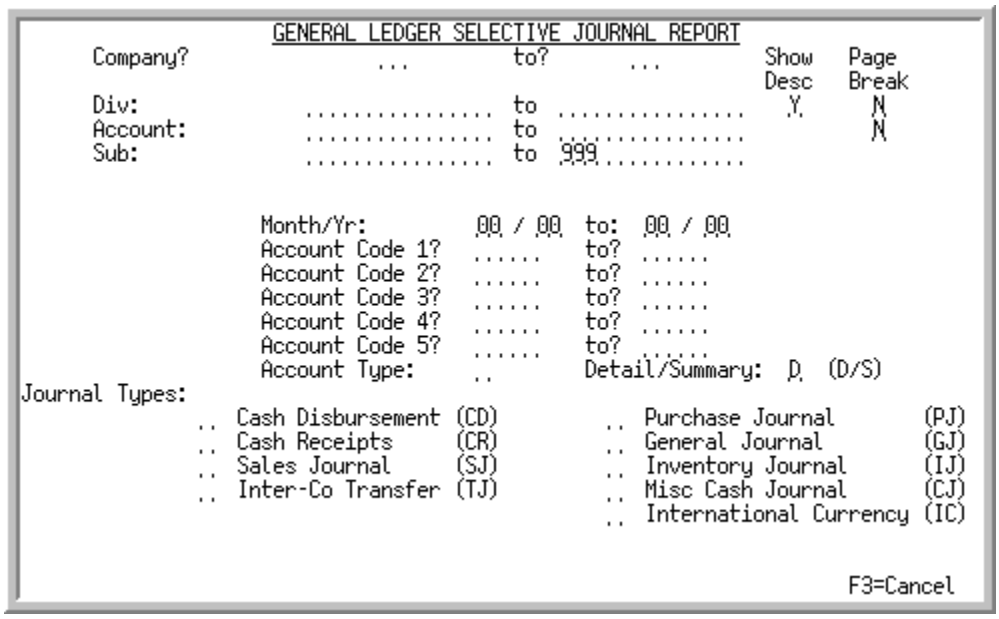
The general ledger accounts are selected by segment value, account code, account type, and journal type.

GL Selective Journal Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
General Ledger Selective Journal Report Screen	Use to specify the accounts and journal types to include in the report.
General Ledger Selective Journal Summary Report	Prints summary journal information for the selected journals and accounts.
General Ledger Selective Journal Detail Report	Prints detailed information for the selected journals and accounts.

General Ledger Selective Journal Report Screen



This screen appears after you select option 5 - GL Selective Journal Report from the General Ledger Reports Menu (MENU GLREPT). Use this screen to select the accounts, periods, and journal types to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

General Ledger Selective Journal Report Screen Fields and Function Keys

Field/Function Key	Description
Company	This field determines the companies to print. Key the desired company range or leave blank to print all companies. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional

General Ledger Selective Journal Report Screen Fields and Function Keys

Field/Function Key	Description
G/L Account Number Segments	Key the range of account number segments to print. To print all account numbers, leave the from and to fields blank. The account number segments displayed for selection are those that have been specified when defining the general ledger account number set up through G/L Options Maintenance (MENU GLFIL2). **Important** If you have more than one segment, the last segment "to" value will be filled with 9's. If you zero those 9's out, only those accounts with the last segment value of zero will be included on the report. 2 @ up to 5 segments (A 25) Optional
Show Desc	This column is used to determine if the segment description will print on the report. This field is displayed only for segments which are determined to be edited through G/L Options Maintenance (MENU GLFIL2). The actual descriptions are created through Segment Values Maintenance (MENU GLFILE). Key Y to print the description of the edited account number segment on the report. Key N to suppress printing of the description of the edited account number segment on the report. *Default Value:* Y up to 5 @ (A 1) Required
Page Break	This column is used to determine if a page break should occur when the value of the segment changes. Key Y to print the segment on a new page of the report when the value of the segment changes. Key N to print the segment on the same page (no page break occurs) when the value of the segment changes. NOTE: You cannot use a page break for the last segment of the G/L account number. *Default Value:* N up to 4 @ (A 1) Required

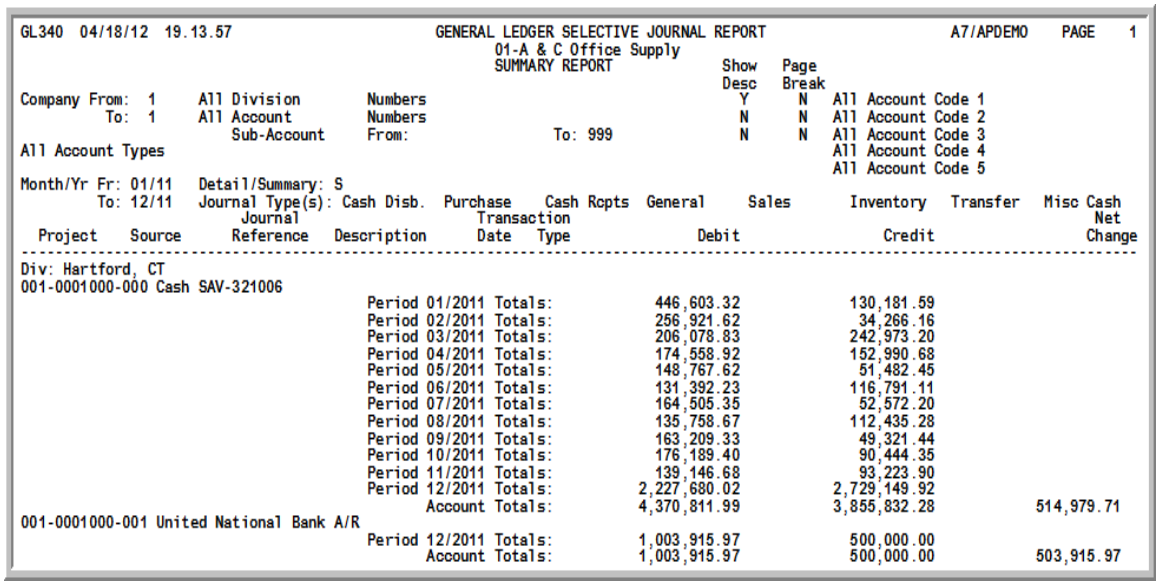
General Ledger Selective Journal Report Screen Fields and Function Keys

Field/Function Key	Description
Month/Yr	This is the range of fiscal periods and years for which general ledger information is printed on this report. Valid months are 1 through 14. For companies with 12 period accounting the calendar month and year entered will be converted to the corresponding fiscal period and year. For 13 period accounting, **Month** is equivalent to period and **Yr** is equivalent to fiscal year. If **Month** 14 is entered then **Yr** will always be the fiscal year. *Valid Values:* 1 - 14 (2 @ N 2,0/N 2,0) Required
Account Code Ranges	These are the ranges of account codes to print on the report for each account code level (1-5). Key the account codes for an account code level in the **From** and **To** fields for that level. (5 @ A 5) Optional
Account Type	Use this field to limit the report to one of the following types of account. Key • A for asset accounts • L for liability accounts • E for expense accounts • I for income accounts • Q for equity accounts Leave this field blank if you do not want to limit the accounts printed based on the account type; all account types will print. *Valid Values:* A, L, E, I, Q, blank (A 1) Optional
Detail/Summary	Use this field to determine if either the General Ledger Selective Journal Detail Report or the General Ledger Selective Journal Summary Report should be printed. Key D to print the General Ledger Selective Journal Detail Report (p. 32-8) Key S to print the General Ledger Selective Journal Summary Report (p. 32-6). *Default Value:* D (A 1) Required

General Ledger Selective Journal Report Screen Fields and Function Keys

Field/Function Key	Description
Journal Type	Use this field to specify the type of journal or journals for which general ledger accounts will print on this report; journal types are: • Cash Disbursement (CD) • Purchase Journal (PJ) • Cash Receipts (CR) • General Journal (GJ) • Sales Journal (GJ) • Inventory Journal (IJ) • Inter-Co Transfer (TJ) • Misc Cash Journal (CJ) • International Currency (IC) Key an X preceding the journal type(s) to print on this report. For each type of journal selected, general ledger accounts and the transactions posted against them will print allowing you to track information relating to the selected areas. *Valid Values:* X (at least one journal type must be selected) (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

General Ledger Selective Journal Summary Report



```
GL340  04/18/12  19.13.57                    GENERAL LEDGER SELECTIVE JOURNAL REPORT                    A7/APDEMO    PAGE    1
                                                      01-A & C Office Supply
                                                      SUMMARY REPORT                  Show   Page
                                                                                      Desc   Break
Company From:  1     All Division        Numbers                                       Y      N    All Account Code 1
         To:  1      All Account         Numbers                                       N      N    All Account Code 2
                         Sub-Account     From:                  To: 999                N      N    All Account Code 3
All Account Types                                                                                  All Account Code 4
                                                                                                   All Account Code 5
Month/Yr Fr: 01/11   Detail/Summary: S
         To: 12/11   Journal Type(s): Cash Disb.  Purchase    Cash Rcpts  General     Sales       Inventory   Transfer   Misc Cash
                                                  Transaction                                                            Net
  Project    Source      Journal Reference   Description      Date   Type              Debit              Credit                Change
-------------------------------------------------------------------------------------------------------------------------------
Div: Hartford, CT
001-0001000-000 Cash SAV-321006
                                                Period 01/2011 Totals:          446,603.32          130,181.59
                                                Period 02/2011 Totals:          256,921.62           34,266.16
                                                Period 03/2011 Totals:          206,078.83          242,973.20
                                                Period 04/2011 Totals:          174,558.92          152,990.68
                                                Period 05/2011 Totals:          148,767.62           51,482.45
                                                Period 06/2011 Totals:          131,392.23          116,791.11
                                                Period 07/2011 Totals:          164,505.35           52,572.20
                                                Period 08/2011 Totals:          135,758.67          112,435.28
                                                Period 09/2011 Totals:          163,209.33           49,321.44
                                                Period 10/2011 Totals:          176,189.40           90,444.35
                                                Period 11/2011 Totals:          139,146.68           93,223.90
                                                Period 12/2011 Totals:        2,227,680.02        2,729,149.92
                                                      Account Totals:         4,370,811.99        3,855,832.28          514,979.71
001-0001000-001 United National Bank A/R
                                                Period 12/2011 Totals:        1,003,915.97          500,000.00
                                                      Account Totals:         1,003,915.97          500,000.00          503,915.97
```

This report prints after pressing ENTER on the Report Options Screen if you keyed S in the **Detail/Summary** field on the General Ledger Selective Journal Report Screen (p. 32-2).

The top portion of this report prints the criteria selected on the General Ledger Selective Journal Report Screen (p. 32-2). The body of the report prints the general ledger accounts for the journal types selected and the period totals for account are printed for all the periods in the specified range. Accounts totals and net change values are printed below the period totals for each account.

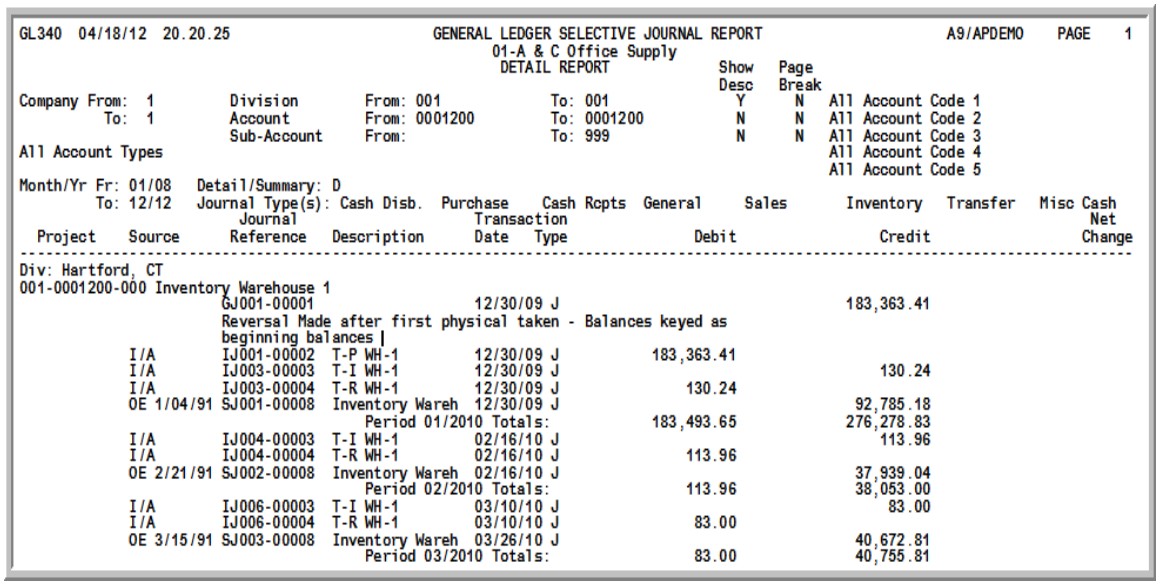
General Ledger Selective Journal Summary Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
(Segment Description)	For each segment value that was selected to have it's description printed in the **Show Desc** field on the General Ledger Selective Journal Report Screen (p. 32-2), the field **Heading** and segment **Value** information display when the representative G/L Account Number data changes.
(G/L Account Number)	This is the account number and description of the G/L Account for which detail information is printed on this report.
Detail Report Fields	The detail field data will not print on this summary report for the following fields: **Project**, **Source**, **Journal Reference**, **Description**, **Transaction Date**, **Transaction Type**.

General Ledger Selective Journal Summary Report

Report/Listing Fields	Description
Period Totals	This row prints indicating the specific fiscal period and the **Debit** and **Credit** totals accumulated for the account in this period.
Account Totals	After the last **Period Totals** line for G/L Account Number based on the selection criteria, this row will print indicating the account balance in the respective **Debit** or **Credit** column.
Net Change	This is the net change between the total debit and the total credit amount for each G/L Account Number for the selected period(s). **CR** is printed after this value if the account has a normal debit balance but the net change amount is a credit. **DR** is printed after this value if the account has a normal credit balance but the net change amount is a debit.

General Ledger Selective Journal Detail Report



```
GL340  04/18/12  20.20.25                    GENERAL LEDGER SELECTIVE JOURNAL REPORT                    A9/APDEMO    PAGE    1
                                                      01-A & C Office Supply
                                                        DETAIL REPORT
                                                                                          Show   Page
                                                                                          Desc   Break
Company From:  1        Division       From: 001             To: 001                      Y      N    All Account Code 1
         To:  1         Account        From: 0001200         To: 0001200                  N      N    All Account Code 2
                        Sub-Account    From:                 To: 999                      N      N    All Account Code 3
All Account Types                                                                                     All Account Code 4
                                                                                                      All Account Code 5
Month/Yr Fr: 01/08   Detail/Summary: D
         To: 12/12   Journal Type(s): Cash Disb.  Purchase    Cash Rcpts  General     Sales       Inventory   Transfer   Misc Cash
                                            Journal                  Transaction                                                 Net
  Project    Source      Reference    Description      Date    Type              Debit                Credit                    Change
-------------------------------------------------------------------------------------------------------------------------------------
Div: Hartford, CT
001-0001200-000 Inventory Warehouse 1
                       GJ001-00001                  12/30/09 J                                      183,363.41
                       Reversal Made after first physical taken - Balances keyed as
                       beginning balances |
               I/A     IJ001-00002  T-P WH-1        12/30/09 J          183,363.41
               I/A     IJ003-00003  T-I WH-1        12/30/09 J                                          130.24
               I/A     IJ003-00004  T-R WH-1        12/30/09 J              130.24
               OE 1/04/91 SJ001-00008 Inventory Wareh 12/30/09 J                                       92,785.18
                                        Period 01/2010 Totals:          183,493.65                  276,278.83
               I/A     IJ004-00003  T-I WH-1        02/16/10 J                                          113.96
               I/A     IJ004-00004  T-R WH-1        02/16/10 J              113.96
               OE 2/21/91 SJ002-00008 Inventory Wareh 02/16/10 J                                       37,939.04
                                        Period 02/2010 Totals:              113.96                   38,053.00
               I/A     IJ006-00003  T-I WH-1        03/10/10 J                                           83.00
               I/A     IJ006-00004  T-R WH-1        03/10/10 J               83.00
               OE 3/15/91 SJ003-00008 Inventory Wareh 03/26/10 J                                       40,672.81
                                        Period 03/2010 Totals:              83.00                    40,755.81
```

This report prints after pressing ENTER on the Report Options Screen if you keyed D in the **Detail/ Summary** field on the General Ledger Selective Journal Report Screen (p. 32-2).

The top portion of this report prints the criteria selected on the General Ledger Selective Journal Report Screen (p. 32-2). The body of this report prints general ledger accounts, transaction details, and period totals. The account totals show debit and credit amounts and net change values. For a description of the column values on this report, refer to the field descriptions for the General Ledger Selective Journal Summary Report (p. 32-6).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

General Ledger Selective Journal Detail Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
(Segment Description)	For each segment value that was selected to have it's description printed in the **Show Desc** field on the General Ledger Selective Journal Report Screen (p. 32-2), the field **Heading** and segment **Value** information display when the representative G/L Account Number data changes.

General Ledger Selective Journal Detail Report

Report/Listing Fields	Description
(G/L Account Number)	This is the account number and description of the G/L Account for which detail information is printed on this report. Following this line are the individual detail transactions and comments for this account in the month/period selected.
Project	This field prints the **Project** information entered for a detail transaction on the Transaction Entry Screen (p. 5-11) during Transaction Entry (MENU GLMAIN). A value is printed in this column when a line for a detail transaction is printed.
Source	This is the source information entered for a detail transaction in the **Source** field on the Transaction Entry Screen (p. 5-11) during Transaction Entry (MENU GLMAIN). A value is printed in this column when a line for a detail transaction is printed.
Journal Reference	The journal reference number which was assigned to this detail transaction. The journal reference number ties together all detail transactions for a given journal. The first segment of the journal reference number is assigned to one transaction group. A separate journal reference number is assigned to reversing entries generated from a transaction group. The prefix to the first segment of the journal reference numbers is **GJ** for transactions which have been keyed through Transaction Entry (MENU GLMAIN). The second segment of the journal reference number is assigned sequentially to each detail transaction in a transaction group. This segment is always 00001 for the first detail transaction in a transaction group. A value is printed in this column when a line for a detail transaction is printed.
Description	The transaction description for this detail transaction. A value is printed in this column when a line for a detail transaction is printed and contains data in the **Trans Desc** field. If an extended transaction description or comment was keyed on the Comment Entry Screen (p. 5-30) during Transaction Entry (MENU GLMAIN), that comment description is printed in this column in the rows following the detail transaction.
Transaction Date / Type	This field prints the transaction date and the transaction type associated with this entry. The transaction type is **J** for a journal entry, **R** for a reversing entry, **A** for an adjusting entry, and **Y** for a year-end adjusting entry.
Debit	This field prints the debit amount of the journal entry for each account.
Credit	This field prints the credit amount of the journal entry for each account.

General Ledger Selective Journal Detail Report

Report/Listing Fields	Description
Period Totals	After the last detail transaction for a fiscal period, this row will print indicating the specific fiscal period and the debit and credit totals accumulated for the account in this period.
Account Totals	After the last **Period Totals** line for an a G/L Account Number based on the selection criteria, this row will print indicating the account balance in the respective **Debit** or **Credit** column.
Net Change	This is the net change between the total debit and the total credit amount for each G/L Account Number for the selected period(s). **CR** is printed after this value if the account has a normal debit balance but the net change amount is a credit. DR is printed after this value if the account has a normal credit balance but the net change amount is a debit.

CHAPTER 33

Printing the Warehouse Transfer In-Transit Reconciliation Report

33

During the processing and transit of warehouse transfer purchase orders, there can be a loss of goods due to shipping mistakes, theft, loss, damage, etc. When this loss occurs, the quantity received and the quantity invoiced will not match. As a result, the Warehouse Transfer In-Transit General Ledger Account (which tracks the value of goods when processing warehouse transfers) may have transactions that cannot be balanced. The General Ledger Reconciliation Report - Warehouse Transfer option on the General Ledger Reporting Menu (MENU GLREPT) is designed to help you investigate and pinpoint the cause of unbalanced transactions due to loss/damage of inventory during transit.

This option gathers all of the invoice, receipt, and manual adjustment information that currently remains in the Warehouse Transfer In-Transit General Ledger Account and allows you to create a report based on company, warehouse, and general ledger posting date.

Run this option when you need to determine which transactions are resulting in an unbalanced Warehouse Transfer In-Transit General Ledger Account. You can then use the report to manually reconcile the account.

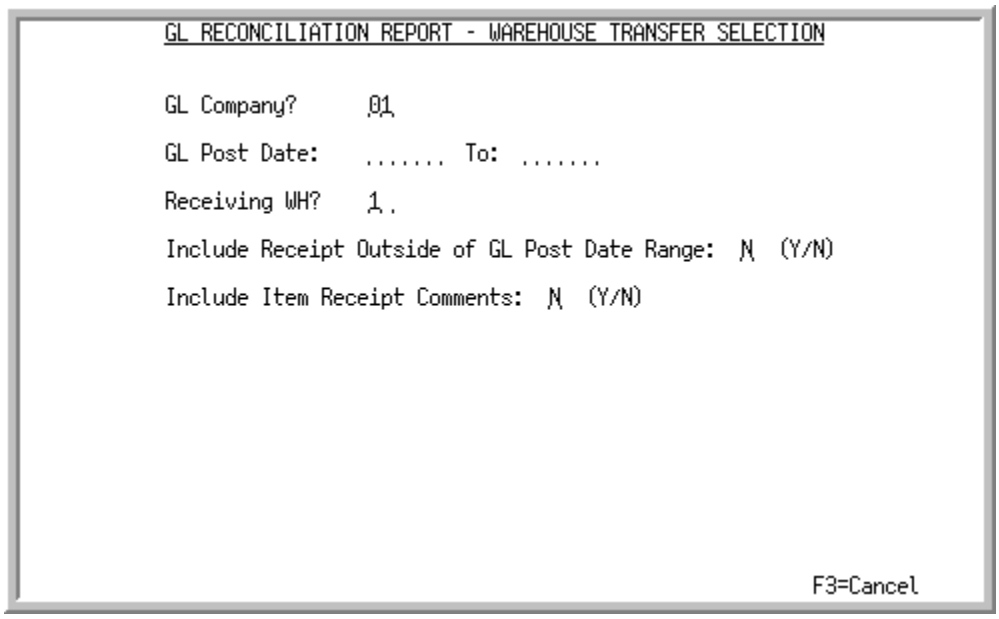
GL Reconciliation Report - Warehouse Transfer

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL Reconciliation Report - Warehouse Transfer Selection Screen	Used to specify criteria to limit the report to unbalanced transactions for inventory receipts in a specific company, date, and/or warehouse.

Title	Purpose
GL Reconciliation Report - Warehouse Transfers	Lists invoice and receipt transactions for unbalanced inventory receipts that match the report selection criteria. Used as a tool to help reconcile the Warehouse Transfer In-Transit General Ledger Account.

GL Reconciliation Report - Warehouse Transfer Selection Screen



This screen appears after selecting option 6 - GL Reconciliation Report - Warehouse Transfer from the General Ledger Reports Menu (MENU GLREPT). Use this screen to specify the criteria to use when creating the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

GL Reconciliation Report-Warehouse Transfers Selection Screen Fields & Function Keys

Field/Function Key	Description
GL Company	The report is based on the company that owns the warehouse from which inventory was transferred and for which the sales journal was generated. Use this field to enter the number of the company for which you want to create the report. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

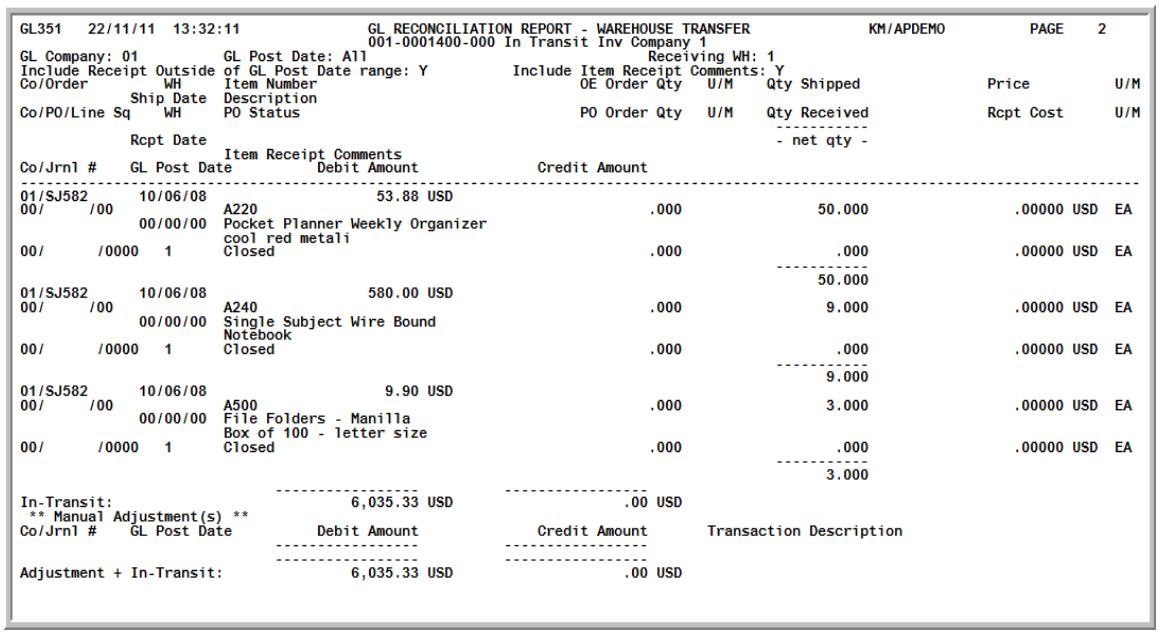
GL Reconciliation Report-Warehouse Transfers Selection Screen Fields & Function Keys

Field/Function Key	Description
GL Post Date	Use this field to specify a range of general ledger posting dates. The report will be limited to unbalanced warehouse transfer transactions for shipments with a sales journal posting date within the range you specify. You can select to include unbalanced transactions for quantity received and inventory journal entries that fall outside of the range you specify here. Refer to the **Include Receipts Outside of GL Post Date Range** field for more information. *Valid Values:* A date keyed in the **Default Date Format** specified for your user ID through Register User IDs (MENU XACFIG), or if that field is blank, the **Default Date Format** specified for the system through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Receiving WH	Use this field to specify the ID of the warehouse to which inventory was being transferred. The report will be limited to unbalanced warehouse transfer transactions for receipts in the warehouse you specify. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Include Receipt Outside of GL Post Date Range	Use this field to specify whether or not you want to include unbalanced transactions for quantity received and inventory journal entries that fall outside the range of the sales journal posting dates specified in the **GL Post Date** fields. Key Y to include receipts outside the posting date range. The report will include quantity received and inventory journal entries that fall outside of the sales journal **GL Post Date** range. Key N to exclude receipts outside the **GL Post Date** range. (A 1) Required
Include Item Receipt Comments	Use this field to specify whether or not you want to include item receipt comments on the report. Item receipt comments are the comments entered for the item when it is received. Key Y to include comments on the report. Key N to exclude comments from the report. (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the General Ledger Reports Menu (MENU GLREPT).

GL Reconciliation Report-Warehouse Transfers Selection Screen Fields & Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your entries and continue. The *Report Options Screen* appears. Following the submission of your choices on the *Report Options Screen*, the GL Reconciliation Report - Warehouse Transfers will be printed.

GL Reconciliation Report - Warehouse Transfers



```
GL351   22/11/11  13:32:11              GL RECONCILIATION REPORT - WAREHOUSE TRANSFER              KM/APDEMO          PAGE    2
                                        001-0001400-000 In Transit Inv Company 1
GL Company: 01          GL Post Date: All                                  Receiving WH: 1
Include Receipt Outside of GL Post Date range: Y         Include Item Receipt Comments: Y
Co/Order         WH     Item Number                          OE Order Qty   U/M    Qty Shipped              Price          U/M
            Ship Date   Description
Co/PO/Line Sq    WH     PO Status                            PO Order Qty   U/M    Qty Received             Rcpt Cost      U/M
                                                                                    ----------
            Rcpt Date                                                               - net qty -
                        Item Receipt Comments
Co/Jrnl #    GL Post Date          Debit Amount             Credit Amount
-------------------------------------------------------------------------------------------------------------------------------
01/SJ582      10/06/08                    53.88 USD
00/      /00              A220                                    .000               50.000                .00000 USD  EA
             00/00/00     Pocket Planner Weekly Organizer
                          cool red metali
00/      /0000   1        Closed                                  .000                .000                 .00000 USD  EA
                                                                                    ----------
                                                                                      50.000
01/SJ582      10/06/08                   580.00 USD
00/      /00              A240                                    .000                9.000                .00000 USD  EA
             00/00/00     Single Subject Wire Bound
                          Notebook
00/      /0000   1        Closed                                  .000                .000                 .00000 USD  EA
                                                                                    ----------
                                                                                       9.000
01/SJ582      10/06/08                     9.90 USD
00/      /00              A500                                    .000                3.000                .00000 USD  EA
             00/00/00     File Folders - Manilla
                          Box of 100 - letter size
00/      /0000   1        Closed                                  .000                .000                 .00000 USD  EA
                                                                                    ----------
                                                                                       3.000
                          ----------------          ----------------
In-Transit:                      6,035.33 USD                .00 USD
 ** Manual Adjustment(s) **
Co/Jrnl #    GL Post Date          Debit Amount             Credit Amount       Transaction Description
                          ----------------          ----------------
                          ----------------          ----------------
Adjustment + In-Transit:         6,035.33 USD                .00 USD
```

This report prints after you press ENTER on the Report Options Screen.

This report lists warehouse transfer in-transit transactions that need to be reconciled. Use this report as a tool to help you reconcile your in-transit balance. Sales invoice and PO receipt values are shown for transactions that do not clear each other. Manual transactions made to the in-transit account for the given period are also shown. Examples that cause out of balance situations are:

- Transactions that left a balance in the in-transit account in G/L due to cost or quantity changes
- Items that were shipped and invoiced but are not yet received.

GL Reconciliation Report - Warehouse Transfers

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. Based on the type of transaction, different heading lines apply for a sales order vs. a purchase order. The report is sorted by G/L account number which then becomes line 2 of the headings with the description for that G/L account number.
Co/Order	The warehouse transfer company and sales order number for this warehouse transfer.

GL Reconciliation Report - Warehouse Transfers

Report/Listing Fields	Description
WH	The warehouse number from which the inventory was shipped.
Ship Date	The date the sales order was shipped.
Item Number / Description	Item number and description of the transfer item from the Receipt History File (RCPT).
OE Order Qty / U/M	The transfer quantity that was requested on the sales order with the respective unit of measure.
Qty Shipped	The quantity that was shipped on the sales order.
Price	The transfer price of the item and the reflective pricing unit of measure from the sales order.
Co/PO/Line Sq	The warehouse transfer company, the purchase order number, and the PO line sequence number for this warehouse transfer.
WH	The warehouse number to which the inventory will be received from the Receipt History File (RCPT).
Receipt Date	The receipt date of the warehouse transfer purchase order from the Receipt History File (RCPT).
PO Status	The current status of the purchase order, will show as **Open** or **Closed**.
PO Order Qty / U/M	The original purchase order order quantity with the respective unit of measure.
Qty Received	The quantity received to date for the item in the purchase order from the Receipt History File (RCPT).
Rcpt Cost	The receipt cost from the last receipt with the purchase cost U/M Inventory Transaction History File (IAHST).
Item Receipt Comments	Item receipt comments will print if they exist and the Include Item Receipt Comments field was set to Y on the GL Reconciliation Report - Warehouse Transfer Selection Screen (p. 33-3)
Co/Jrnl#	The company and journal number of the sales journal from the transfer sales order or inventory journal from the transfer purchase order receipt from the Inventory Transaction History File (IAHST).
GL Post Date	The date the sales or inventory journal updated General Ledger from the Inventory Transaction History File (IAHST).
Debit Amount / Credit Amount	Shows the amount from this transaction that affected G/L and if the amount was a debit or credit transaction.

CHAPTER 34

Printing the Drop Ship Inventory Reconciliation Report

34

When goods are shipped directly from the vendor to the customer, you rely on the receipt of the vendor's invoice to know that the goods have been received. Once you receive the vendor's invoice, you can post the receipts, create the voucher, and invoice the customer. Relying on information from outside parties can make it difficult to determine which orders are still being shipped and which have been received and are waiting to be invoiced.

The General Ledger Reconciliation Report - Drop Ship Inventory option on the General Ledger Reporting Menu (MENU GLREPT) is designed to provide visibility to goods that have been received, but have not yet been invoiced. This option provides a listing of all goods that have been received but not invoiced based on company, warehouse, and receipt date. Manual G/L adjustment transactions for the Drop Ship/Non Stock Inventory Account will also be included in the report.

By providing information about each posted transaction that has contributed to a balance in the Drop Ship/Non Stock Inventory Account, this report helps you identify unbalanced transactions. Information about the customer sales order and the purchase order is included so that you can research the transaction and then manually reconcile the account. When researching your account status, keep the following information in mind:

- The Drop Ship/Non Stock Inventory Account is credited by the cost amount for a drop ship/non-stock item on the customer sales order.
- For a purchase order receipt of a non-stock or drop- ship order, the receipt cost is debited to the Drop Ship/Non Stock Inventory Account and credited to the Purchases Clearing Account.
- For a voucher post, the Accounts Payable Account is credited and the Purchases Clearing Account is debited.

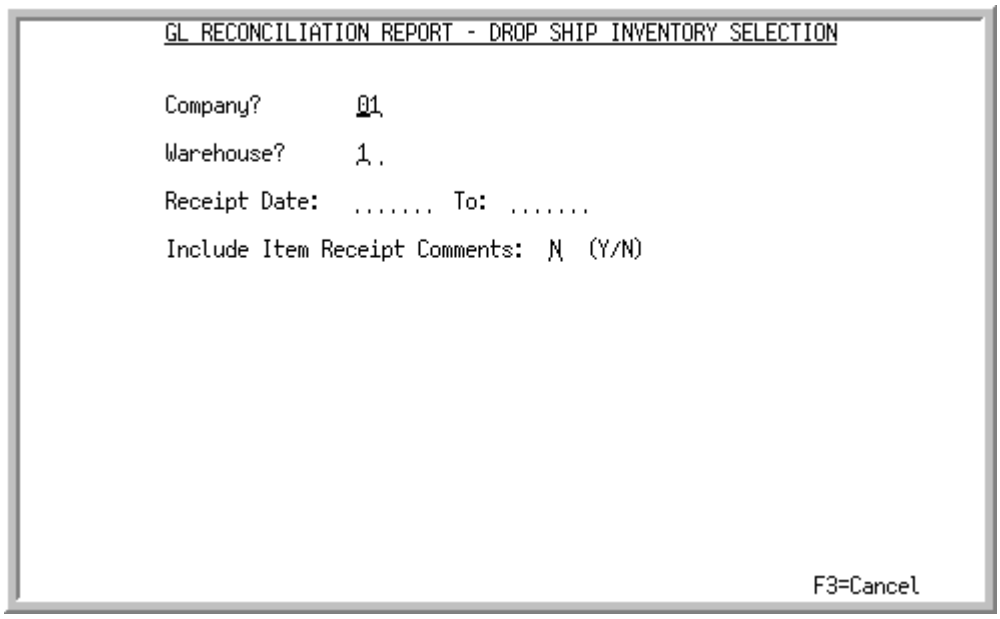
Run this option when you need to determine which posted transactions are resulting in an unbalanced Drop Ship/ Non Stock Inventory Account.

GL Reconciliation Report - Drop Ship Inventory

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL Reconciliation Report - Drop Ship Inventory Selection Screen	Used to specify criteria to limit the report to posted transactions for inventory receipts in a specific company, date, and/or warehouse.
GL Reconciliation Report - Drop Ship Inventory	Lists posted drop ship inventory transactions for receipts that match the report selection criteria. Used as a tool to help reconcile the Drop Ship Inventory account.

GL Reconciliation Report - Drop Ship Inventory Selection Screen



This screen appears after selecting option 7 - GL Reconciliation Report - Drop Ship Inventory from the General Ledger Reports Menu (MENU GLREPT). Use this screen to specify the criteria to use when creating the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

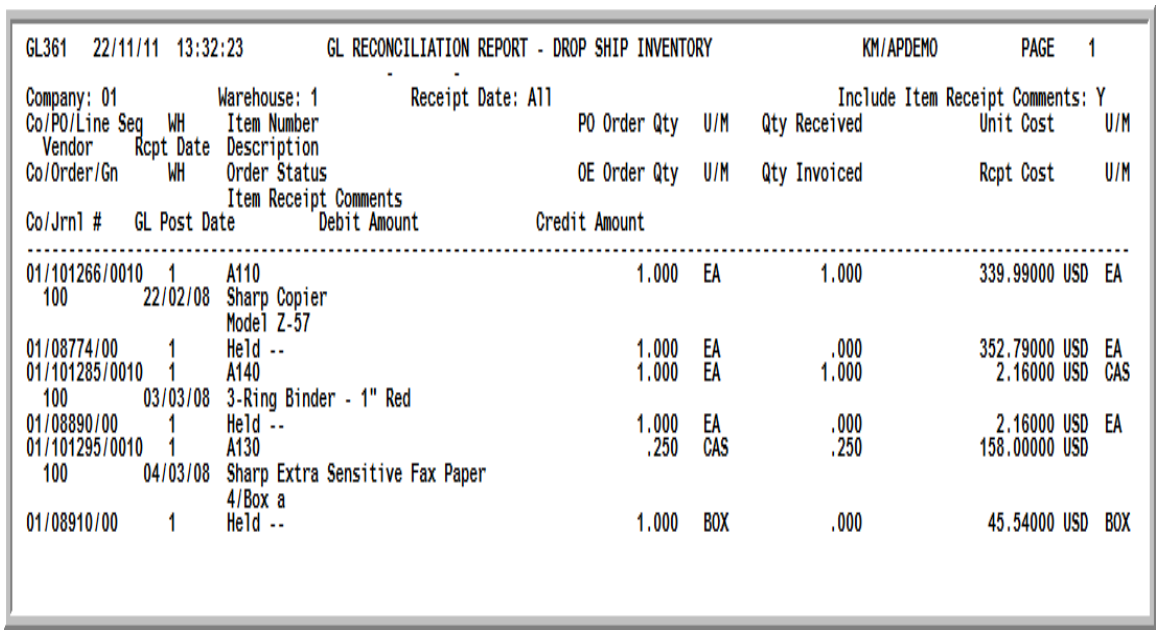
GL Reconciliation Report - Drop Ship Inventory Selection Screen Fields & Function Keys

Field/Function Key	Description
Company	The report is based on the company for which the drop ship sales order was created. Use this field to enter the number of the company for which you want to create the report. *Default Value:* The company number specified for your user profile through User Maintenance (MENU XASCTY). *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

GL Reconciliation Report - Drop Ship Inventory Selection Screen Fields & Function Keys

Field/Function Key	Description
Warehouse	Use this field to specify the ID of the warehouse for which the drop ship order was entered. The report will be limited to uninvoiced drop ship inventory transactions that would be invoiced for the warehouse you specify. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Receipt Date	Use this field to specify a range of drop ship inventory receipt dates. The report will be limited to uninvoiced drop ship inventory transactions with a receipt date within the range you specify as well as manual G/L adjustment transactions entered within the range. Transactions that fall outside of the range, will not be included on the report. *Valid Values:* A date keyed in the **Default Date Format** specified for your user ID through Register User IDs (MENU XACFIG), or if that field is blank, the **Default Date Format** specified for the system through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Include Item Receipt Comments	Use this field to specify whether or not you want to include item receipt comments on the report. Item receipt comments are the comments entered for the item when it is received. Key Y to include comments on the report. Key N to exclude comments from the report. *Default Value:* N (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the General Ledger Reports Menu (MENU GLREPT).
Enter	Press the ENTER key to confirm your entries and continue. The Report Options Screen appears.

GL Reconciliation Report - Drop Ship Inventory



```
GL361   22/11/11  13:32:23        GL RECONCILIATION REPORT - DROP SHIP INVENTORY              KM/APDEMO         PAGE    1

Company: 01          Warehouse: 1          Receipt Date: All                                Include Item Receipt Comments: Y
Co/PO/Line Seq   WH    Item Number                          PO Order Qty   U/M   Qty Received          Unit Cost      U/M
  Vendor     Rcpt Date  Description
Co/Order/Gn      WH    Order Status                         OE Order Qty   U/M   Qty Invoiced          Rcpt Cost      U/M
                       Item Receipt Comments
Co/Jrnl #    GL Post Date         Debit Amount            Credit Amount
-------------------------------------------------------------------------------------------------------------------------
01/101266/0010   1     A110                                      1.000   EA          1.000          339.99000 USD  EA
  100         22/02/08 Sharp Copier
                       Model Z-57
01/08774/00      1     Held --                                   1.000   EA           .000          352.79000 USD  EA
01/101285/0010   1     A140                                      1.000   EA          1.000            2.16000 USD  CAS
  100         03/03/08 3-Ring Binder - 1" Red
01/08890/00      1     Held --                                   1.000   EA           .000            2.16000 USD  EA
01/101295/0010   1     A130                                       .250   CAS          .250          158.00000 USD
  100         04/03/08 Sharp Extra Sensitive Fax Paper
                       4/Box a
01/08910/00      1     Held --                                   1.000   BOX          .000           45.54000 USD  BOX
```

This report prints after you press ENTER on the Report Options Screen.

This report lists uninvoiced drop ship inventory transactions. Use this report as a tool to help you reconcile your Drop Ship/ Non Stock Inventory Account. For each item, the purchase order quantity and receipt quantity and the sales order quantity and invoice quantity are shown. Manual adjustment transactions made to the account for the given period are also shown.

GL Reconciliation Report - Drop Ship Inventory

Report Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. Based on the type of transaction, different heading lines apply for a sales order vs. a purchase order.
Co/PO/Line Seq	The company, the purchase order number, and the PO line sequence number for this drop shipment purchase order.
WH	The warehouse number to which the inventory will be received.
Item Number / Description	Item number and description of the drop shipment item.

GL Reconciliation Report - Drop Ship Inventory

Report Field	Description
PO Order Qty / U/M	The original purchase order quantity ordered with the respective unit of measure.
Qty Received	The receipt quantity transaction for the item in the purchase order.
Unit Cost / U/M	The item's unit cost on the receipt with the respective buying unit of measure. When International Currency is installed, the currency code prints after the unit cost.
Vendor	Vendor number with whom the purchase order was created.
Rcpt Date	Receipt date for this transaction in the purchase order.
Co/Order/Gn	Company and sales order number for this drop shipment order.
WH	Warehouse number from associated with the sales order.
Order Status	Current status of the sales order.
OE Order Qty / U/M	The quantity that was ordered on the sales order with the respective unit of measure.
Qty Invoiced	Quantity that has been invoiced to the customer against the sales order.
Rcpt Cost / U/M	The receipt cost from the last receipt with the purchase cost U/M. When International Currency is installed, the currency code prints after the receipt cost.
Item Receipt Comments	Item receipt comments will print if they exist and the Include Item Receipt Comments field was set to Y on the GL Reconciliation Report - Drop Ship Inventory Selection Screen (p. 34-3)
Co/Jrnl#	Company and journal number of the sales journal from the sales order invoice or inventory journal from the purchase order receipt.
GL Post Date	The date the sales or inventory journal updated General Ledger.
Debit Amount / Credit Amount	Shows the amount from this transaction that affected G/L and if the amount was a debit or credit transaction.

CHAPTER 35

Using the General Ledger Report Writer

35

Use the General Ledger Report option to create, modify or print a general ledger report which prints information regarding your general accounts. You can print actual, budget, or calculated values of general ledger accounts. Use a general ledger report to print specific information that is not printed on the system generated reports or on financial statements (printed through the G/L Statement Menu (MENU GLSTMT)).

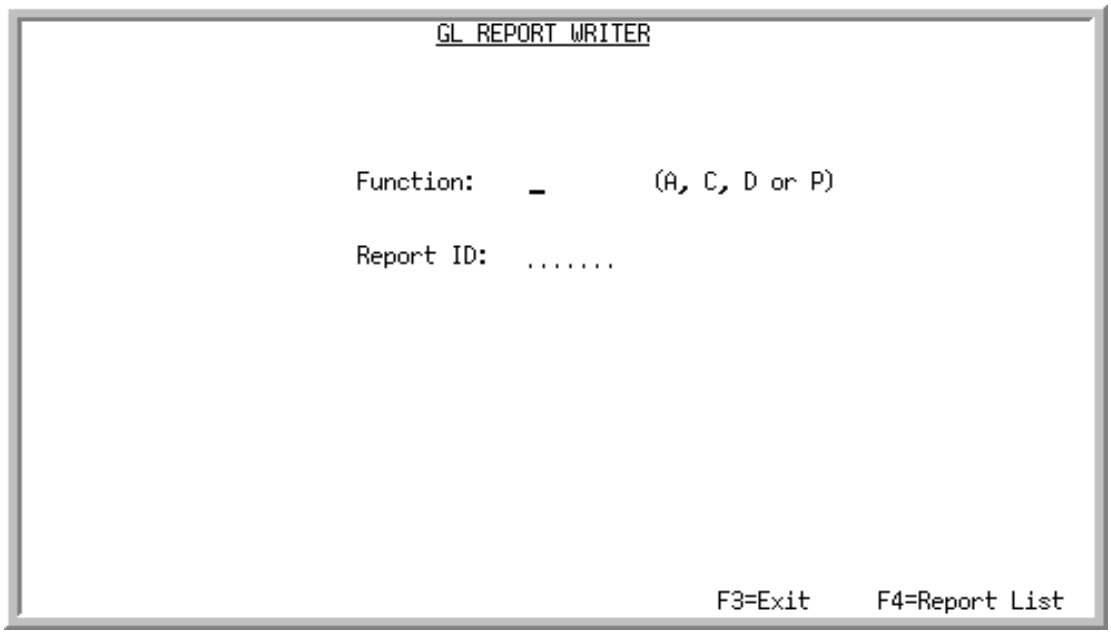
GL Report Writer

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
GL Report Writer Selection Screen	Use to specify the report to add, change, or delete.
Report List Screen	Displays a list of defined reports.
Report Password Screen	Use to secure the report, or provide a password for a secured report.
Report Definition Screen	Use to define the general attributes of the report format.
Column Definition Screen	Use to define the columns you want to include in the report.
Column Calculations Screen	Use to provide calculations for calculated columns.
Report Sequence Screen	Use to specify the general ledger account sequence for the report.
Report Selection Screen	Use to specify the range of general ledger accounts to include in the report.

Title	Purpose
End Report Definition Screen	Use to end the report definition. You can return to the report maintenance, save, or save and print the report.
Report Printing Selection Screen	Use to specify the report subtitle and the companies for which to print the report.
Company Selection Screen	If you select to print the report for some companies, use this screen to list the companies to include.
Report Printing Period Selection Screen	Use to specify the range of periods for which account information will be printed.
General Ledger Report Writer Cover Sheet	Prints the specifications for the report.
General Ledger Sample Report	Prints the general ledger information that matches your report definition.

GL Report Writer Selection Screen



This screen appears after selecting option 10 - GL Report Writer from the General Ledgers Reports Menu (GLREPT MENU). Use this screen is to add, change, delete, or print a a general ledger report.

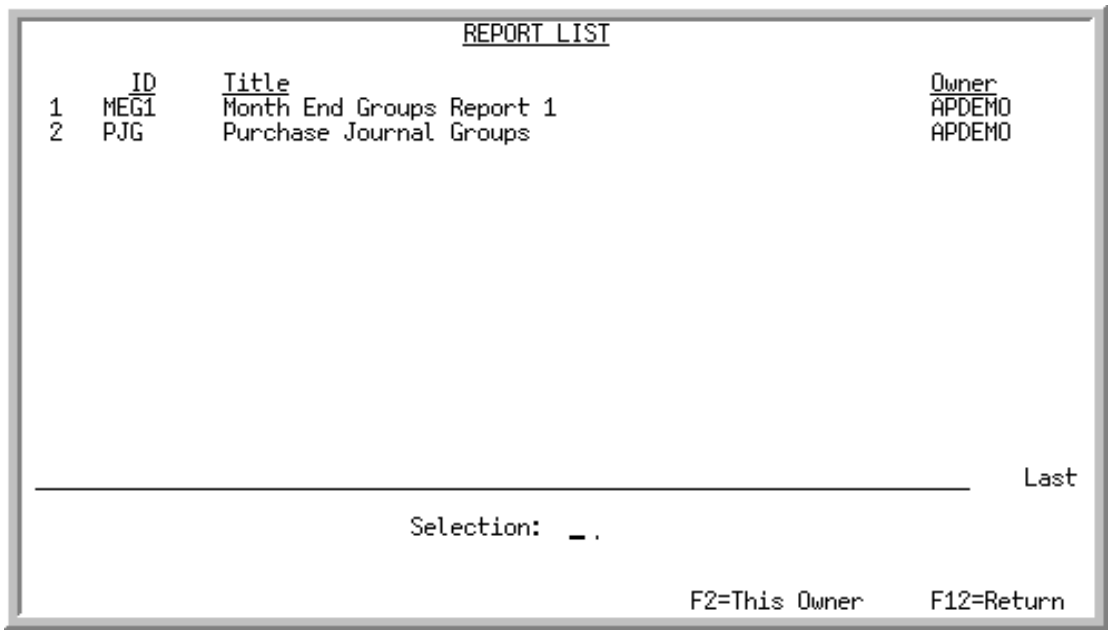
GL Report Writer Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	The function to perform for a general ledger report. Key A to add a new general ledger report. Key C to change an existing general ledger report. Key D to delete an existing general ledger report. You may delete a G/L Report only if you are the owner of the report. Key P to print an existing general ledger report. The report definition screens are bypassed. The report printing screens are displayed for selection. *Valid Values:* A, C, D, P (A 1) Required
Report Id	The report identification code (up to six characters) for this general ledger report. A report ID is used to identify a general ledger report for this option. If you do not know the report ID, press F4 to display a list of existing reports. (A 6) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.

GL Report Writer Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Report List	Press the F4=REPORT LIST function key to display the Report List Screen (p. 35-5). Use this screen to select an existing general ledger report to change, delete or print when you do not know the report ID. NOTE: Not all general ledger reports are displayed on the Report List Screen (p. 35-5) based on the report owner's security selection.
Enter	Press ENTER to confirm your selections. If you are adding a report, or changing a report for which you are not the owner, the Report Password Screen (p. 35-7) is displayed. If you are changing a report for which you are the owner, the Report Definition Screen (p. 35-9) appears.

Report List Screen



This screen appears after you press F4=REPORT LIST on the GL Report Writer Selection Screen (p. 35-3). This screen displays a list of reports which you may select to change, delete or print. You can limit the list to reports owned (created) by you, or you can display all non-secured reports.

Additionally, not all general ledger reports are shown. If the report owner selected N for the **Show in List** field on the Report Password Screen (p. 35-7), the report will display only for the owner of the report.

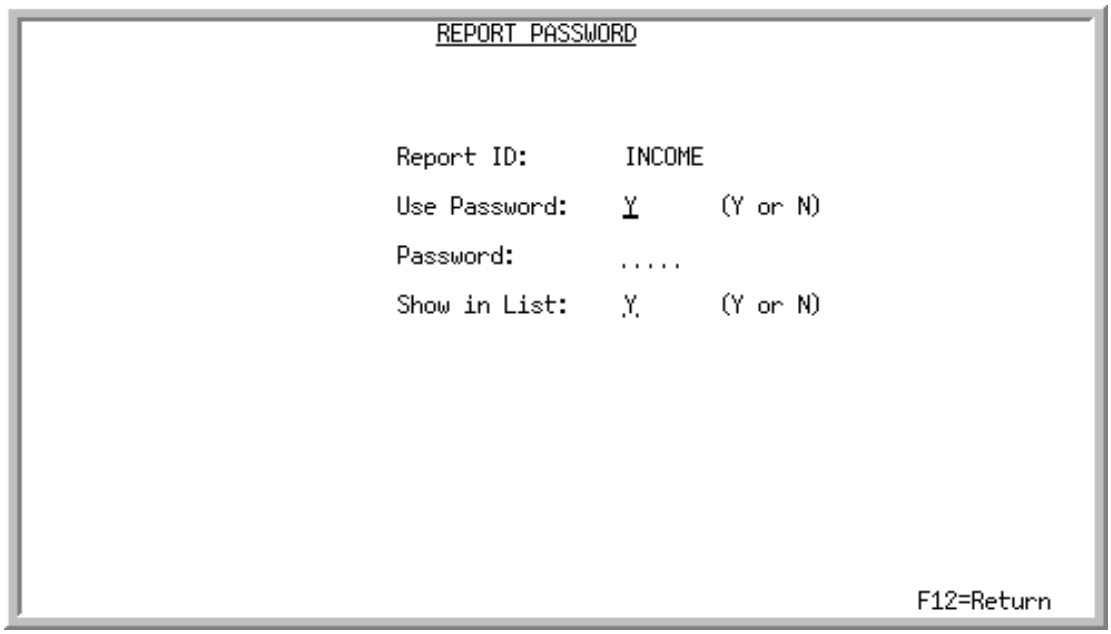
Report List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the GL Reports displayed on this screen. This number is 1 through 12 for the twelve reports that may display. When rolling forward or backward, the reference numbers do not change. Display
ID	Displays the report identification code for existing general ledger reports. Display
Title	Displays the name of the general ledger report as entered on the Report Definition Screen (p. 35-9). Display

Report List Screen Fields and Function Keys

Field/Function Key	Description
Owner	Displays the user ID of the user who created the general ledger report. You may display the reports created by all owners or the reports created only by your user ID. Press F2=THIS OWNER / F2=ALL OWNERS to toggle between reports created by all users and your personal reports.
Selection	Key the reference line number of the report to change, delete or print. (N 2,0) Required
F2=All Owners/This Owner	Use the F2=THIS OWNER / F2=ALL OWNERS function key to toggle between displaying the reports created by all owners, or the reports created by you (the current user ID).
F12=Return	Press the F12=RETURN function key to return to the GL Report Writer Selection Screen (p. 35-3) without selecting a general ledger report to change, delete, or print.
Enter	Press ENTER to confirm your selections. The Report Password Screen (p. 35-7) appears.

Report Password Screen



This screen appears after you press ENTER on the GL Report Writer Selection Screen (p. 35-3) or the Report List Screen (p. 35-5) if you are creating a report, if you are maintaining a report as the owner or as a master user, or if you are not the owner and a password is required.

If you are the owner of the selected general ledger report, use this screen to determine the security to use for your report. Note that the security specified on this screen is not Distribution A+ security which provides security to the entire General Ledger application; it applies only to the report. Therefore you may protect reports regardless of how security is set up.

If you are not the owner of the selected report and a password is required, enter the password to access the report.

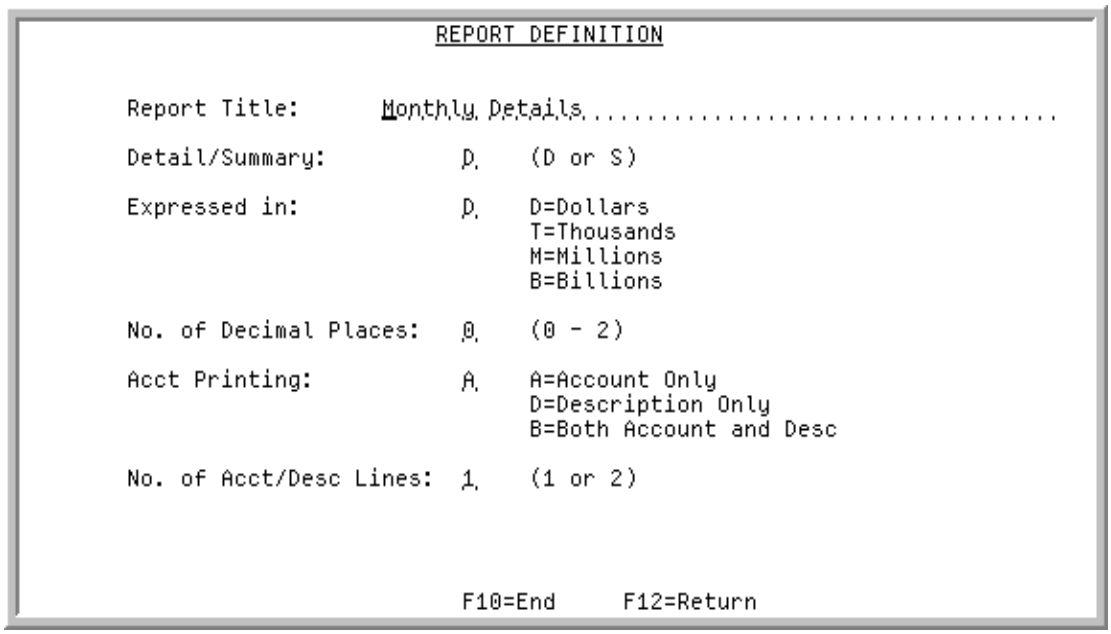
Report Password Screen Fields and Function Keys

Field/Function Key	Description
Report ID	The report identifier for this general ledger report, as it was selected from the GL Report Writer Selection Screen (p. 35-3) or the Report List Screen (p. 35-5). Display

Report Password Screen Fields and Function Keys

Field/Function Key	Description
Use Password	This field appears only if you are the owner of this report or a master user.Use this field to assign a password to this report. You may change this option at any time. Key Y to secure your report by permitting password security. No users may access your report without knowing the password keyed on this screen. Key N if you do not want to secure your report. Any user may access your report. *Default Value:* Y (A 1) Required
Password	The password for this report. If you are the owner of this report, you may enter a password in this field if you keyed Y in the **Use Password** field on this screen. If you keyed N in the **Use Password** field, you will not be permitted to enter a password in this field. If you are not the owner of this report, enter the password required to access this report. Passwords are established by the owner of the report. (A 4) Required (If Use Password is Y)
Show in List	This field appears only if you are the owner of this G/L report or a master user. Use this field to determine if this report will display on the Report List Screen (p. 35-5). Key Y if you want this report to display on the Report List Screen (p. 35-5) Key N if you do not want this report to display on the Report List Screen (p. 35-5). No other users may print or select this report. It is always displayed to the owner even if N is selected. *Default Value:* Y (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the GL Report Writer Selection Screen (p. 35-3) without saving any selections keyed on this screen.
Enter	Press ENTER to confirm your selections. The Report Definition Screen (p. 35-9) appears.

Report Definition Screen



This screen displays after pressing ENTER from the GL Report Writer Selection Screen (p. 35-3) and the Report List Screen (p. 35-5) if you are not the owner or a master user and there is no password required, or the Report Password Screen (p. 35-7). Use this screen to define the general attributes of your general ledger report. These general attributes are used to determine the appearance of the report.

Report Definition Screen Fields and Function Keys

Field/Function Key	Description
Report Title	The title of the G/L report. The title is the first line printed on the report. You are not required to center the title on the 50 lines provided. The report title is centered automatically. (A 50) Required
Detail/Summary	This field is used to determine if the report is a detail or a summary report. Key D if the report is a detail report. A detail report prints headings, one line for each selected account, and totals. Therefore, individual account information is printed on a detail report. Key S if the current report is a summary report. A summary report prints headings and totals only. *Default Value:* D *Valid Values:* D, S (A 1) Required

Report Definition Screen Fields and Function Keys

Field/Function Key	Description
Expressed In	The format in which all monetary values are expressed on this report. Key D to express monetary values on this report in dollars. For example, the value of $1,250,000.00 will print as $1,250,000.00 (assume that the **No. of Decimal Places** is 2). Key T to express monetary values on this report in thousands of dollars. For example, the value of $1,250,000.00 will print as $1,250.00 (assume that the **No. of Decimal Places** is 2). Key M to express monetary values on this report in millions of dollars. For example, the value of $1,250,000.00 will print as $1.25 (assume that the **No. of Decimal Places** is 2). Key B to express monetary values on this report in billions of dollars. For example, the value of $1,250,000.00 will print as $.10 (assume that the **No. of Decimal Places** is 2). *Default Value:* D *Valid Values:* D, T, M, B (A 1) Required

Report Definition Screen Fields and Function Keys

Field/Function Key	Description
No. of Decimal Places	The number of decimal places to which monetary values are printed. Key 0 to print all monetary values with no decimal places. For example, if the **No. of Decimal Places** is 0, the value of $1,250,000.00 will print as: • $1,250,000 when expressed in dollars. • $1,250 when expressed in thousands of dollars. • $1 when expressed in millions of dollars Key 1 to print all monetary values to 1 decimal place. For example, if the **No. of Decimal Places** is 1, the value of $1,250,000.00 will print as: • $1,250,000.0 when expressed in dollars. • $1,250.0 when expressed in thousands of dollars. • $1.3 when expressed in millions of dollars • $0 when expressed in billions of dollars Key 2 to print all monetary values to 2 decimal places. For example, if the **No. of Decimal Places** is 2, the value of $1,250,000.00 will print as: • $1,250,000.00 when expressed in dollars. • $1,250.00 when expressed in thousands of dollars. • $1.25 when expressed in millions of dollars • $.10 when expressed in billions of dollars *Default Value:* 0 *Valid Values:* 0, 1, or 2 (N 1,0) Required

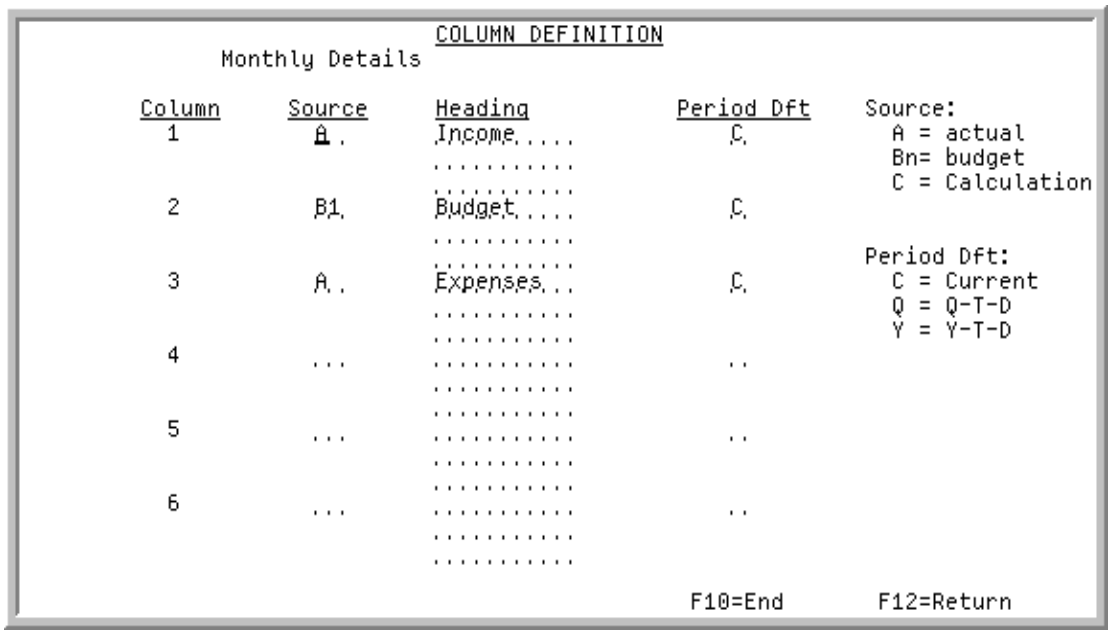
Report Definition Screen Fields and Function Keys

Field/Function Key	Description
Acct Printing	Used to determine how account information is printed on this report. 30 characters are allocated to each line of a general ledger report for account information. Account information may be printed using the account number, account name, or a combination of the account number and name. Use this field in conjunction with the **No. of Acct/Desc Lines** field to print a second line of account information. Key A to print only the general ledger account number. Each account will print on one line since an account number may not be more than 29 characters, and the report allocates 30 characters in one line for account information. The **No. of Acct/Desc Lines** is ignored if this selection is made. Key D to print only the account description. If the account description exceeds 30 characters, it is truncated when printed on one line (as determined by the **No. of Acct/Desc Lines** field). If the **No. of Acct/Desc Lines** field is set for 2 lines, and the account description exceeds 30 characters, the account description is printed on both lines. Individual words in the account description are not or truncated between the finest and second lines. Key B to print both the account number and description. If the combined account number and description exceed 30 characters, it is truncated when printed on one line (as determined by the **No. of Acct/Desc Lines** field). If the **No. of Acct/Desc Lines** field is set for 2 lines, and the combined account number and description exceed 30 characters, the combination of account number and description is printed on both lines. Individual words in the account description are not separated or truncated. If the description exceeds the length of the second 30 character line, the account description is truncated. *Default Value:* A *Valid Values:* A, D, B (A 1) Required

Report Definition Screen Fields and Function Keys

Field/Function Key	Description
No. of Acct/Desc Lines	(Use only if D or B is keyed in the **Acct Printing** field) This is the number of lines on which the account description or combined account number and account description (as selected in the **Acct Printing** field) will print. Account information may print on one or two 30 character lines on a report. Key 1 to print account information on one 30 character line. The account description is truncated if the length of the account description exceeds the 30 characters available for account information. Key 2 to print account information on two 30 character lines. Individual words of the account description are not truncated between the first and second line. If an account description exceeds the length of the second line, the description is truncated. *Default Value:* 1 *Valid Values:* 1 or 2 (N 1,0) Required
F10=End	Press the F10=END function key to end this option. The End Report Definition Screen (p. 35-24) appears.
Enter	Press ENTER to confirm your selections. The Column Definition Screen (p. 35-14) appears.

Column Definition Screen



This screen appears after pressing ENTER from the Report Definition Screen (p. 35-9). This screen is used to define the number of columns and the content of each column for the selected report. Your report may include from one through six columns. Columns may report actual, budgeted, or calculations of actual and/or budgeted columns.

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
Column	The number of the column which you are defining. You may define up to six columns. Column number 1 is the left-most column printed on the report whereas column number 6 is the right most column. Display

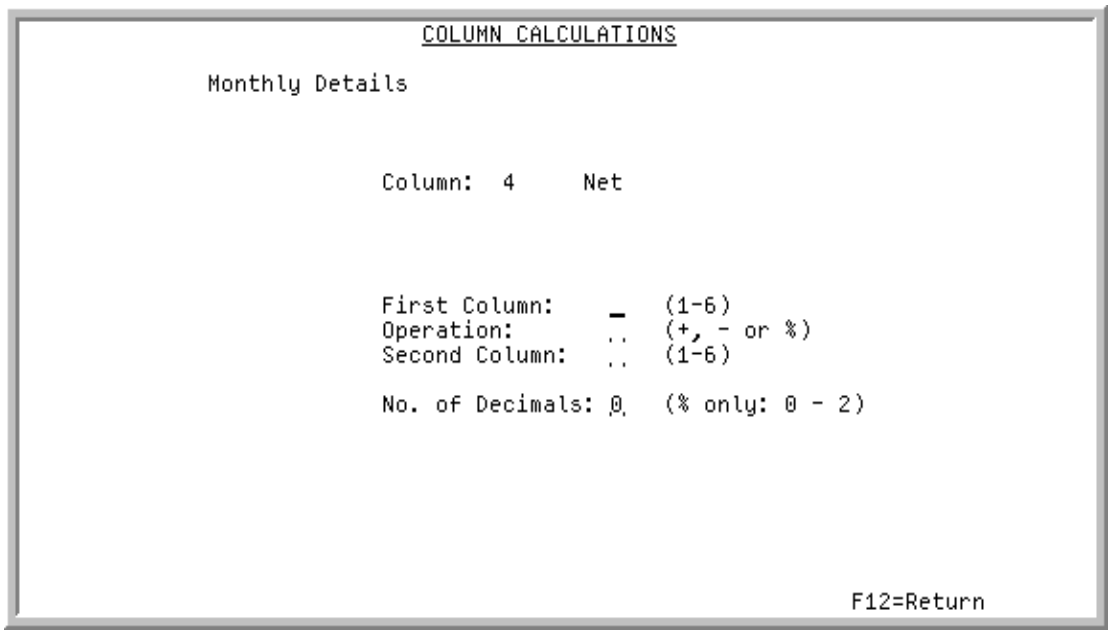
Column Definition Screen Fields and Function Keys

Field/Function Key	Description
Source	This is the source of this column. The source may be the actual dollar value from a G/L Account (or accounts), a budgeted value from a G/L Budget, or a calculation of any two existing columns. Key A if the source of the column is from an actual G/L Account or accounts. Key Bn (where n is 1,2,3,4,5,6,7,8 or 9) if the source of the column is from a G/L Budget. G/L Budgets are maintained through Budgets Maintenance (MENU GLFILE). Key C if the source of the column is a calculation of two existing columns. At least two non-calculated columns must be defined in order to define a calculation column. For each calculation column, the Column Calculations Screen will display after you have completed your selections on this screen. Calculation columns perform calculations of only Actual and Budget columns; calculations may not be performed on a calculated column. *Valid Values:* A, Bn (where n = 1 through 9), C (A 2) Required
Heading	The column headings of the columns which you are defining on this screen. Three lines, 10 characters each, are provided for you to key column headings. The column heading should be descriptive of the contents of the field, including: • The Source of the column, • The budget used for columns with a Budget Source, • The type of calculation for calculated columns, For example, your column headings might be: • YTD Budget • Last Year Actual • This Year Actual • Difference This/Last Year *Valid Values:* First line may not be blank. (3 @ A 10) Required

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
Period Dft	The period default, used to set up a default time period for the contents of this column. Key C if the default line period for this column is the current period. Key Q if the default line period for this column is quarter-to-date. Key Y if the default line period for this column is year-to-date. For example, if Q (quarter to date) is specified as the period default when this G/L Report is printed, the 'From' and 'To' periods automatically contain the default values of the quarter containing the current period. These values may be changed when selecting to print. *Valid Values:* C (current period); Q (quarter-to-date); Y (year-to-date) (A 1) Optional
F10=End	Press F10=END to end this option. The End Report Definition Screen (p. 35-24) appears.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections. If you have entered a column which requires calculations, the Column Calculations Screen (p. 35-17) appears. Otherwise, the Report Sequence Screen (p. 35-19) appears.

Column Calculations Screen



This screen appears after you press ENTER on the Column Definition Screen (p. 35-14) only if a calculated column has been defined. Use this screen to enter calculations for calculated columns. For each calculated column defined, this screen is displayed.

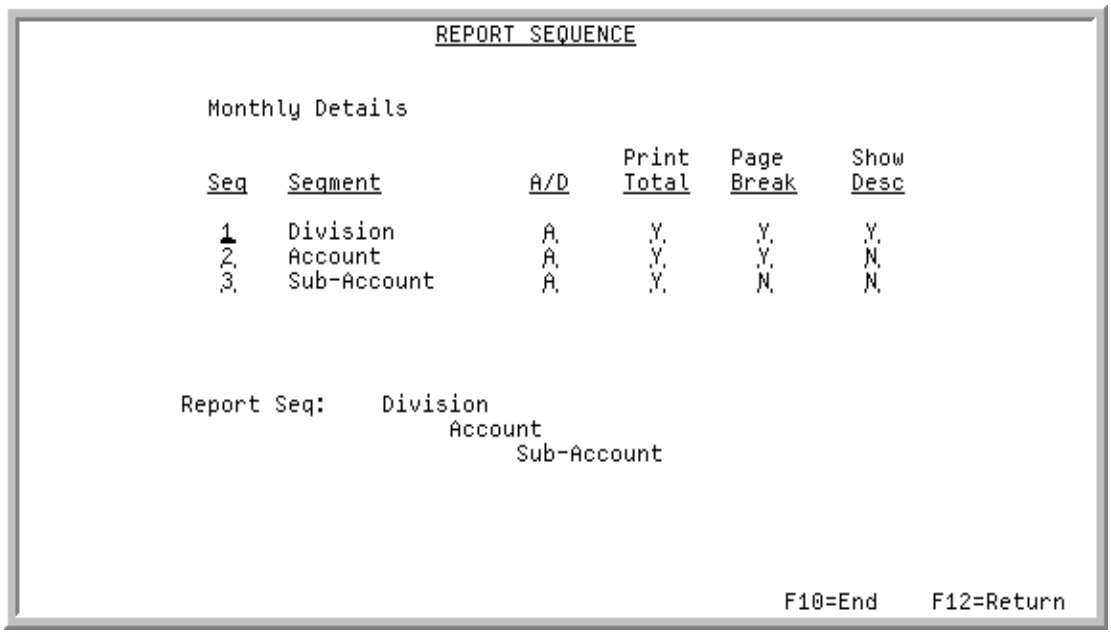
Column Calculations Screen Fields and Function Keys

Field/Function Key	Description
Column	The column number and the column headings of this calculation column. Display
First Column	The column on which the operation of this calculation is performed. Therefore this is the column which will be added to the Second Column, subtracted from by the Second Column, or from which the percentage of the Second Column will be calculated. *Valid Values:* 1 through 6 (N 1,0) Required

Column Calculations Screen Fields and Function Keys

Field/Function Key	Description
Operation	This is the operation which is performed on the First Column by the Second Column. Key + to add the value of the **First Column** to the value of the **Second Column**. Key - to subtract the value of the **Second Column** from the value of the **First Column**. Key % to calculate what percentage the **Second Column** is of the **First Column.** *Valid Values:* +, -, or % (A 1) Required
Second Column	This is the column to which the operation of this calculation will be performed. Therefore this is the column which is added to the First Column, is subtracted from the First Column, or is a percentage of the First Column. *Valid Values:* 1 through 6 (N 1,0) Required
No. of Decimals	This field is used only if a percentage calculation is performed. Key the number of decimal placed to which a decimal value should be rounded. Key 0 to round a percentage calculation to a whole percentage value. Key 1 to round a percentage calculation to one decimal place. Key 2 to round a percentage calculation to two decimal places. *Default Value:* 0 *Valid Values:* 0 through 2 (N 1,0) Required
F12=Return	Press F12=RETURN this key to return to the Column Definition Screen (p. 35-14).
Enter	Press ENTER to confirm your selections. If you have defined two calculated columns, this screen will re-display; make your selections for the other calculated column. If you defined one calculated column, or if you have made your selections for your second calculated column, press ENTER to display the Report Sequence Screen (p. 35-19).

Report Sequence Screen



This screen appears after you press ENTER on the Column Definition Screen (p. 35-14) or the Column Calculations Screen (p. 35-17). Use this screen to select the sequence in which accounts will print on the report.

Report Sequence Screen Fields and Function Keys

Field/Function Key	Description
Seq	The sequence by which this report is printed based on each segment of the account number. You may sequence the report using any segment of the account number. The number of fields in this column is equal to the number of segments which have been defined for your account number through G/L Options Maintenance (MENU GLFIL2). Key 1 in the row for the account number segment by which this report will be primarily sequenced. Key 2 through 5 in the row for the account number segment by which this report will be sequenced in the second through fifth levels. Sequence levels may not exceed the number of account number segments (i.e. if your account number contains three segments, you may assign up to three sequence levels). *Default Value:* Sequential account number segments *Valid Values:* 1 through 5 (N 1,0) Required

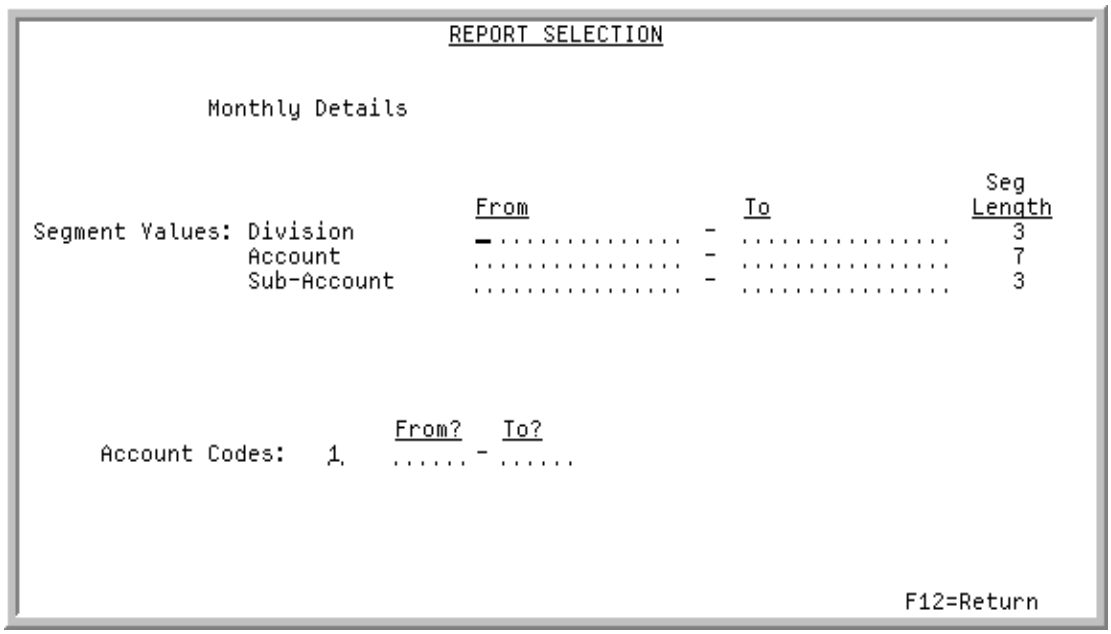
Report Sequence Screen Fields and Function Keys

Field/Function Key	Description
Segment	The description of the account number segment. The value in the **Seq** column indicates in which sequence this account number segment will print on this report. Display
A/D	The order in which this segment is sequenced. The order may be ascending or descending. Key A to print segment values in ascending order. For example, account segment 010 will print before account segment 100. Key D to print segment values in descending order. For example, account segment 100 will print before account segment 010. *Default Value:* A *Valid Values:* A, D (A 1) Required
Print Total	Used to indicate whether a total should be printed each time a new account number segment is printed. If you are printing a summary report and you key N in this field, you must key Y in the **Page Break** field. Key Y to print a total for each new account number segment on the report. It is not recommended to respond Y for all account number segments. This will result in a total line being printed for each account on the report. Key N to print the next account number segment when the segment value changes without printing a total. *Default Value:* Y (A 1) Required
Page Break	Used to determine if a new page should be used each time the value of this account number segment changes. If you are printing a summary report and you key N in this field, you must key Y in the **Print Total** field. Key Y if you want a segment value to print on a new page of the report. Key N if you want a segment value to print on the same page of the report as the previous segment value (providing that this segment is not printed on the last available line of the page). You must key N for the last segment of the sort sequence to avoid printing each line of the report on a new page. *Default Value:* Y (A 1) Required

Report Sequence Screen Fields and Function Keys

Field/Function Key	Description
Show Desc	This field is used to determine if the segment description should be printed when the segment value changes. A segment value description must have been keyed through Segment Values Maintenance (MENU GLFILE). Key Y if want the segment value description for this segment to print each time the segment value changes on the report. This should be an edited segment if you select to print the descriptions, since edited segments have been assigned segment values through Segment Values Maintenance (MENU GLFILE). Key N if you do not want the segment value description for the segment to print each time the segment value changes on this report. *Default Value:* N (A 1) Required
Report Seq	This is the sequence in which segment values will print on this report. Use these fields are a reference when determining the report sequence. (A 1) Display
F10=End	Press F10=END to end this option. The End Report Definition Screen (p. 35-24)) appears.
F12=Return	Press F12=RETURN to return to the previous screen without updating any change on this screen. The Report Definition Screen (p. 35-9) appears.
Enter	Press ENTER to confirm your selections. The Report Selection Screen (p. 35-22) appears.

Report Selection Screen



This screen appears after you press ENTER from the Report Sequence Screen (p. 35-19). Use this screen to enter the ranges of general ledger account number segments to print on this general ledger report.

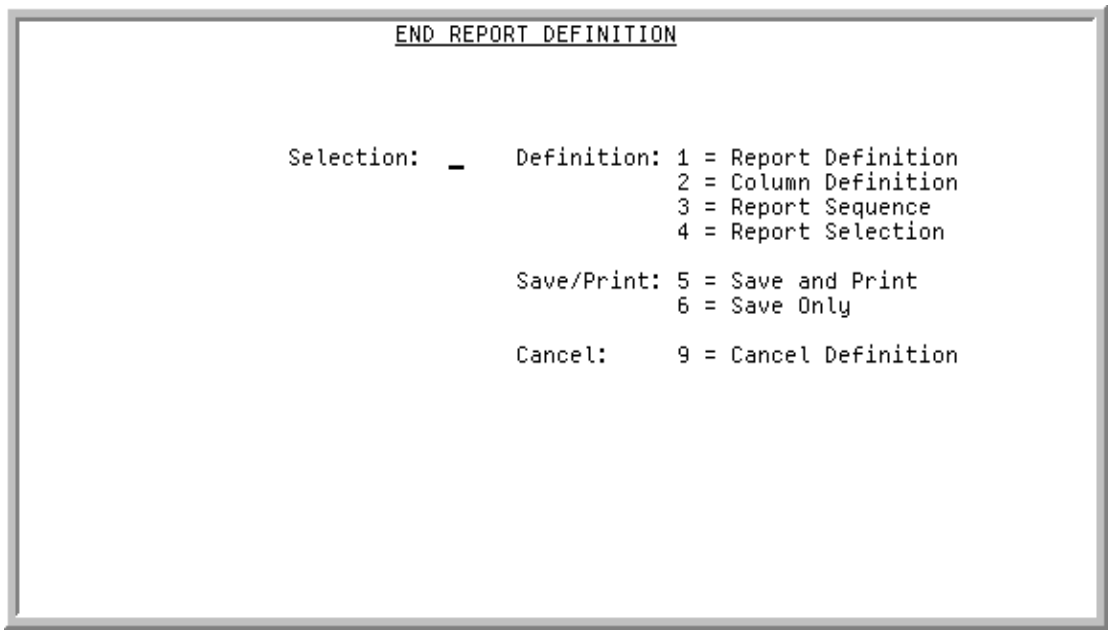
Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Segment Values Range	Key the range of account number segments to include on this report. Use the **From** and **To** fields to limit the report to account number segments specified in the **From**/**To** ranges. If the **From** and **To** fields are left blank, all data will be printed. If the **To** field is left blank, only data specified in the **From** field will be printed. If a value is entered in the **To** field and the **From** field is left blank, all data, up to and including the data specified in the **To** field will be printed. *Valid Values:* Any valid G/L account number. The number of digits in the segment cannot exceed the segment length. The first character must be a digit (0-9), data entry separator (defined in G/L Options), trailing blanks, or a letter (A - Z for a Short Name). You entry cannot contain embedded blanks and the "to" account number may not be less than the "from" account number. (Up to 5 @ N 15,0) Optional

Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Account Code Number	The number of the account code to print on this report. Up to five account code numbers may have been defined through Account Codes Maintenance (MENU GLFILE). Key the account code to print on this report. You may further define the range of account codes within this account code number. *Default Value:* 1 *Valid Values:* 1 through 5 (N 1,0) Optional
Account Code Range	The five character account code used to identify a classification of accounts. This range of account codes must correspond with the **Account Code Number** field. (2 @ A 5) Optional
F12=Return	Press F12=RETURN to return to the Account Number Definition Screen without saving any entries which were made on this screen.
Enter	Press ENTER to confirm your selections. The End Report Definition Screen (p. 35-24) appears.

End Report Definition Screen



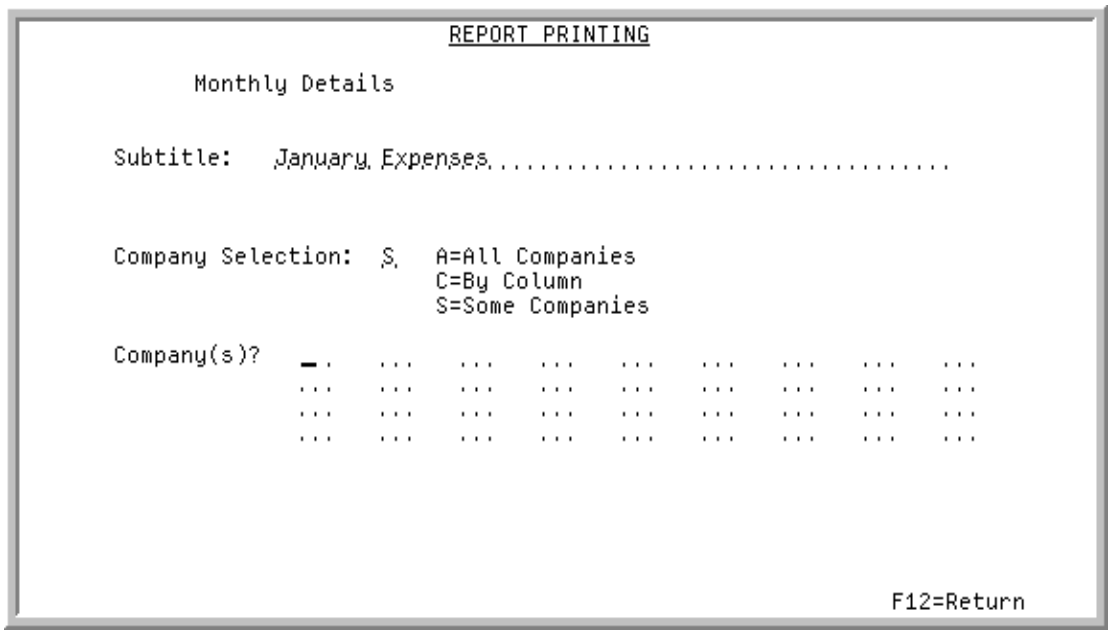
Use this screen to end this report definition. You may select one option which allows you to return to a portion of defining the current report, to save or print the current report, or to cancel the current report.

This screen appears after you press F10=END from the Column Definition Screen (p. 35-14), Column Calculations Screen (p. 35-17), Report Definition Screen (p. 35-9) the Report Sequence Screen (p. 35-19). This screen appears after you press ENTER from the Report Selection Screen (p. 35-22).

End Report Definition Screen Fields and Function Keys

Field/Function Key	Description
Selection	The number of your selection. Key your selection based on the following: • Key 1 to return to the definition of the current G/L Report on the Report Definition Screen (p. 35-9). • Key 2 to return to the definition of the current G/L Report on the Column Definition Screen (p. 35-14). • Key 3 to return to the definition of the current G/L Report on the Report Sequence Screen (p. 35-19). • Key 4 to return to the definition of the current G/L Report on the Report Selection Screen (p. 35-22). • Key 5 to save and print the current G/L Report. The Report Printing Selection Screen (p. 35-26) will display. • Key 6 to save the current report without printing. The GL Report Writer Selection Screen (p. 35-3) appear. • Key 9 to cancel the current report. The current report will not be saved. The GL Report Writer Selection Screen (p. 35-3) appears. *Valid Values:* 1 through 6, 9 (N 1,0) Required
Enter	Press ENTER to confirm your selection. The corresponding screen appears.

Report Printing Selection Screen



This screen appears if you select P as the **Function** on the GL Report Writer Selection Screen (p. 35-3), or after selecting 5 from the End Report Definition Screen (p. 35-24). This screen is used to key the subtitle of the selected report, and to determine for which companies accounts will be printed on the report.

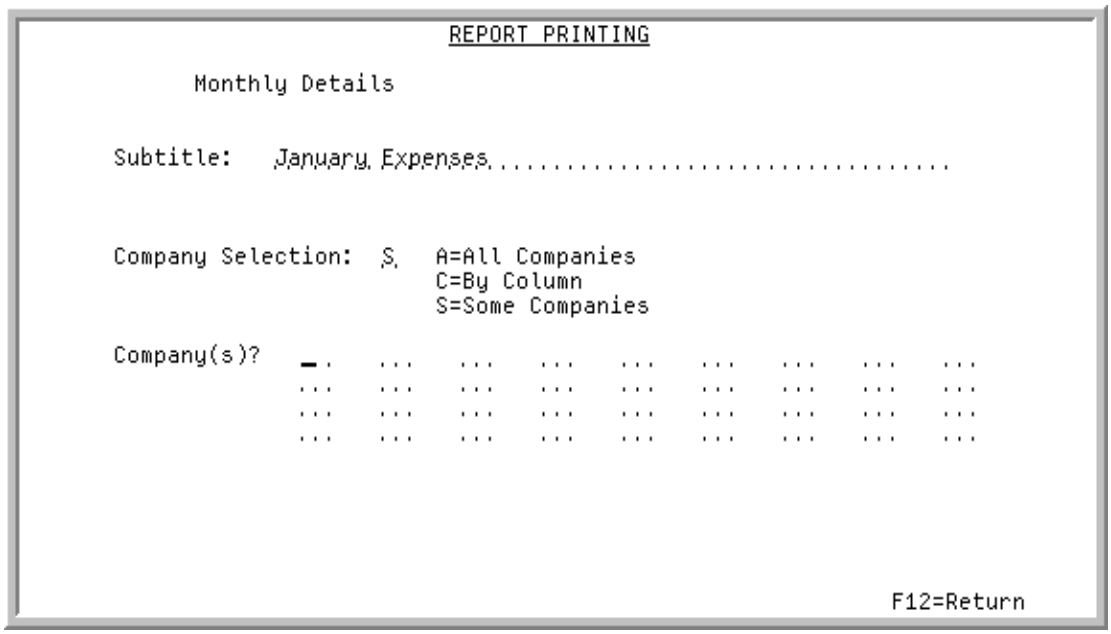
Report Printing Selection Screen Fields and Function Keys

Field/Function Key	Description
Subtitle	The subtitle of this report. The subtitle is printed on the second line of the report. (A 50) Required
Company Selection	This field allows you to determine which companies will be printed on this general ledger report. You may print account information for all companies, some companies, or different companies in different columns on the report. Key A to print this report for all companies. Key C to print different company information in different columns on this report. Key S to print this report for some companies. You will be prompted to select up to 36 companies to print on this report. *Valid Values:* A, C, S (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel printing of the current report. The GL Report Writer Selection Screen (p. 35-3) appears.

Report Printing Selection Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen without saving any entries which were made on this screen.
Enter	Press ENTER to confirm your selections. If you selected to print some companies (S for **Company Selection**), the Company Selection Screen (p. 35-28) appears. If you make any other selection, the Report Printing Period Selection Screen (p. 35-29) appears.

Company Selection Screen



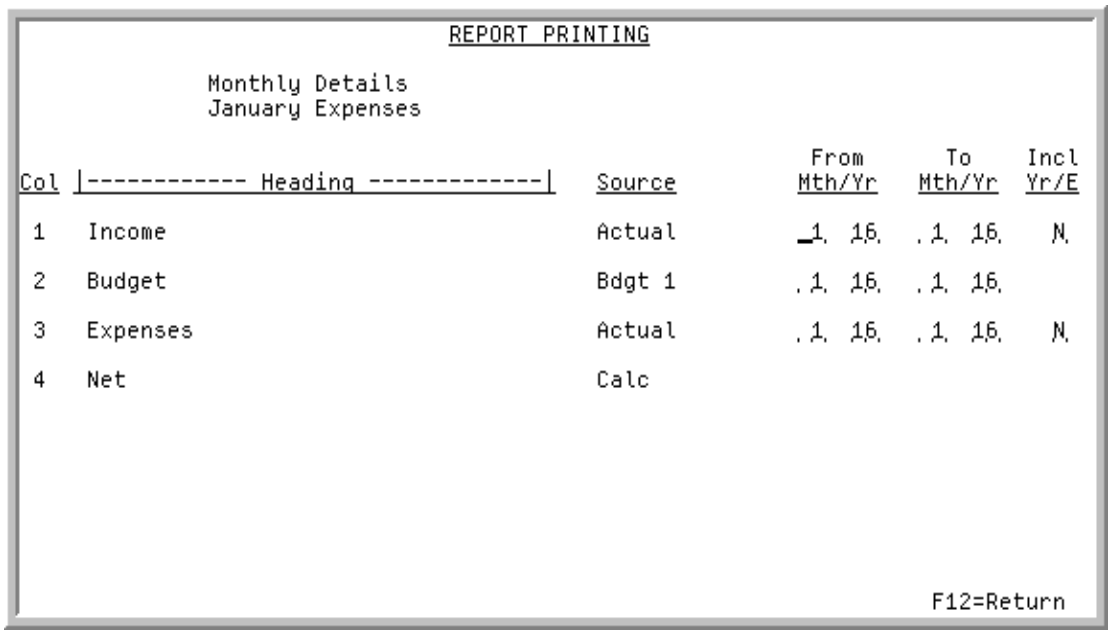
This screen appears after you press ENTER from the Report Printing Period Selection Screen (p. 35-29) only if S (some companies) was keyed as the **Company Selection**. Use this screen to determine for which companies general ledger accounts will be printed on the report.

The top half of this screen displays the selections made on the Report Printing Selection Screen. These fields are display only and may not be changed unless F12=RETURN is pressed to return to that screen.

Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company(s)	These are the companies (or company) for which this report will be generated. You may enter up to 36 valid companies. If left blank, the report will contain account information for all valid companies. (36 @ N 2,0) Optional
F12=Return	Press F12=RETURN to return to the Report Printing Selection Screen (p. 35-26) without saving any entries.
Enter	Press ENTER to confirm your selections. The Report Printing Period Selection Screen (p. 35-29) appears.

Report Printing Period Selection Screen



This screen appears after you press ENTER from the Report Printing Selection Screen (p. 35-26) or the Company Selection Screen (p. 35-28). Use this screen to specify the range of periods for which account information will be printed on the general ledger report.

Report Printing Period Selection Screen Fields and Function Keys

Field/Function Key	Description
Col	The number assigned to each column defined for this report. There may be at least one column defined; there may not be more than six columns defined. The number of columns is determined during report definition on the Column Definition Screen (p. 35-14). Display
Heading	The three line heading assigned to each column on this report. This column is broken into three sub-columns. Each sub-column represents one line of the heading. There must be at least one line used in the column heading. Column headings are keyed on the Column Definition Screen (p. 35-14). Display
Source	The source of the column as defined on the Column Definition Screen (p. 35-14). The values in this column will display as **Actual**, **Calc**, or **Budget n** (where n is 1 through 9, the number of the budget for the account). Display

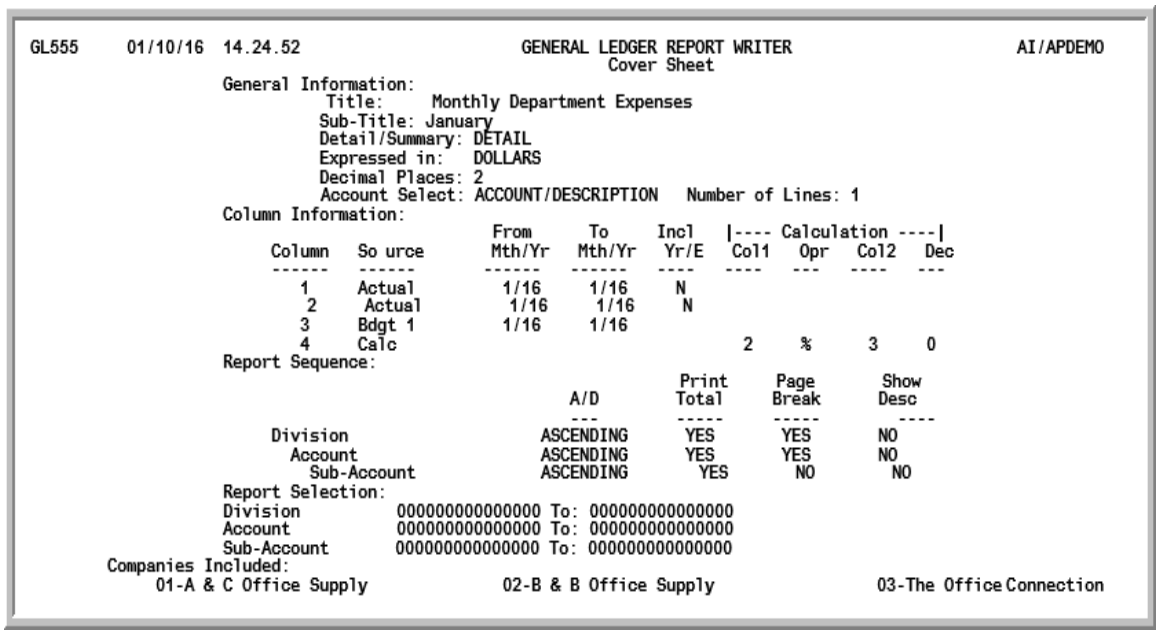
Report Printing Period Selection Screen Fields and Function Keys

Field/Function Key	Description
Co	This field appears only if C was selected for the **Company Selection** on the Report Printing Selection Screen (p. 35-26). The number of the company you wish to display in this column if you have selected companies by column on the Report Printing Selection Screen (p. 35-26). Key the number of the company for which account information will be printed in the corresponding column on this screen. *Valid Values:* Any valid Distribution A+ company (N 2,0) Optional
From Mth/Yr	The first period (calendar month and year) reported in this column on the report. Account information in periods greater than or equal to this period, and less than or equal to the period specified in the **To Mth/Yr** field are reported. NOTE: If you use 12 period accounting and want to print the year-end adjustment period (period 14) for the specified column, specify period 14 in this field and leave the **To Mth/Yr** field blank. When using 12 period accounting, you cannot specify period 14 with a range of periods. When using 13 period accounting, you may specify period 14 with a range of periods.If you indicate that you do not want to print the year-end adjustment period (period 14) in the **Incl Yr/E** field, and you specify period 14 when selecting the periods for this column, period 14 will not be included in the column on the report. *Valid Values:* • 12 period accounting: 1-12, 14 • 13 period accounting: 1-14 • Year: A valid G/L fiscal year (2 @ N 2,0) Required
To Mth/Yr	The last period (calendar month and year) printed on the report. Account information for periods in and before the period specified in this field and for periods greater than or equal to the period specified in the **From Mon/Yr** field are reported in this column on the report. *Valid Values:* For 12 period accounting: 1-12, 14; For 13 period accounting: 1-14; For the year: A valid G/L fiscal year. (2 @ N 2,0) Required

Report Printing Period Selection Screen Fields and Function Keys

Field/Function Key	Description
Incl Yr/E	Used to determine if year-end adjustments (period 14) should be included in actual columns (not budgeted or total columns) where applicable (i.e the range of periods includes the last period of the fiscal year). Key Y to show year-end adjustments for the actual columns for this report. You must have selected a range of periods which begins, ends, or contains the last accounting period of the fiscal year. Key N if you do not want to include year-end adjustments (period 14) for the actual columns on this report, even if the range of periods begins, ends, or contains the last accounting period of the fiscal year *Default Value:* Y *Valid Values:* Y, N (2 @ N 2,0) Required
F12=Return	Press F12=RETURN to return to the previous screen without saving any changes made on this screen.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

General Ledger Report Writer Cover Sheet



```
GL555     01/10/16  14.24.52                    GENERAL LEDGER REPORT WRITER                        AI/APDEMO
                                                      Cover Sheet
                  General Information:
                           Title:     Monthly Department Expenses
                          Sub-Title: January
                          Detail/Summary: DETAIL
                          Expressed in:   DOLLARS
                          Decimal Places: 2
                          Account Select: ACCOUNT/DESCRIPTION   Number of Lines: 1
                  Column Information:
                                          From      To      Incl   |---- Calculation ----|
                       Column   So urce   Mth/Yr   Mth/Yr   Yr/E   Col1   Opr   Col2   Dec
                       ------   ------    ------   ------   ----   ----   ---   ----   ---
                          1     Actual     1/16     1/16     N
                           2     Actual     1/16     1/16     N
                          3     Bdgt 1     1/16     1/16
                          4     Calc                                  2     %      3     0
                  Report Sequence:
                                                                  Print     Page      Show
                                                        A/D       Total     Break     Desc
                                                        ---       -----     -----      ----
                       Division                      ASCENDING     YES       YES       NO
                         Account                     ASCENDING     YES       YES       NO
                           Sub-Account               ASCENDING      YES       NO        NO
                  Report Selection:
                  Division          000000000000000 To: 000000000000000
                  Account           000000000000000 To: 000000000000000
                  Sub-Account       000000000000000 To: 000000000000000
            Companies Included:
                 01-A & C Office Supply             02-B & B Office Supply              03-The Office Connection
```

The report that you have specified is printed as defined on the report definition screens of this option. The cover sheet (displayed here) prints the specifications that you have made for this report. The pages which follow print the actual G/L Report.

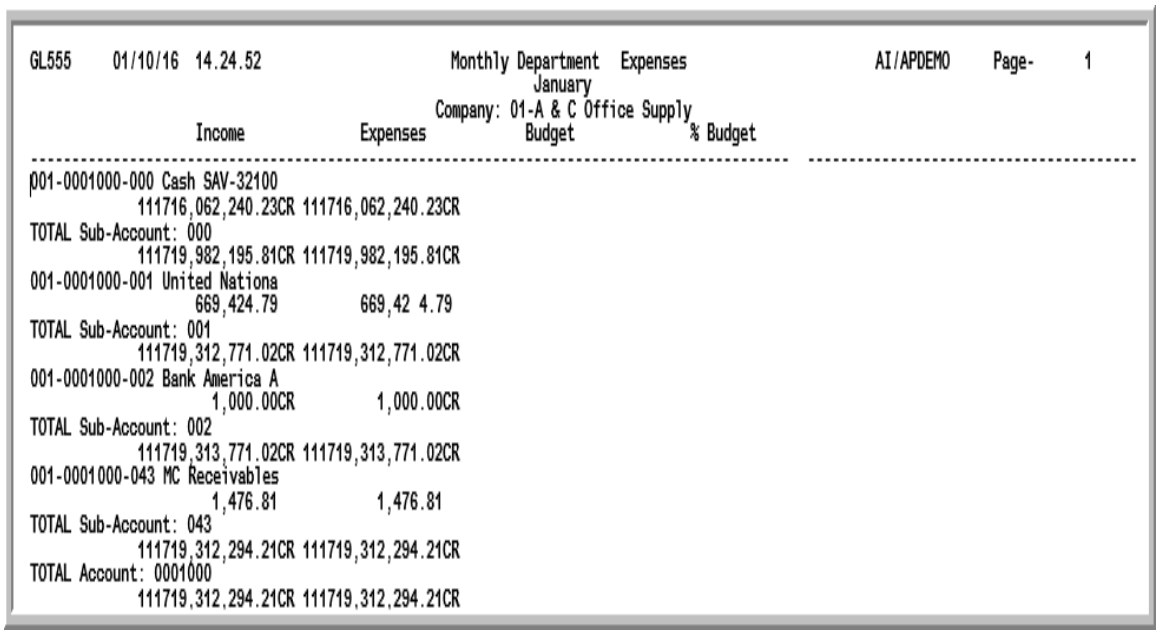
General Ledger Report Writer Cover Sheet

Report/Listing Fields	Description
General Information	The general information printed here indicates the selections that you made when defining the G/L Report. The report title, sub-title, report type (detail or summary), expressed in (dollars, thousands, millions, billions), decimal places, and account selections are printed. This information was specified on the Report Definition Screen (p. 35-9).
Column Information	The column information printed here indicates the column selections you made. This includes column number, source, period range, and include year/end adjustments which were specified on the Column Definition Screen (p. 35-14). If you used calculated columns in the report definition, those calculations specified on the Column Calculations Screen (p. 35-17).
Report Sequence	The report sequence information prints the sequence of the report based on the general ledger account number segments and other report sequence selections that were made on the Report Sequence Screen (p. 35-19).

General Ledger Report Writer Cover Sheet

Report/Listing Fields	Description
Report Selection	The report selection information prints the range of accounts or account codes selected to print on the G/L report as specified on the Report Selection Screen (p. 35-22).
Companies Included	The companies included information prints those companies that are included on the general ledger report. The companies selected are those specified on the Report Printing Selection Screen (p. 35-26) or Company Selection Screen (p. 35-28) if all or individual companies were selected. If companies were selected by column, the companies selected on the Report Printing Period Selection Screen (p. 35-29) are printed.

General Ledger Sample Report



```
GL555     01/10/16  14.24.52                  Monthly Department  Expenses                    AI/APDEMO     Page-      1
                                                        January
                                              Company: 01-A & C Office Supply
                    Income            Expenses          Budget            % Budget
-------------------------------------------------------------------------------- ----------------------------------------
001-0001000-000 Cash SAV-32100
            111716,062,240.23CR 111716,062,240.23CR
TOTAL Sub-Account: 000
            111719,982,195.81CR 111719,982,195.81CR
001-0001000-001 United Nationa
                669,424.79         669,42 4.79
TOTAL Sub-Account: 001
            111719,312,771.02CR 111719,312,771.02CR
001-0001000-002 Bank America A
                  1,000.00CR         1,000.00CR
TOTAL Sub-Account: 002
            111719,313,771.02CR 111719,313,771.02CR
001-0001000-043 MC Receivables
                  1,476.81           1,476.81
TOTAL Sub-Account: 043
            111719,312,294.21CR 111719,312,294.21CR
TOTAL Account: 0001000
            111719,312,294.21CR 111719,312,294.21CR
```

The report prints following the cover sheet. The appearance of this report will vary based on the column information, report sequence, and accounts you selected.

CHAPTER 36

Defining Statements

36

The Statement Definition option on the General Ledger Statement Menu (MENU GLSTMT) is used to create, modify, or delete a statement definition so that financial statements may be printed for your organization. A statement definition is how G/L Accounts are presented and organized on an Income Statement, Balance Sheet, or Cash Flow Statement.

A statement definition defines a single report; for each statement (Income Statement, Balance Sheet, or Cash Flow Statement) being created through this option, a separate statement definition must be defined. After defining the statement, you must edit the statement before you can print the statement. Other options also allow you to create runs and print groups for a statement created through this option; and after printing, you may work with statements that have been saved, and then when completed, purge saved statements.

A description of each type of financial statement that may be created through this option follows:

- An income statement is a report used to evaluate the performance of a business by matching its revenue and related expenses for a particular accounting period. Net income or net loss is shown.
- A balance sheet is a financial statement which shows the financial position of a business by summarizing assets, liabilities, and owner's equity at a specific date.
- A cash flow statement is designed to provide information about the cash receipts, cash payments, investing activities, and financing activities of a business. This is useful for evaluating the solvency of the business.

Use the Statement Definition Listing option to print the Statement Listing (p. 36-111). This listing shows all or selected statements defined and maintained through Statement Definition.

When to Run These Options

You must define statements through Statement Definition in order to print financial statements for your organization. After defining your financial statements, you must edit the statements through the Edit and Compile Statements option before they can be printed through the Generate/Print Statements option. You can run the Statement Definition Listing option at any time to view a given statement's definition.

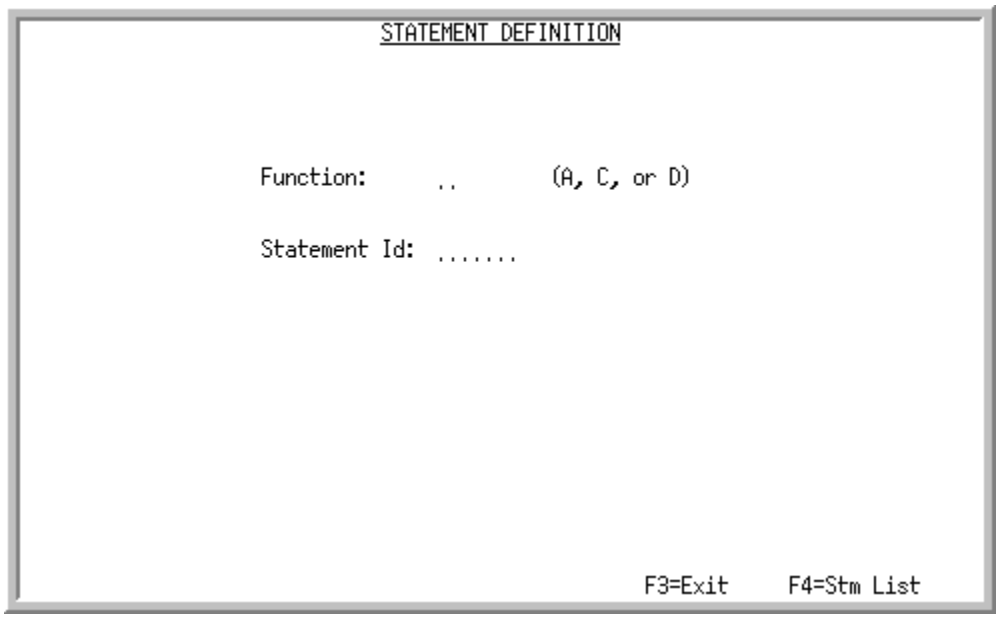
Statement Definition

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement Definition Selection Screen	Use to specify the ID of the statement you want to add, change, or delete.
Statement List Screen	Displays a list of defined statements. Use to select a statement.
Statement Password Screen	Use to provide the password for secured statements.
Statement Definition Screen 1	Use to begin defining the statement attributes such as companies, statement type, number of copies and output queue.
Statement Definition Screen 2	Use to further define the statement attributes such as column and line definitions.
Column Definition Screen	Use to define the content and headings for the statement columns.
Column Definition Detail Screen - Actual	Use to define a column that will contain actual values.
Column Definition Detail Screen - Budget	Use to define a column that will contain budget values.
Column Definition Detail Screen - Formula	Use to define a column that will calculate a value from a formula.
Column Definition Detail Screen - Percent Of	Use to define a column that reflects a percent of another line on the statement.
Line Definition Screen	Use to define each printed line of the statement.
Line Definition Review Screen - Heading	Use to define a heading line.
Line Definition Review Screen - Detail	Use to define a detail line.
Line Definition Review Screen - Total	Use to define a total line type.
Line Definition Review Screen - Formula	Use to define a formula line type.
Account Selection Screen	Use to determine how accounts are selected for a line.

Title	Purpose
Account Number Definition Screen	Use to specify the accounts that will be used for a detail line.
Account Number Masks Screen	Use to specify the account masks that will be used for detail line.
Account Number Ranges Screen	Use to specify the account ranges that will be used for a detail line.
Account Number Account Code Screen	Use to specify the account code that will be used for a detail line.
End Statement Definition Screen	Use to save your statement definition.

Statement Definition Selection Screen



This screen appears after you select option 1 - Statement Definition from the General Ledger Statement Menu (MENU GLSTMT). Use this screen to add a new statement, change an existing statement, or delete an existing statement.

If you are changing a statement and do not know the statement ID, press F4=STM LIST to display the Statement List Screen (p. 36-6).

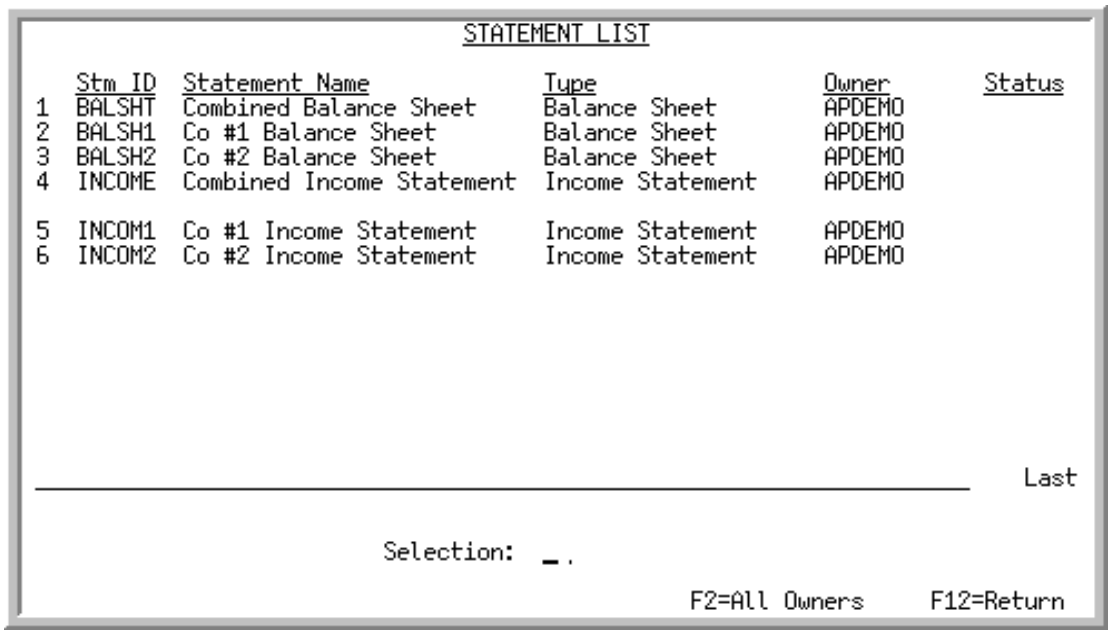
Statement Definition Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new statement. Key C to change an existing statement. Key D to delete an existing statement. You may delete a statement only if you are the owner of that statement. (A 1) Required
Statement Id	This is the identification code for the statement being defined. Key up to six characters to identify this statement. If you are in change or delete mode and you do not know the statement ID, press F4=STM LIST to display a list of existing statements. (A 6) Required
F3=Exit	Press the F3=EXIT key to return to MENU GLSTMT.

Statement Definition Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Stm List	Press the F4=STM LIST key to display a the Statement List Screen (p. 36-6). Use the Statement List Screen to select an existing statement to change or delete when you do not know the Statement Id. NOTE: Not all statements are displayed on the Statement List Screen (p. 36-6). If the statement owner responded with an N in the **Show in List** field on the Statement Password Screen (p. 36-9), that statement will display only for the owner of the statement.
Enter	Press ENTER to confirm your selections. If you are creating (**Add** mode) a statement, or changing a secured statement (**Use Password** on the Statement Password Screen (p. 36-9) is Y), the Statement Password Screen (p. 36-9) appears. Otherwise, the Statement Definition Screen 1 (p. 36-12) appears. NOTE: The owner of the statement will always be presented with the Statement Password Screen (p. 36-9). This allows changing or adding a password at a later time.

Statement List Screen



This screen appears after you press F4=STM LIST on the

- Statement Definition Selection Screen (p. 36-4)
- Statement Run Definition Screen (p. 37-2) in the Statement Run Definition option
- Group Selection Screen (p. 38-10) in the Statement Print Group Definition option
- Statement Account Usage Screen (p. 42-2) in the Statement Account Usage option
- Print Statement Selection Screen (p. 43-6), Print Statement/Run Screen (p. 43-8), or Print Statement Preview Screen (p. 43-12) in the Generate/Print Statements option
- Statement Print Group Search Screen (p. 46-2) in the Statement Print Group Search option

This screen displays a list of existing statements. Use this screen to select a statement. You can limit the list to statements owned (created) by you, or you can display all non-secured statements.

NOTE: Not all statements are displayed. If the statement owner selected N for **Show in List** on the Statement Password Screen (p. 36-9), that statement will display only for the owner of the statement.

Statement List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number referring to a specific statement. Use this **Reference Number** to select a statement for change or deletion. Display

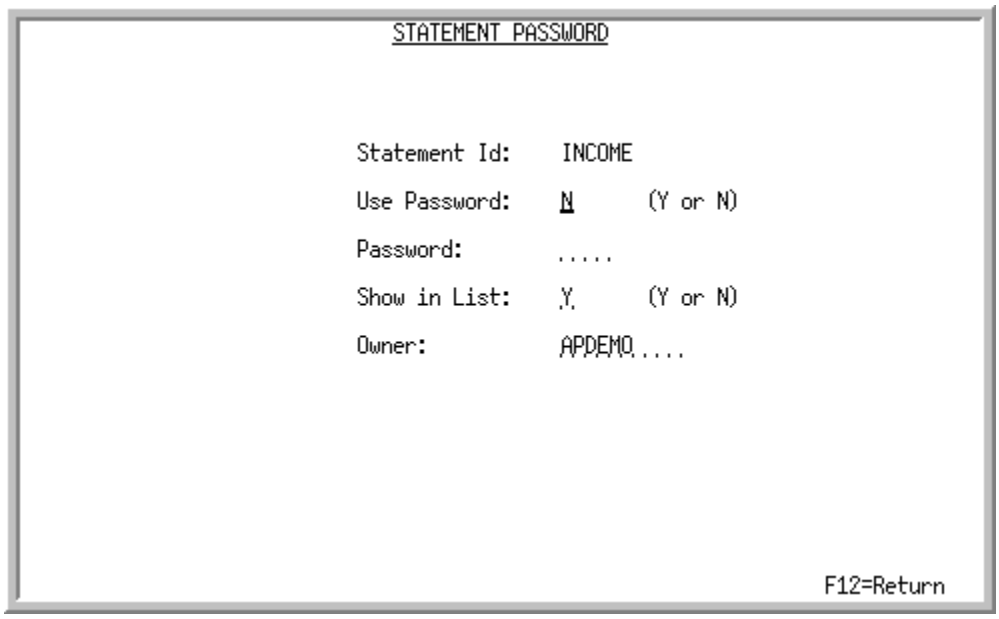
Statement List Screen Fields and Function Keys

Field/Function Key	Description
Stm ID	This column displays the statement identification codes of existing statements. Statement identifications are defined on the Statement Definition Selection Screen (p. 36-4). Display
Statement Name	This column displays the name of existing statements. Statement names are defined on the Statement Definition Screen 1 (p. 36-12). Display
Type	The type of statements that exist display in this column. One of the following will display: • Income Statement • Balance Sheet • Cash Flow Statement Display
Owner	This column displays the user ID of the user who created the statement. You may display the statements created by all owners, or the statements created only by your user ID. Press F2=ALL OWNERS / F2=THIS OWNER to toggle between showing all document owners, and documents you own. Display
Status	The status of the statement displays in this column: • **Edt Req** - edit is required for this statement • **Errors** - errors exist on the statement • blank - statement is free of errors and does not need to be edited Display
Selection	This field is used to enter the **Reference Number** of the statement to be changed or deleted. Key the **Reference Number** of the statement you want to change or delete. *Valid Values:* 01 through 12 (N 2,0) Required
F2=All Owners / F2=This Owner	Press the F2=ALL OWNERS / F2=THIS OWNER key to toggle between displaying the statements created by all owners, or the statements created by you (the current User ID).
F12=Return	Press F12=RETURN to return to the Statement Definition Selection Screen (p. 36-4) without selecting a statement for modification.

Statement List Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key after you have selected a statement. If you do not own the statement selected, the Statement Password Screen (p. 36-9) appears if the original owner responded with a Y to **Use Password** on the Statement Password Screen (p. 36-9). Otherwise, the Statement Definition Screen 1 (p. 36-12) appears. If you are the owner of the statement selected, the Statement Password Screen (p. 36-9) appears regardless if you responded with a Y or N to **Use Password**.

Statement Password Screen



This screen appears after you press ENTER on the Statement Definition Selection Screen (p. 36-4) if you are creating a statement, or changing a secured statement (**Use Password** is Y) created by someone else. This screen also appears if you are not the statement owner and a password is required.

If you are the owner of this statement, use this screen to determine the security to use for your statement. Note that the security specified on this screen is not G/L security. It applies only to the G/L Statement Definition. Therefore, you may establish statement security independent from security.

If you are not the owner of this statement, this screen displays with only the Statement ID and the Password fields; key the password required to access the statement.

Statement Password Screen Fields and Function Keys

Field/Function Key	Description
Statement Id	This is the statement identifier of this statement. It was keyed on the Statement Definition Selection Screen (p. 36-4), or was selected from the Statement List Screen (p. 36-6). Display

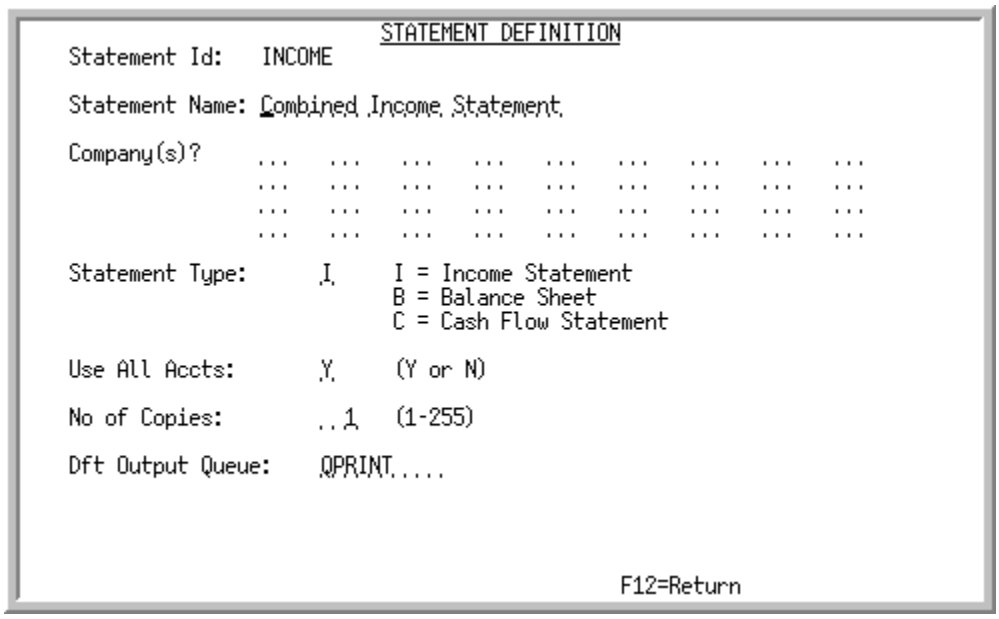
Statement Password Screen Fields and Function Keys

Field/Function Key	Description
Use Password	If you are maintaining a statement, this field appears only if you are the owner of the statement or if you are defined as a master user through Security (MENU XASCTY). Use this field to indicate whether this statement will have a password assigned to it. Once a statement has been created, this value can be changed by the user who is currently the statement owner or by a user defined as a master user. Key Y in this field to secure your statement by requiring password security. Unless the user is the statement owner or defined as a master user, they will not be able to change or print your statement without knowing the password keyed in the **Password** field. Key N if you do not want to secure your statement. Any user may access or print this statement. *Default Value:* Y (A 1) Required
Password	Use this field to specify the password for the statement. Passwords for statements are established by the owner of the statement. If you are adding a statement and the **Use Password** field is set to Y, you must enter a password that will be required to access the statement. If the **Use Password** field is set to N, you must leave this field blank. If you are maintaining a statement and you are the owner of the statement or you are defined as a master user through Security (MENU XASCTY), the password specified for the statement is shown. If you are not the owner of the statement or a master user, you must key the password required to access this statement. The password is a non-displayed entry field, meaning that when entering the password you will not be able to see the password being keyed. (A 4) Required/Blank
Show in List	If you are maintaining a statement, this field appears only if you are the owner of the statement or if you are defined as a master user through Security (MENU XASCTY). Use this field to determine if this statement will display on the Statement List Screen (p. 36-6). Key Y if you want this statement to display on the Statement List Screen. Key N if you do not want this statement to display on the Statement List Screen. No other users may view or select this statement; however, it will always display for the owner (F2=THIS OWNER) even if N is selected in this field. *Default Value:* Y (A 1) Required

Statement Password Screen Fields and Function Keys

Field/Function Key	Description
Owner	If you are maintaining a statement, this field appears only if you are the owner of the statement or if you are defined as a master user through Security (MENU XASCTY). Use this field to indicate the owner of this statement. Once a statement has been created, the statement owner can be changed by the user who is currently the statement owner or by any user defined as a master user. *Default Value:* If you are creating a statement, your user ID defined through Register A+ User IDs (MENU XACFIG). If you are maintaining a statement, the user ID of the owner specified when the statement was created. *Valid Values:* A user ID defined through Register A+ User IDs (MENU XACFIG). (A 10) Required
F12=Return	Press the F12=RETURN key to return to the Statement Definition Selection Screen (p. 36-4) without updating this screen.
Enter	Press the ENTER key to confirm your selections. The Statement Definition Screen 1 (p. 36-12) appears.

Statement Definition Screen 1



This screen appears after you press ENTER on the Statement Definition Selection Screen (p. 36-4), the Statement List Screen (p. 36-6), or the Statement Password Screen (p. 36-9).

This is the first screen used to define information particular to a statement. You may also use this screen to delete the entire statement [if delete was selected on the Statement Definition Selection Screen (p. 36-4)]; or create a statement identical or similar to an existing statement. In order to delete a statement or duplicate (copy) a statement, you must be the owner of that statement.

Statement Definition Screen 1 Fields and Function Keys

Field/Function Key	Description
Statement Id	This is the statement identifier of this statement. It was keyed on the Statement Definition Selection Screen (p. 36-4), or was selected from the Statement List Screen (p. 36-6). Display
Statement Name	Key a name to describe this statement. This name will display on the Statement List Screen (p. 36-6) and Group Selection Screen (p. 38-10) to help identify the statement. (A 25) Required

Statement Definition Screen 1 Fields and Function Keys

Field/Function Key	Description
Company(s)	These are the companies (or company) for which the financial statements will be generated. You may enter up to 36 valid companies per definition. If all fields are left blank, financial information for all valid companies in General Ledger will be included. For individual statements, you may create the definition for the first company by entering only one company number in this field. You may then use the copy statement function which is available to create statements for other companies (if you choose to use the copy statement function, refer to the **Same as Statement** field). If your G/L Accounts are numbered differently in each company, the line definition will have to be modified for each detail line in corresponding statements. NOTE: Refer to Statement Run Definition (MENU GLSTMT) when creating different views of the same statement for multiple companies. For consolidated statements, you may create the definition by selecting multiple companies or all companies in this field. A statement is considered consolidated simply by choosing more than one company in this field. (36 @ N 2,0) Optional

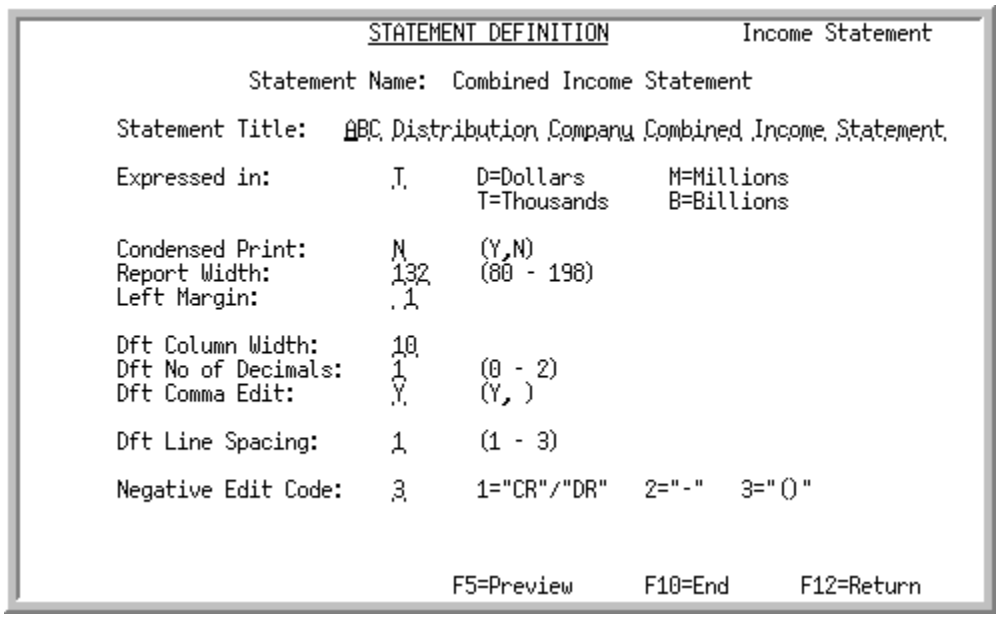
Statement Definition Screen 1 Fields and Function Keys

Field/Function Key	Description
Statement Type	This is the type of statement you are defining within this G/L Statement Definition. Key I to define an Income Statement. Use this statement to evaluate the performance of the business by matching its revenue and related expenses for a particular accounting period. Net income or net loss is shown. Key B to define a Balance Sheet. Use this statement to show the financial position of a business by summarizing assets, liabilities, and owner's equity at a specific date. **Important** If you are creating a balance sheet, in order for it to balance, it is necessary to include a detail line that contains the special type of account group referred to as "***CRE**" (Current Retained Earnings). This line is identified by keying *CRE in the **Account Group** field on the Line Definition Review Screen - Detail in Statement Definition Maintenance; ***CRE** must only be entered once in the **Account Group** field. NOTE: Current retained earnings is a holding file that contains your current retained earnings only. Key C to define a Cash Flow Statement. This statement is used to provide information about the cash receipts, cash payments, investing activities, and financing activities of a business. This is useful for evaluating the solvency of the business. Use **Accum Code** on the Line Definition screen to define how values are accumulated. *Valid Values:* I, B, or C (A 1) Required
Use All Accts	This field is used to indicate if all G/L Accounts are to be included in this statement (based on the statement type). Key Y to have Distribution A+ verify that all of the G/L Accounts have been used in this statement. Any accounts not included in this statement definition will be printed on the edit report. Key N if you do not require that all G/L Accounts be included in this statement. *Default Value:* Y (A 1) Required

Statement Definition Screen 1 Fields and Function Keys

Field/Function Key	Description
No of Copies	Key the number of copies of this statement that you would like to generate when printing statements through Generate/Print Statements (MENU GLSTMT). This value is also used as the default during Statement Run Definition (MENU GLSTMT) and may be accepted or overridden at that time. *Default Value:* 1 *Valid Values:* 1 - 255 (N 3,0) Required
Dft Output Queue	Key the output queue to which you would like this report sent when printing statements through Generate/Print Statements (MENU GLSTMT). This value is also used as the default during Statement Run Definition (MENU GLSTMT) and may be accepted or overridden at that time. *Default Value:* Your output queue as defined on your System i User Profile (A 10) Required
Same as Statement	This field appears in **ADD** mode only. Use this field to copy an existing statement to the statement you are creating. This provides a starting statement from which you can create your new statement. You can then make changes to the new statement without affecting the original. This is useful if you have multiple companies using the same or similar financial statements, or if the need arises to provide divisional or departmental financial statements. Key the statement ID of the existing statement that you wish to copy to the statement you are currently creating. NOTE: The **Statement Type** must be the same as the statement being copied. *Valid Values:* Any existing statement ID for which you are the owner (A 6) Optional
F12=Return	Press F12=RETURN to return to the Statement Definition Selection Screen (p. 36-4). Any values keyed on this screen are not saved.
F24=Delete	The F24=DELETE function key appears in **Delete** mode only. Press F24=DELETE to delete the current statement (you must be the owner of the statement). You will be prompted to press F24=DELETE again to confirm the deletion.
Enter	Press ENTER to confirm your selections. The Statement Definition Screen 2 (p. 36-17) appears.

Statement Definition Screen 2



This screen appears after pressing ENTER on the Statement Definition Screen 1 (p. 36-12). This screen is used to define the column and formatting specifics. You may also use this screen to preview the statement as it is being created.

The appearance of this screen is the same regardless if you selected to define an Income Statement, Balance Sheet, or Cash Flow Statement.

Statement Definition Screen 2 Fields and Function Keys

Field/Function Key	Description
(Statement Type)	The type of financial statement being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
Statement Name	The name of this statement as selected on the Statement Definition Screen 1 (p. 36-12). Display
Statement Title	This is the title to print on the financial statement during Generate/Print Statements (MENU GLSTMT). A sub-title is entered when printing the statement through Generate/Print Statements (MENU GLSTMT). When printed, the statement heading and sub-heading will be centered over the number of columns defined for this statement. Key the title of this statement. (A 50) Required

Statement Definition Screen 2 Fields and Function Keys

Field/Function Key	Description
Expressed in	All monetary values are expressed on this financial statement in the value you key here. This value is used as a default during Statement Run Definition (MENU GLSTMT) and Work with Saved Statements MENU GLSTMT). You may accept or override the value at that time. Zero (0) is assumed for the **Dft No of Decimals** for all options. Key D to express monetary values in dollars. For example, the value of $911,250,000.00 will print as $911,250,000 Key T to express monetary values in thousands of dollars. For example, the value of $911,250,000.00 will print as $911,250. Key M to express monetary values in millions of dollars. For example, the value of $911,250,000.00 will print as $911. Key B to express monetary values in billions of dollars. For example, the value of $911,250,000.00 will print as $1 *Default Value:* D *Valid Values:* D, T, M, or B (A 1) Required
Condensed Print	This field allows for printing in a condensed format. Key Y to print the statement in condensed form. Up to 198 print positions are available (15 characters per inch). NOTE: Not all printers support condensed print. Key N to print the statement in regular form. Up to 132 print positions are available (10 characters per inch, which is the standard). *Default Value:* N (A 1) Required
Report Width	This field determines the width of the report. Key a report width between the ranges of 80 to 198 positions if you selected Y for **Condensed Print**. Key a report width between the ranges of 80 to 132 positions if you selected N for **Condensed Print**. *Default Value:* 132 *Valid Values:* 80 - 198 (N 3,0) Required

Statement Definition Screen 2 Fields and Function Keys

Field/Function Key	Description
Left Margin	This field determines the first print position to be used on the statement. This value reduces the available print positions. Key the left margin value (i.e., key 05 if you want the statement to be indented 5 spaces). *Default Value:* 1 *Valid Values:* Cannot be less than 1 (N 2,0) Required
Dft Column Width	This is the default column width to display during column definition and when the statement is printed. This value may be accepted or overridden when defining columns. Key the width of the column to be used as the default during column definition. *Default Value:* 10 *Valid Values:* Any value not exceeding 21 (N 2,0) Optional

Statement Definition Screen 2 Fields and Function Keys

Field/Function Key	Description
Dft No of Decimals	This is the number of decimal places to which monetary values are rounded; this number of decimals will display as the default when defining columns and will also be reflected on the statement when it is printed. This default may be accepted or changed during column definition, or when defining run definitions through Statement Run Definition (MENU GLSTMT). Distribution A+ will round off each line amount to reflect the selected value. No rounding will occur when values are expressed in dollars with two decimal places. Key 0 to print all monetary values with no decimal places. For example, if the **Dft No of Decimals** is 0, the value of $911,250,000.00 will print as: • $911,250,000 when expressed in dollars • $911,250 when expressed in thousands of dollars • $911 when expressed in millions of dollars • $1 when expressed in billions of dollars Key 1 to print all monetary values to 1 decimal place. For example, if the **Dft No of Decimals** is 1, the value of $911,250,000.00 will print as: • $911,250,000.0 when expressed in dollars • $911,250.0 when expressed in thousands of dollars • $911.0 when expressed in millions of dollars • $.9 when expressed in billions of dollars Key 2 to print all monetary values to 2 decimal places. For example, if the **Dft No of Decimals** is 2, the value of $911,250,000.00 will print as: • $911,250,000.00 when expressed in dollars • $911,250.00 when expressed in thousands of dollars • $911.25 when expressed in millions of dollars • $.91 when expressed in billions of dollars *Default Value:* 2 *Valid Values:* 0, 1, or 2 (N 1,0) Optional

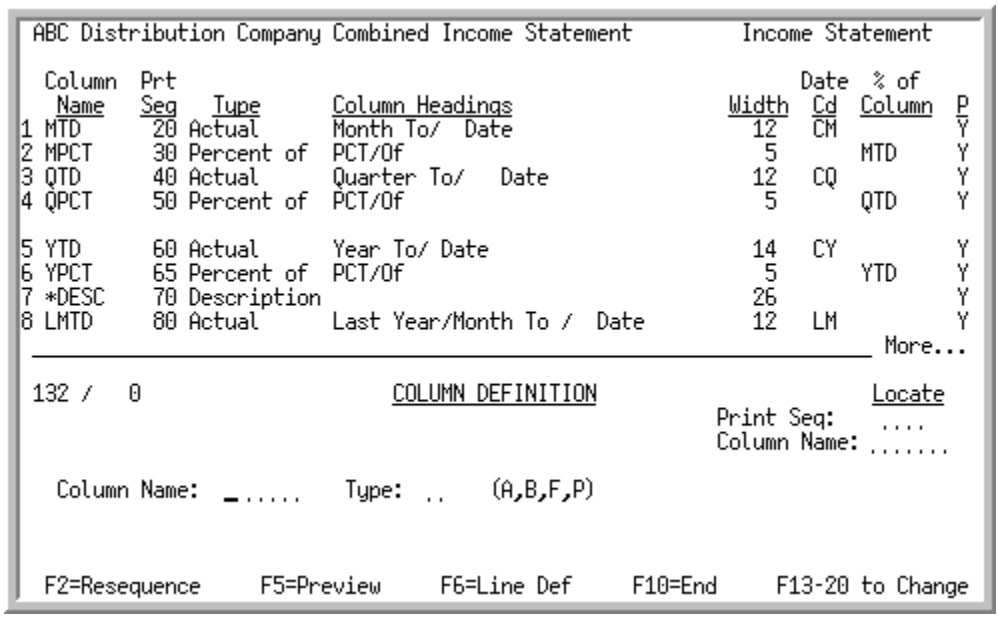
Statement Definition Screen 2 Fields and Function Keys

Field/Function Key	Description
Dft Comma Edit	This field determines if commas will be inserted in values printed on the statement. This value is used as the default whenever a new column is added to a statement, and when defining run definitions through Statement Run Definition (MENU GLSTMT). You may accept or override this value during column definition or run definition. Key Y to have values printed in this column with commas inserted (i.e., 1,000,000.00). Leave blank if you do not want commas inserted into the values in this column (i.e., 1000000.00). *Default Value:* Blank *Valid Values:* Y or Blank (A 1) Required
Dft Line Spacing	This field is used to select the default line spacing for this statement. This value is used as the default for the **Space After** field during line definition whenever a new line is entered. You may accept or override this value during line definition. Key 1 to print the next line definition on the following line. No blank lines will appear. Key 2 to print the next line definition two lines below this line. One blank line will appear between this line and the next line. Key 3 to print the next line definition three lines following this line. Two blank lines will appear between this line and the next line. *Default Value:* 1 *Valid Values:* 1, 2, or 3 (N 1,0) Required
Negative Edit Code	This field determines the way in which negative values will be printed on the statement. Key 1 to have **CR** print for credit values and **DR** print for debit values. Key 2 to have a negative sign (-) print next to opposite values. Key 3 to have a parenthesis **()** print around any opposite values on the statement. *Default Value:* 1 *Valid Values:* 1, 2 or 3 (N 1,0) Required

Statement Definition Screen 2 Fields and Function Keys

Field/Function Key	Description
F5=Preview	Press the F5=PREVIEW function key to preview the statement online as it is being created. When you press F5=PREVIEW, the statement as it will currently print, will be shown using the following screens: • Statement Display Screen (p. 44-18) • Statement Inquiry Screen (p. 44-13) • Column Selection Screen (p. 44-16)
F10=End	Press the F10=END key to finish the current statement. The End Statement Definition Screen (p. 36-105) appears. All selections defined up to this point will be saved.
F12=Return	Press the F12=RETURN key to return to the previous screen without saving any additions/changes made to this screen.
Enter	Press the ENTER key to confirm your selections. The Column Definition Screen (p. 36-23) appears.

Column Definition Screen



This screen appears after you press ENTER on the Statement Definition Screen 2 (p. 36-17). This screen is used to define the content and headings for each column that will appear on this financial statement; columns may report actual values, budgeted values, or a calculation derived from other columns. This screen also allows for access into the line definition section, where you define the lines to be included on the statement. You may also use this screen to preview the statement as it is being created.

NOTE: The first line displays on this screen automatically. It is designated as the ***DESC** (description) line reserved for the statement when it is printed. You may change the sequence, column width, and whether or not you want this line printed by using the function keys or by entering this column name in the **Column Name** field (on the lower portion of this screen and pressing ENTER). You cannot, however, delete this column as you can other columns.

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of this statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Column Name	The name of this column as defined on the lower portion of this screen (with the exception of the description (***DESC**) column which is defined by Distribution A+). Display
Prt Seq	Displayed is the system assigned print sequence associated with this column; this is the print sequence in which this column will print on the statement. The print sequence is incremented by 10 each time a column is added. Display
Type	This is the type of column defined as selected on the lower portion of this screen. • Actual • Budget • Formula • Percent of NOTE: If the type is a formula, the level (1, 2, or 3) of the formula will display following the word. Display
Column Headings	These are the heading(s) of the columns (up to three may be defined) as keyed on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Column headings are centered when printed on the statement. Display
Width	The width of the column as defined on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Display

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
Date Cd	This is the date code used by Distribution A+ to calculate the default period selection values when printing a statement. The date code displayed here is determined by your response in the **Date Code** field on the Column Definition Detail Screen - Actual (p. 36-33). Display
% of Column	For column **Type P** (Percent of), this is the name of the column whose values are used to calculate the percent of column value. Display
P	This field indicates by **Y** (Yes) or **N** (No) if this column is designated to print on the statement. Display
(Report Width Indicator)	This field indicates how much of the report width has been used, and how much of the report width is still available. For example, 30/102 means that 30 print positions have been used and 102 print positions remain available. Display
Locate Print Seq	This field allows you to position a specific line to the top of this screen using the **Print Seq** field. Key the print sequence number of the column definition that you would like to position first on this screen. For example, assume that your column's print sequences are incremented by 10, if you key 20 into this field, columns display beginning with print sequences 20 through 90 will be displayed on the top half of this screen. If you want to see the last columns in this statement, but do not recall the print sequence numbers, enter all 9's or a print sequence number higher than the highest print sequence number. The last 8 columns of the statement will be displayed. (N 3,0) Optional
Locate Column Name	This field allows you to position a specific line to the top of this screen using the **Column Name** field. Key the column name of the column definition that you would like to position first on this screen. For example, if you want to display a column named "BUDGET," key BUDGET in this field and the BUDGET column will be displayed on the top of the screen followed by the next 7 columns defined in the statement. (A 6) Optional

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
Column Name	Use this field to either change an existing column or to add a new column.to this statement. To change an existing column: • Key the column name to change. • Leave the **Type** field blank. • The respective Column Definition Review Screen will display to allow you to change the line. NOTE: You may also use the F13-F20 TO CHANGE function keys to select columns for change without keying the column name. To add a new column: • Key the unique column name to be added. Make your column names as meaningful as possible. This will make creation of formula columns and modification of statements easier. • You are required to key the **Type** field when adding. • The respective Column Definition Review Screen will display to allow you to define the new line. *Valid Values:* Any characters beginning with A through Z. Each line must be assigned a unique line name (containing no more than 6 characters) (A 6) Required

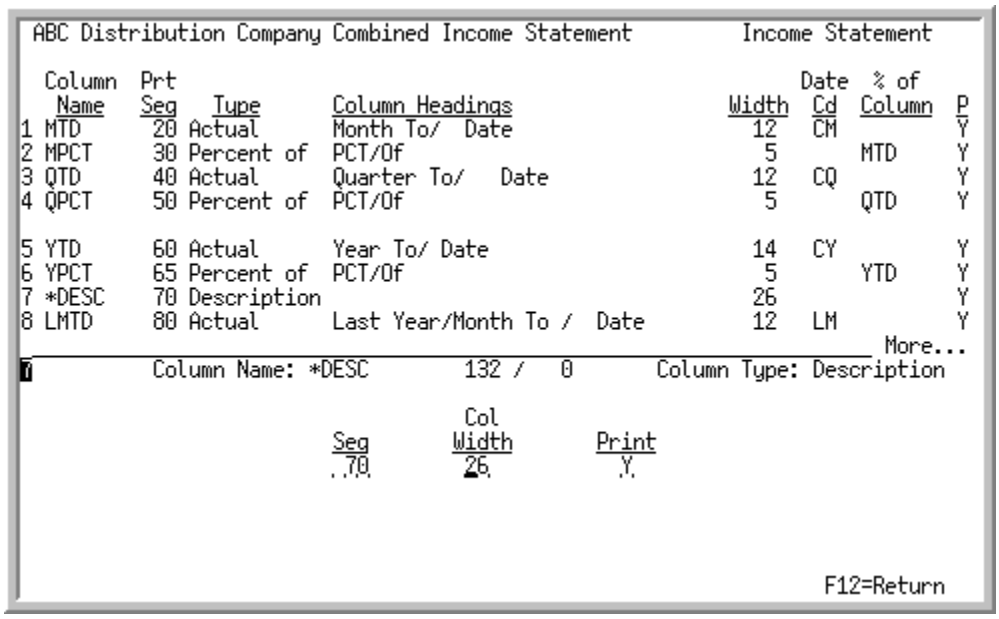
Column Definition Screen Fields and Function Keys

Field/Function Key	Description
Type	The column type informs Distribution A+ where to retrieve the value to be printed in these columns. The type may be the actual dollar value from G/L Account(s), budgeted values, or a calculation derived from other columns. If adding a column, key one of the following: • Key A if this column will contain actual values from G/L Account(s). • Key B if this column will contain budget values. Each account can have up to nine budgets. G/L Budgets are maintained through Budgets Maintenance (MENU GLFILE). • Key F if the column value will be a result of a formula calculation between other columns. • Key P if the source of the column is the result of a percentage calculation using values from other columns. If changing an existing column, leave this field blank. *Valid Values:* A, B, F, or P if in Add mode; leave blank if in Change mode (A 1) Required/Blank
F2=Resequence	Press F2=RESEQUENCE to resequence the **Prt Seq** field values for all columns in increments of 10.
F5=Preview	Press the F5=PREVIEW key to preview the statement online as it is being created. When you press F5=PREVIEW, the statement as it will currently print, will be shown using the following screens: • Statement Display Screen (p. 44-18) • Statement Inquiry Screen (p. 44-13) • Column Selection Screen (p. 44-16)
F6=Line Def	Press the F6=LINE DEF key to define the printed lines of the financial statement. The Line Definition Screen (p. 36-57) appears.
F10=End	Press the F10=END key to finish this statement definition and display the End Statement Definition Screen (p. 36-105). All selections defined up to this point will be saved.

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
F13-F20 to Change	Press the key that corresponds to the **Reference Number** field of the column definition that you wish to change. After selecting the column you wish to modify, the respective Column Definition Detail Screen appears where you may enter new values. Use the function keys as follows to select a column definition to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **Example:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **Example:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. NOTE: You may also change values by entering an existing column name and pressing ENTER; the **Type** field must be left blank. You may also delete a column definition through this function. To delete a column definition, select the desired column definition as if you were selecting it for change. Press F24=DELETE twice from the respective Column Definition Detail Screen to delete the column. NOTE: You cannot delete the description (***DESC**) column which is assigned by Distribution A+ and reserved for the description line to print on the statement.
Enter	Press ENTER after selecting the column name to add or change. The appropriate Column Definition Detail Screen appears.

Column Definition Detail Screen - Description



This screen appears after you select the ***DESC** (description) column for change on the Column Definition Screen (p. 36-23). Use this screen to adjust the sequence, column width, and printing of the reserved description column.

Column Definition Detail Screen - Description Line Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of this statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Column Name	The name of this column as defined on the lower portion of this screen (with the exception of the description (***DESC**) column which is defined by Distribution A+). Display

Column Definition Detail Screen - Description Line Fields and Function Keys

Field/Function Key	Description
Prt Seq	Displayed is the system assigned print sequence associated with this column; this is the print sequence in which this column will print on the statement. The print sequence is incremented by 10 each time a column is added. Display
Type	This is the type of column defined as selected on the lower portion of this screen. • Actual • Budget • Formula • Percent of NOTE: If the type is a formula, the level (1, 2, or 3) of the formula will display following the word. Display
Column Headings	These are the heading(s) of the columns (up to three may be defined) as keyed on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Column headings are centered when printed on the statement. Display
Width	The width of the column as defined on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Display
Date Cd	This is the date code used by Distribution A+ to calculate the default period selection values when printing a statement. The date code displayed here is determined by your response in the **Date Code** field on the Column Definition Detail Screen - Actual (p. 36-33). Display
% of Column	For column **Type P** (Percent of), this is the name of the column whose values are used to calculate the percent of column value. Display

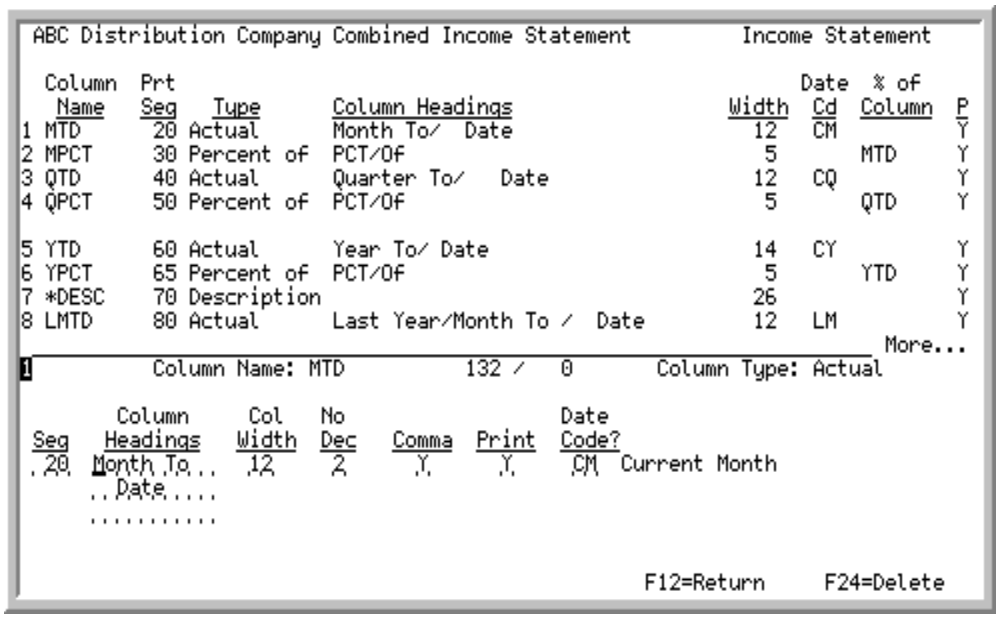
Column Definition Detail Screen - Description Line Fields and Function Keys

Field/Function Key	Description
P	This field indicates by **Y** (Yes) or **N** (No) if this column is designated to print on the statement. Display
(Selected Reference Number)	The number associated with a the selected existing column. This field does not display when defining new columns. Display
Column Name	The column name being added to this statement or the column name being changed. Display
(Report Width Indicator)	This field indicates how much of the report width has been used, and how much of the report width is still available. For example, 30/102 means that 30 print positions have been used and 102 print positions remain available. Display
Column Type	The type of column defined as selected on the Column Definition Screen (p. 36-23): **Description**. Display
Seq	The sequence in which this column will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. You may insert a column number by specifying a print sequence number that is greater than the column in which you would like it to follow, and less than that of the column in which you would like it to precede. *Default Value:* The system assigned **Prt Seq** number in increments of 10 (N 3,0) Required
Col Width	The width of the column to be printed on the statement. Key a column width less than or equal to 30, if **Print** is Y. Leave blank if **Print** is N. *Default Value:* The **Dft Column Width** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Must be less than or equal to 30, if **Print** is Y; if **Print** is N, leave blank. (N 2,0) Optional
Print	Determines if this column will print on the statement. Key Y to print this column. Key N if you do not want this column printed on the statement. *Default Value:* Y (A 1) Required

Column Definition Detail Screen - Description Line Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN key to return to the Column Definition Screen (p. 36-23) without saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Column Definition Screen (p. 36-23) appears..

Column Definition Detail Screen - Actual



After entering a **Column Name** and **Type** A (Actual) on the Column Definition Screen (p. 36-23), the lower portion changes upon pressing ENTER. This screen also appears if changing an existing column designated as **Type** A.

Use this screen to define the content and headings for each column of actual values that will appear on this financial statement. These columns will contain the actual values from G/L Accounts.

Column Definition Detail Screen - Actual Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of this statement as entered on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display

Column Definition Detail Screen - Actual Fields and Function Keys

Field/Function Key	Description
Column Name	The name of this column as defined on the Column Definition Screen (p. 36-23) (with the exception of the description (***DESC**) column which is defined by Distribution A+). Display
Prt Seq	Displayed is the system assigned print sequence associated with this column; this is the print sequence in which this column will print on the statement. The print sequence is incremented by 10 each time a column is added. Display
Type	This is the type of column defined as selected on the lower portion of this screen. • Actual • Budget • Formula • Percent of NOTE: If the type is a formula, the level (1, 2, or 3) of the formula will display following the word. Display
Column Headings	The heading lines of the column (up to three may be defined) as keyed on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Column headings are centered when printed on the statement. Display
Width	The width of the column as defined on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Display
Date Cd	This is the date code used by Distribution A+ to calculate the default period selection values when printing a statement. The date code displayed here is determined by your response in the **Date Code** field on the Column Definition Detail Screen - Actual (p. 36-33). Display

Column Definition Detail Screen - Actual Fields and Function Keys

Field/Function Key	Description
% of Column	For column **Type P** (Percent of), this is the name of the column whose values are used to calculate the percent of column value. Display
P	This field indicates by **Y** (Yes) or **N** (No) if this column is designated to print on the statement. Display
(Selected Reference Number)	The number associated with a the selected existing column. This field does not display when defining new columns. Display
Column Name	The column name being added to this statement or the column name being changed. Display
(Report Width Indicator)	This field indicates how much of the report width has been used, and how much of the report width is still available. For example, 30/102 means that 30 print positions have been used and 102 print positions remain available. Display
Column Type	The type of column defined as selected on the Column Definition Screen (p. 36-23): **Actual**. Display
Seq	The sequence in which this column will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. You may insert a column number by specifying a print sequence number that is greater than the column in which you would like it to follow, and less than that of the column in which you would like it to precede. *Default Value:* The system assigned **Prt Seq** number in increments of 10 (N 3,0) Required

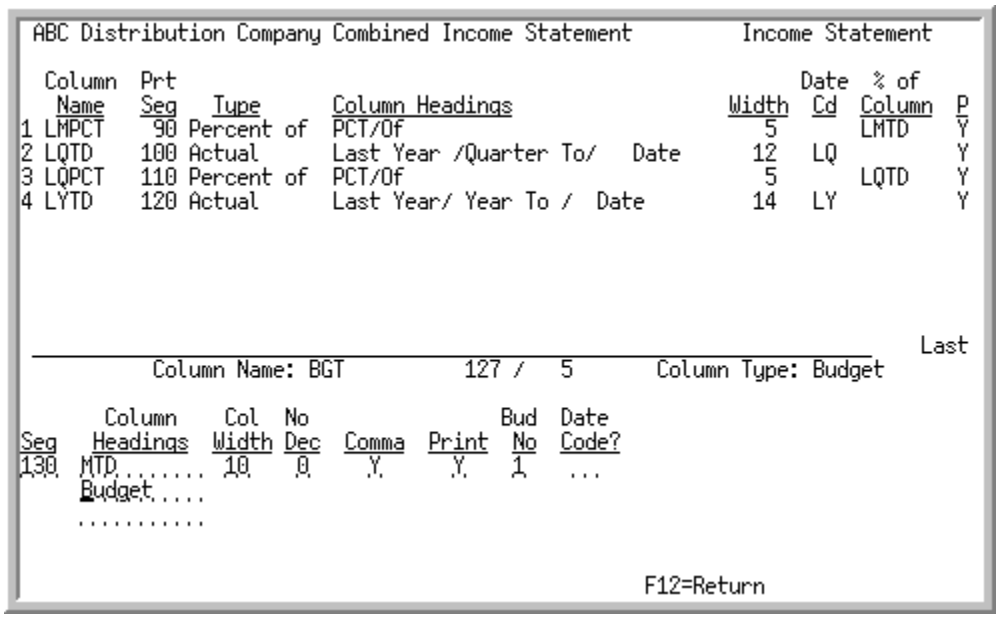
Column Definition Detail Screen - Actual Fields and Function Keys

Field/Function Key	Description
Column Headings	Three lines, 10 characters each, are provided for you to key column headings. Column headings are right justified over the column value when printed. The column headings should be descriptive of the contents of the field, including: • The source of the column • The type of calculation for calculated columns • The time periods reported For example, column headings might be: • YTD/Budget • Last Year/Actual • This Year/Actual • Difference This/Last Year Key the headings for your columns. The column headings keyed here display on the upper portion of the respective Column Definition Screens and are printed on the statement. (3 @ A 10) Optional
Col Width	The width of the column to be printed on the statement. Key a column width less than or equal to 23, if **Print** is Y. Leave blank if **Print** is N. *Default Value:* The **Dft Column Width** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Must be less than or equal to 23, if **Print** is Y; if **Print** is N, leave blank. (N 2,0) Optional
No Dec	This field determines the number of decimals to print. Key 0 to print all values in this column with no decimal places. Key 1 to print all values in this column to one decimal place. Key 2 to print all values in this column to two decimal places. *Default Value:* The **Dft No of Decimals** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* 0, 1, or 2 (N 1,0) Optional

Column Definition Detail Screen - Actual Fields and Function Keys

Field/Function Key	Description
Comma	This field determines if commas will be inserted in values printed on the statement. Key Y to have values printed in this column with commas inserted (i.e., 1,000,000.00). Leave blank if you do not want commas inserted into the values in this column (i.e., 1000000.00). *Default Value:* The **Dft Comma Edit** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Y or Blank (A 1) Optional
Print	Determines if this column will print on the statement. Key Y to print this column. Key N if you do not want this column printed on the statement. It may, however, be used in formula calculations for other columns. *Default Value:* Y (A 1) Required
Date Code	The date code of this column used by Distribution A+ to calculate the default period selection values when printing a statement. Key the date code in which the values of this column are usually shown (i.e., CM for Current Month). *Valid Values:* Any existing date code defined through Default Statement Date Codes (MENU GLSTMT) (N 2,0) Required
F12=Return	Press the F12=RETURN key to return to the Column Definition Screen (p. 36-23) without saving any additions/changes made to this screen.
F24=Delete	The F24=DELETE function key appears only if you have entered an existing **Column Name** on the Column Definition Screen (p. 36-23). Press F24=DELETE to delete this column. You will need to press the F24=DELETE key twice to confirm deletion.
Enter	Press ENTER to confirm your selections. The Column Definition Screen (p. 36-23) appears.

Column Definition Detail Screen - Budget



After entering a **Column Name** and **Type** B (Budget) on the Column Definition Screen (p. 36-23), the lower portion of the screen changes upon pressing ENTER. This screen also appears if changing an existing column designated as Type B.

Use this screen to define the content and headings for a column that will contain the budget values for G/L Accounts as defined through Budgets Maintenance (MENU GLFILE).

Column Definition Detail Screen - Budget Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of this statement as entered on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display

Column Definition Detail Screen - Budget Fields and Function Keys

Field/Function Key	Description
Column Name	The name of this column as defined on the Column Definition Screen (p. 36-23) (with the exception of the description (***DESC**) column which is defined by Distribution A+). Display
Prt Seq	Displayed is the system assigned print sequence associated with this column; this is the print sequence in which this column will print on the statement. The print sequence is incremented by 10 each time a column is added. Display
Type	This is the type of column defined as selected on the lower portion of this screen. • Actual • Budget • Formula • Percent of NOTE: If the type is a formula, the level (1, 2, or 3) of the formula will display following the word. Display
Column Headings	The heading lines of the column (up to three may be defined) as keyed on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Column headings are centered when printed on the statement. Display
Width	The width of the column as defined on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Display
Date Cd	This is the date code used by Distribution A+ to calculate the default period selection values when printing a statement. The date code displayed here is determined by your response in the **Date Code** field on the Column Definition Detail Screen - Actual (p. 36-33). Display

Column Definition Detail Screen - Budget Fields and Function Keys

Field/Function Key	Description
% of Column	For column **Type P** (Percent of), this is the name of the column whose values are used to calculate the percent of column value. Display
P	This field indicates by **Y** (Yes) or **N** (No) if this column is designated to print on the statement. Display
(Selected Reference Number)	The number associated with a the selected existing column. This field does not display when defining new columns. Display
Column Name	The column name being added to this statement or the column name being changed. Display
(Report Width Indicator)	This field indicates how much of the report width has been used, and how much of the report width is still available. For example, 30/102 means that 30 print positions have been used and 102 print positions remain available. Display
Column Type	The type of column defined as selected on the Column Definition Screen (p. 36-23): **Budget**. Display
Seq	The sequence in which this column will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. You may insert a column number by specifying a print sequence number that is greater than the column in which you would like it to follow, and less than that of the column in which you would like it to precede. *Default Value:* The system assigned **Prt Seq** number in increments of 10 (N 3,0) Required

Column Definition Detail Screen - Budget Fields and Function Keys

Field/Function Key	Description
Column Headings	Three lines, 10 characters each, are provided for you to key column headings. Column headings are right justified over the column value when printed. The column headings should be descriptive of the contents of the field, including: • The source of the column • The type of calculation for calculated columns • The time periods reported For example, column headings might be: • YTD/Budget • Last Year/Actual • This Year/Actual • Difference This/Last Year Key the headings for your columns. The column headings keyed here display on the upper portion of the respective Column Definition Screens and are printed on the statement. (3 @ A 10) Optional
Col Width	The width of the column to be printed on the statement. Key a column width less than or equal to 23, if **Print** is Y. Leave blank if **Print** is N. *Default Value:* The **Dft Column Width** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Must be less than or equal to 23, if **Print** is Y; if **Print** is N, leave blank. (N 2,0) Optional
No Dec	This field determines the number of decimals to print. Key 0 to print all values in this column with no decimal places. Key 1 to print all values in this column to one decimal place. Key 2 to print all values in this column to two decimal places. *Default Value:* The **Dft No of Decimals** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* 0, 1, or 2 (N 1,0) Optional

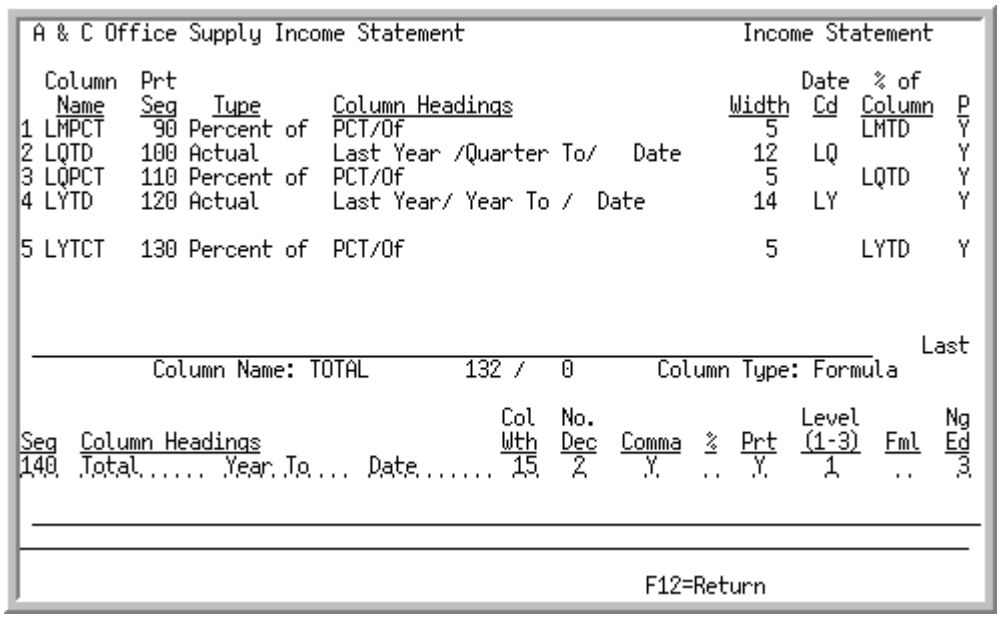
Column Definition Detail Screen - Budget Fields and Function Keys

Field/Function Key	Description
Comma	This field determines if commas will be inserted in values printed on the statement. Key Y to have values printed in this column with commas inserted (i.e., 1,000,000.00). Leave blank if you do not want commas inserted into the values in this column (i.e., 1000000.00). *Default Value:* The **Dft Comma Edit** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Y or Blank (A 1) Optional
Print	Determines if this column will print on the statement. Key Y to print this column. Key N if you do not want this column printed on the statement. It may, however, be used in formula calculations for other columns. *Default Value:* Y (A 1) Required
Bud No	This field determines which budget to use for this column. You may override this value when printing statements through Generate/Print Statements (MENU GLSTMT). Key the budget number used to calculate the amounts for this column. *Default Value:* 1 *Valid Values:* 1 - 9, as defined through Budgets Maintenance (MENU GLFILE) (A 1) Required
Date Code	The date code of this column used by Distribution A+ to calculate the default period selection values when printing a statement. Key the date code in which the values of this column are usually shown (i.e., CM for Current Month). *Valid Values:* Any existing date code defined through Default Statement Date Codes (MENU GLSTMT) (N 2,0) Required
F12=Return	Press the F12=RETURN key to return to the Column Definition Screen (p. 36-23) without saving any additions/changes made to this screen.
F24=Delete	The F24=DELETE function key appears only if you have entered an existing **Column Name** on the Column Definition Screen (p. 36-23). Press F24=DELETE to delete this column. You will need to press the F24=DELETE key twice to confirm deletion.

Column Definition Detail Screen - Budget Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Column Definition Screen (p. 36-23) appears.

Column Definition Detail Screen - Formula



After entering a **Column Name** and **Type** F (Formula) on the Column Definition Screen (p. 36-23), the lower portion of the screen changes upon pressing ENTER. This screen also appears if changing an existing column designated as **Type** F.

Use this screen to define a formula column. Formula columns are used to total detail columns and columns of a lower level; or to calculate one column as a percentage of another.

How to create the formula

The formula must start with a line name (or constant) and be followed by an operation (+ to add, - to subtract, * to multiply or / to divide). Every operation must be followed by another line name (or constant). Parenthesis can be used to alter the sequence of the arithmetic operations. Parenthesis must have a balanced number of left [“(”] and right [“)”] parenthesis.

The order of operations for the formula line is as follows:

- 1st - Operations within parenthesis - most embedded to least embedded
- 2nd - “*” or “/” left to right
- 3rd - “+” or “-” left to right

The formula line is edited based on the following criteria. If one of these criteria is not met, a question mark [“?”] is displayed above the formula line at the location where the formula line edit exists.

Rules for entering a formula line are:

1. Cannot begin or end with an operation (i.e., *, +, -, /)
2. Must have a balanced number of left and right parenthesis
3. All operations must have a **Column Name** field or numeric constant to both its left and right side

4. Valid operations are:
   - (+) Addition
   - (-) Subtraction
   - (*) Multiplication
   - (/) Division
5. Fields (Statement **Column Name**) can be up to 6 characters long and must start with an upper case letter (i.e., A - Z).

   The remaining characters can be anything but (,), +, -, * or /
6. The description column and percent of columns cannot be referenced for calculation.
7. Other formula lines may be referenced for calculation providing they are of a lower level
   - F (level 1) lines cannot reference any other formula lines
   - F (level 2) lines can reference actual, budget, and F (level 1) lines
   - F (level 3) lines can reference actual, budget, and F (level 1) and F (level 2) lines
8. Constants:
   - Can be up to 16 digits if a decimal point is included; 12 if no decimal point
   - Can have only 2 places to the right of the decimal point
   - Cannot be negative

Calculations begin with inner-most set of parentheses first. Within each set, all multiplication and division is done first in left-to-right order then all addition and subtraction is done in left-to-right order.

Column Definition Detail Screen - Formula Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of this statement as entered on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Column Name	The name of this column as defined on the Column Definition Screen (p. 36-23) (with the exception of the description (***DESC**) column which is defined by Distribution A+). Display

Column Definition Detail Screen - Formula Fields and Function Keys

Field/Function Key	Description
Prt Seq	Displayed is the system assigned print sequence associated with this column; this is the print sequence in which this column will print on the statement. The print sequence is incremented by 10 each time a column is added. Display
Type	This is the type of column defined as selected on the lower portion of this screen. • Actual • Budget • Formula • Percent of NOTE: If the type is a formula, the level (1, 2, or 3) of the formula will display following the word. Display
Column Headings	The heading lines of the column (up to three may be defined) as keyed on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Column headings are centered when printed on the statement. Display
Width	The width of the column as defined on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Display
Date Cd	This is the date code used by Distribution A+ to calculate the default period selection values when printing a statement. The date code displayed here is determined by your response in the **Date Code** field on the Column Definition Detail Screen - Actual (p. 36-33). Display
% of Column	For column **Type P** (Percent of), this is the name of the column whose values are used to calculate the percent of column value. Display

Column Definition Detail Screen - Formula Fields and Function Keys

Field/Function Key	Description
P	This field indicates by **Y** (Yes) or **N** (No) if this column is designated to print on the statement. Display
(Selected Reference Number)	The number associated with a the selected existing column. This field does not display when defining new columns. Display
Column Name	The column name being added to this statement or the column name being changed. Display
(Report Width Indicator)	This field indicates how much of the report width has been used, and how much of the report width is still available. For example, 30/102 means that 30 print positions have been used and 102 print positions remain available. Display
Column Type	The type of column defined as selected on the Column Definition Screen (p. 36-23): **Formula**. Display
Seq	The sequence in which this column will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. You may insert a column number by specifying a print sequence number that is greater than the column in which you would like it to follow, and less than that of the column in which you would like it to precede. *Default Value:* The system assigned **Prt Seq** number in increments of 10 (N 3,0) Required

Column Definition Detail Screen - Formula Fields and Function Keys

Field/Function Key	Description
Column Headings	Three lines, 10 characters each, are provided for you to key column headings. Column headings are right justified over the column value when printed on the statement. The column headings should be descriptive of the contents of the field, including: • The source of the column • The type of calculation for calculated columns • The time periods reported For example, column headings might be: • YTD/Budget • Last Year/Actual • This Year/Actual • Difference This/Last Year Key the headings for your columns. The column headings keyed here display on the upper portion of the respective Column Definition Screens and are printed on the statement. (3 @ A 10) Optional
Col Wth	The width of the column to be printed on the statement. Key a column width less than or equal to 23, if **Print** is Y. Leave blank if **Print** is N. *Default Value:* The **Dft Column Width** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Must be less than or equal to 23, if **Print** is Y; if **Print** is N, leave blank. (N 2,0) Optional
No Dec	This field determines the number of decimals to print. Key 0 to print all values in this column with no decimal places. Key 1 to print all values in this column to one decimal place. Key 2 to print all values in this column to two decimal places. *Default Value:* The **Dft No of Decimals** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* 0, 1, or 2 (N 1,0) Optional

Column Definition Detail Screen - Formula Fields and Function Keys

Field/Function Key	Description
Comma	This field determines if commas will be inserted in values printed on the statement. Key Y to have values printed in this column with commas inserted (i.e., 1,000,000.00). Leave blank if you do not want commas inserted into the values in this column (i.e., 1000000.00). *Default Value:* The **Dft Comma Edit** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Y or Blank (A 1) Optional
%	This optional one character field determines if a percent sign (%) will print next to the values in this column. Key Y to print a % sign. Leave blank if you do not want a % sign printed. (A 1) Optional
Prt	Determines if this column will print on the statement. Key Y to print this column. Key N if you do not want this column printed on the statement. It may, however, be used in formula calculations for other columns. *Default Value:* Y
Level (1-3)	This field is used to designate what columns can be used in calculations. Up to three levels of formulas may be defined. Level 1 formulas can only use non formula columns; level 2 formulas can use level 1 formulas and non formula columns; level 3 formulas can use level 2 formulas, level 1 formulas, and non formula columns. Key the level you desire for this column. (N 1,0) Required

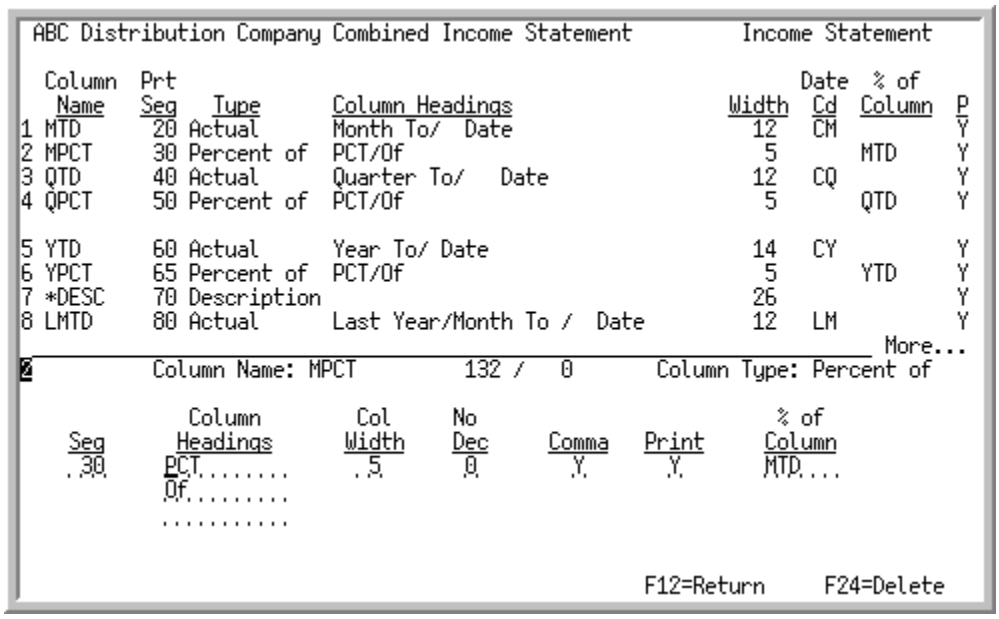
Column Definition Detail Screen - Formula Fields and Function Keys

Field/Function Key	Description
Fml	This field is used to denote the type of formula column. Key Y if you are doing more complicated calculations other than straight accumulation. A formula type of formula is used when you want your result to be a calculation between lines or columns; such as a variance or a percentage. The normal balance of these lines is not taken into consideration. Use a formula type for percentages, variances, or any other value that is not a simple accumulation. For example, lines that have a normal credit balance and have a credit balance, are changed to be a positive number. This will allow a formula, such as (sales-cost)/sales, to come out with a positive percent, if profit exists. However, if a formula line, such as sales-cost, is used to calculate net income, if income exist, a **DR** will print next to the amount which is misleading. You could say 0-(sales-cost) which would give you the correct result. Leave this field blank if this is an accumulation type of formula. An accumulation type of formula is used for simple addition of lines. This kind of formula takes into consideration the normal balance of accounts, as total lines do. *Valid Values:* Y or Blank (A 1) Optional
Ng Ed	Use this field to designate how negative values will print on the statement. Key 1 to have **CR** print for debit lines with a credit balance and a **DR** to print credit lines with a debit balance. Key 2 to have a negative sign (-) print next to values with a balance opposite to its normal balance. Key 3 to have a parenthesis **()** print around values with a balance opposite to its normal balance. *Default Value:* 1 *Valid Values:* 1,2, or 3 (must be valid for **Fml** type indicated) (A 1) Required

Column Definition Detail Screen - Formula Fields and Function Keys

Field/Function Key	Description
Formula Lines	Two blank lines are provided for you to enter a formula to be used to calculate the value which will display in this column. The formula keyed on this line can be a compound arithmetic calculation (i.e., addition, subtraction, multiplication, division) of any combination of actual columns, budget columns, or other formula columns (of a lower level only), or numeric constants. The formula must start with a column name (or constant) and be followed by an operation (+, -, *, or /). Every operation must be followed by another column name (or constant). Parenthesis can be used to alter the sequence of the arithmetic operations. NOTE: A formula column cannot reference a description column. Required
F12=Return	Press F12=RETURN to return to the Column Definition Screen (p. 36-23) without saving any additions/changes made to this screen.
F24=Delete	The F24=DELETE function key appears only if you have entered or selected an existing **Column Name** on the Column Definition Screen (p. 36-23). Press F24=DELETE to delete this column. You will need to press F24=DELETE twice to confirm deletion.
Enter	Press ENTER to confirm your selections. The Column Definition Screen (p. 36-23) appears.

Column Definition Detail Screen - Percent Of



After entering a **Column Name** and **Type** P (Percent Of) on the Column Definition Screen (p. 36-23), the lower portion of the screen changes upon pressing ENTER. This screen also appears if changing an existing column designated as **Type** P.

Use this screen to define a percent of type column. Values will be placed in this column when a detail, total, or formula type line name is keyed in the **% of Line** field which displays if you have defined a column of this type.

Column Definition Detail Screen - Percent Of Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of this statement as entered on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display

Column Definition Detail Screen - Percent Of Fields and Function Keys

Field/Function Key	Description
Column Name	The name of this column as defined on the Column Definition Screen (p. 36-23) (with the exception of the description (***DESC**) column which is defined by Distribution A+). Display
Prt Seq	Displayed is the system assigned print sequence associated with this column; this is the print sequence in which this column will print on the statement. The print sequence is incremented by 10 each time a column is added. Display
Type	This is the type of column defined as selected on the lower portion of this screen. • Actual • Budget • Formula • Percent of NOTE: If the type is a formula, the level (1, 2, or 3) of the formula will display following the word. Display
Column Headings	The heading lines of the column (up to three may be defined) as keyed on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Column headings are centered when printed on the statement. Display
Width	The width of the column as defined on the respective screens depending on the type of column; Column Definition Detail Screen - Actual (p. 36-33), Column Definition Detail Screen - Budget (p. 36-38), Column Definition Detail Screen - Formula (p. 36-44), Column Definition Detail Screen - Percent Of (p. 36-52). Display
Date Cd	This is the date code used by Distribution A+ to calculate the default period selection values when printing a statement. The date code displayed here is determined by your response in the **Date Code** field on the Column Definition Detail Screen - Actual (p. 36-33). Display

Column Definition Detail Screen - Percent Of Fields and Function Keys

Field/Function Key	Description
% of Column	For column **Type P** (Percent of), this is the name of the column whose values are used to calculate the percent of column value. Display
P	This field indicates by **Y** (Yes) or **N** (No) if this column is designated to print on the statement. Display
(Selected Reference Number)	The number associated with a the selected existing column. This field does not display when defining new columns. Display
Column Name	The column name being added to this statement or the column name being changed. Display
(Report Width Indicator)	This field indicates how much of the report width has been used, and how much of the report width is still available. For example, 30/102 means that 30 print positions have been used and 102 print positions remain available. Display
Column Type	The type of column defined as selected on the Column Definition Screen (p. 36-23): **Percent Of**. Display
Seq	The sequence in which this column will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. You may insert a column number by specifying a print sequence number that is greater than the column in which you would like it to follow, and less than that of the column in which you would like it to precede. *Default Value:* The system assigned **Prt Seq** number in increments of 10 (N 3,0) Required

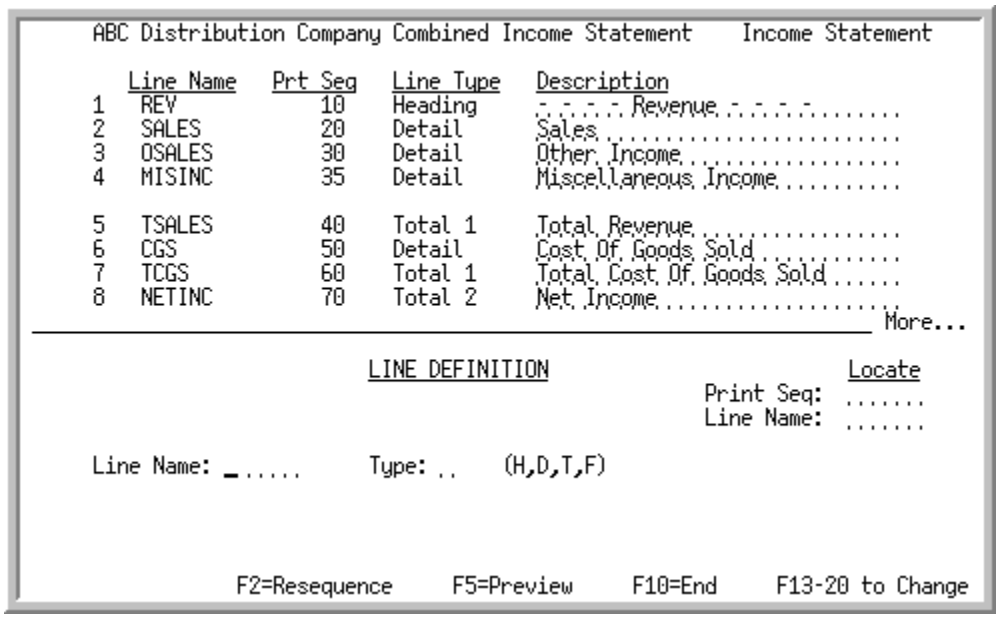
Column Definition Detail Screen - Percent Of Fields and Function Keys

Field/Function Key	Description
Column Headings	Three lines, 10 characters each, are provided for you to key column headings. Column headings are right justified over the column value when printed on the statement. The column headings should be descriptive of the contents of the field, including: • The source of the column • The type of calculation for calculated columns • The time periods reported For example, column headings might be: • YTD/Budget • Last Year/Actual • This Year/Actual • Difference This/Last Year Key the headings for your columns. The column headings keyed here display on the upper portion of the respective Column Definition Screens and are printed on the statement. (3 @ A 10) Optional
Col Width	The width of the column to be printed on the statement. Key a column width less than or equal to 23, if **Print** is Y. Leave blank if **Print** is N. *Default Value:* The **Dft Column Width** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Must be less than or equal to 23, if **Print** is Y; if **Print** is N, leave blank. (N 2,0) Optional
No Dec	This field determines the number of decimals to print. Key 0 to print all values in this column with no decimal places. Key 1 to print all values in this column to one decimal place. Key 2 to print all values in this column to two decimal places. *Default Value:* The **Dft No of Decimals** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* 0, 1, or 2 (N 1,0) Optional

Column Definition Detail Screen - Percent Of Fields and Function Keys

Field/Function Key	Description
Comma	This field determines if commas will be inserted in values printed on the statement. Key Y to have values printed in this column with commas inserted (i.e., 1,000,000.00). Leave blank if you do not want commas inserted into the values in this column (i.e., 1000000.00). *Default Value:* The **Dft Comma Edit** selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* Y or Blank (A 1) Optional
Print	Determines if this column will print on the statement. Key Y to print this column. Key N if you do not want this column printed on the statement. It may, however, be used in formula calculations for other columns. *Default Value:* Y (A 1) Required
% of Column	This field is used to key the **Column Name** that will be used to derive percentage of column values. When a line name is entered in the **% of Line** field on the Line Definition Review Screen - Detail (p. 36-66), the values used to perform the percent of line calculation will be taken from the column specified in this field. *Valid Values:* Any valid column other than a Description or Percent of column (A 6) Required
F12=Return	Press the F12=RETURN to return to the Column Definition Screen (p. 36-23) without saving any additions/changes made to this screen.
F24=Delete	The F24=DELETE function key appears only if you have entered or selected an existing **Column Name** on the Column Definition Screen (p. 36-23). Press the F24=DELETE key to delete this column. You will need to press F24=DELETE twice to confirm deletion.
Enter	Press ENTER this key to confirm your selections. The Column Definition Screen (p. 36-23) appears.

Line Definition Screen



This screen appears after you press F6=LINE DEF on the Column Definition Screen (p. 36-23). Use this screen to define each printed line on the financial statement. You may also use this screen to preview the statement as it is being created.

Line Definition Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the lines displayed on this screen. This number is 1 through 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a line for change or deletion using the F13-F20 TO CHG function keys. Display
Line Name	The name of the lines as defined on the lower portion of this screen. Display

Line Definition Screen Fields and Function Keys

Field/Function Key	Description
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. The print sequence is increased by 10 each time a line is added. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Line • Detail • Total (up to nine levels) • Formula (up to three levels). Display
Description	This is the description of the line definition as it will appear on the statement. Display
Locate Print Seq	Use the **Locate Print Seq** to position a specific print sequence value to the top of the window. For example, if you want to locate a print sequence and your lines print sequences are incremented by 10. If you key 170 into this field, lines with print sequences 170 through 240 will be displayed on the top half of this screen. If you want to see the last lines in this statement, but do not recall the print sequence numbers, enter all 9's or a print sequence number higher than the highest print sequence number. The last 8 lines of the statement will be displayed. Key the print sequence of a line definition to display that line at the top of the upper window. (N 6,0) Optional
Locate Line Name	Use the **Locate Line Name** to position a specific named line value to the top of the window. If you want to locate a line named "TOTEXP", key TOTEXP in this field and the TOTEXP line will be displayed on the top of the screen followed by the next 7 lines defined in the statement. Key the line name value of a line definition to display that line at the top of the upper window. (A 6) Optional

Line Definition Screen Fields and Function Keys

Field/Function Key	Description
Line Name	Use this field to either change an existing line or to add a new line. To change an existing line: • Key the line name to change. • Leave the **Type** field blank. • The respective Line Definition Review Screen will display to allow you to change the line. NOTE: You may also use the F13-F20 TO CHANGE function keys to select lines for change without keying the line name. To add a new line: • Key the unique line name to be added. Make your line names as meaningful as possible. This will make creation of formula lines and modification of statements easier. • You are required to key the **Type** field when adding. • The respective Line Definition Review Screen will display to allow you to define the new line. NOTE: You are not required to key a line name when adding heading lines. If left blank, the line names for heading lines will automatically be assigned beginning with 00001, 00002, and so on. The "" symbol is used to identify the line names as "automatically assigned." You may, however, enter line names for heading lines if you choose. *Valid Values:* Any characters beginning with A through Z. Each line must be assigned a unique line name (containing no more than 6 characters) (A 6) Required

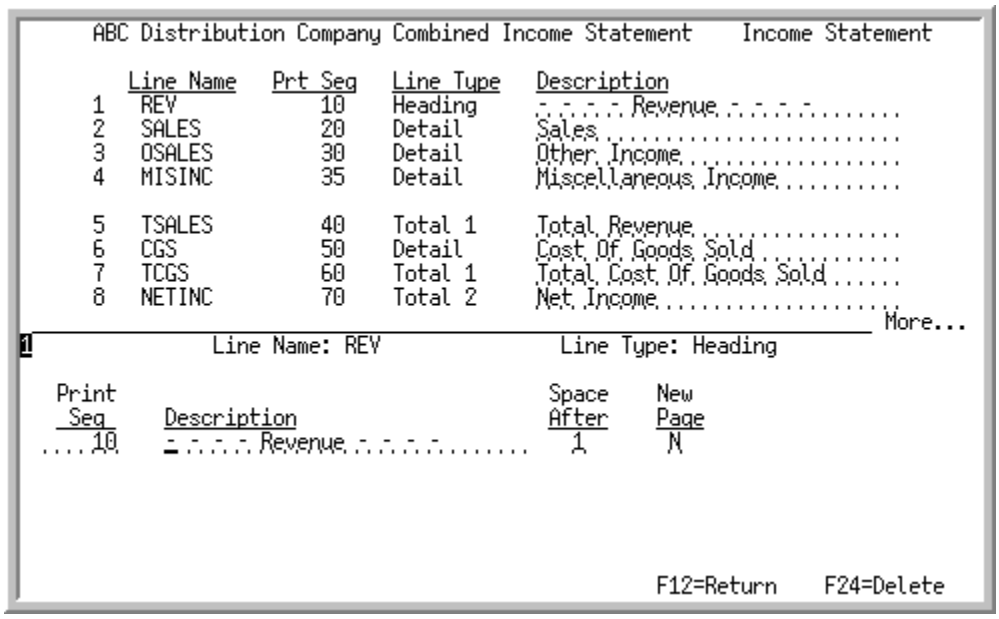
Line Definition Screen Fields and Function Keys

Field/Function Key	Description
Type	This field is used to specify the type of line. The line type may be a heading line, detail line, total line, or a formula line. Key H if you are defining a heading line. A heading line is used to display a heading on a financial statement without values in the columns. No accounts are defined for heading lines. The Line Definition Review Screen - Heading (p. 36-62) will display after pressing ENTER. Key D if you are defining a detail line. A detail line contains a line description and a series of one or more accounts which are accumulated and printed in the columns of the financial statement. The Line Definition Review Screen - Detail (p. 36-66) will display after pressing ENTER. For example, a detail line under "Assets" on a Balance Sheet is named "Office Equipment." If your company has 12 different accounts which comprise "Office Equipment," you would create a detail line to report this asset. When defining this detail line you identify the 12 office equipment accounts. Key T if you are defining a total line. Total lines accumulate all the detail lines since the last total line of the same level. The Line Definition Review Screen - Total (p. 36-75) appears after you press ENTER. Key F if the line you are defining is a formula line. Formula lines allow you to enter your own calculations using detail lines, total lines, formula lines, and numeric constants as factors in an algebraic formula. You may key up to 158 characters when defining a formula line definition. The Line Definition Review Screen - Formula (p. 36-81) appears after you press ENTER. *Valid Values:* H, D, T, or F (A 2) Required
F2=Resequence	Use the F2=RESEQUENCE key to resequence the print sequence values for all lines in increments of 10. For example, if you inserted lines 202 and 205 after the line with print sequence 200, press F2=RESEQUENCE to re-number line definition print sequences in increments of 10. Doing this will allow you to insert more line definitions since the lines will be re-sequenced from (before pressing F2=RESEQUENCE): 200, 202, 205, 210 to (after pressing F2=RESEQUENCE): 200, 210, 220, 230.
F5=Preview	Press the F5=PREVIEW key to preview the statement online as it is being created. When you press F5=PREVIEW, the statement as it will currently print, will be shown using the following screens: • Statement Display Screen (p. 44-18) • Statement Inquiry Screen (p. 44-13) • Column Selection Screen (p. 44-16)

Line Definition Screen Fields and Function Keys

Field/Function Key	Description
F10=End	Press F10=END to end this option. The End Statement Definition Screen (p. 36-105) appears.
F13-F20 to Change	Press the key that corresponds to the **Reference Number** field of the line definition that you wish to change. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **Example:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **Example:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. After you have pressed the desired function key, the selected line will display on the respective Line Definition Review Screen.
Enter	Press ENTER to confirm your selections. The Line Definition Review Screen to display is dependent upon the line type: Line Definition Review Screen - Heading (p. 36-62), Line Definition Review Screen - Detail (p. 36-66), Line Definition Review Screen - Total (p. 36-75), or Line Definition Review Screen - Formula (p. 36-81).

Line Definition Review Screen - Heading



This screen displays if you selected H for heading as the **Type** on the Line Definition Screen (p. 36-57) and pressed ENTER or by selecting an existing heading line for change with the F13-F20 TO CHANGE. Use this screen to define or change a heading line.

Line Definition Review Screen - Heading Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display

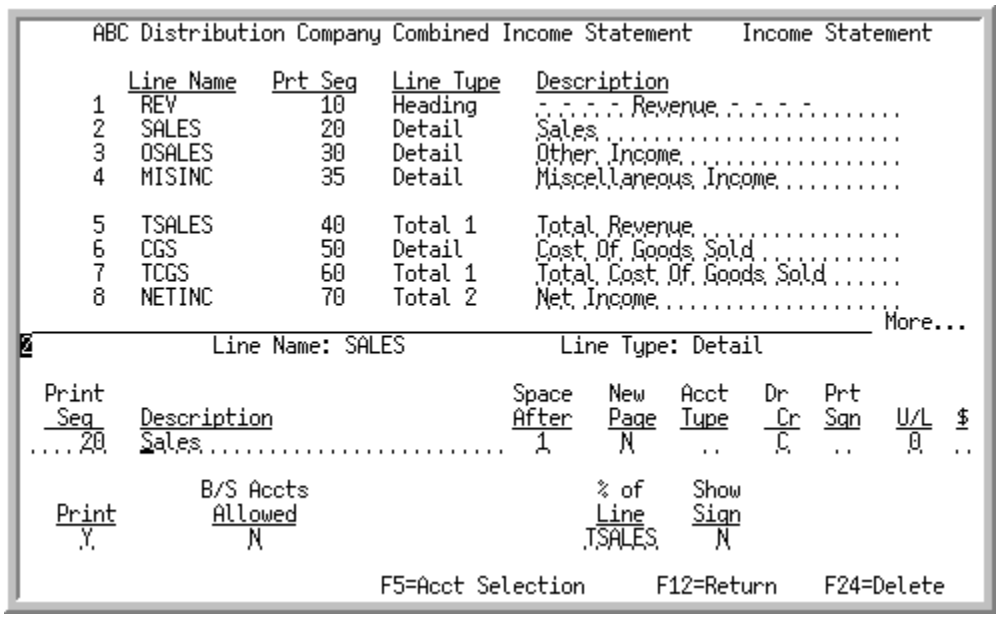
Line Definition Review Screen - Heading Fields and Function Keys

Field/Function Key	Description
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
Line Name	The line name being added to this statement or the line name being changed. Display
Line Type	The type of line defined as selected on the Line Definition Screen (p. 36-57): **Heading**. Display
Print Seq	The sequence in which this line will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. Key a print sequence number if you do not want this line positioned at the end of this financial statement. You may insert a line number by specifying a print sequence number which is greater than the print sequence number of the line that you would like it to follow, and less than the print sequence number of the line you would like it to precede. *Default Value:* The next print sequence number in intervals of 10 *Valid Values:* 0 through 9999; cannot be an existing print sequence number (N 6,0) Required

Line Definition Review Screen - Heading Fields and Function Keys

Field/Function Key	Description
Description	The description of this heading line as it will print on the financial statement. Key the description of this heading line. NOTE: The description length cannot exceed the column width defined by the description (***DESC**) column. (A 30) Required
Space After	The number of lines to space after this line before printing the next line on the statement. Key 1 to print the next line definition on the following line. No blank lines will appear. Key 2 to print the next line definition two lines below this line. One blank line will appear between this line and the next line. Key 3 to print the next line definition three lines following this line. Two blank lines will appear between this line and the next line. *Default Value:* The value selected in the **Dft Line Spacing** field on the Statement Definition Screen 2 (p. 36-17) (N 1,0) Required
New Page	Used to determine if this line should be printed at the top of a new page. Key N if you want this line to print on the same page as the previous line. Key Y if you want this line definition to print on a new page of the financial statement. NOTE: You must control all printer overflow for printing financial statements. The Statement Definition or Statement Print programs do not consider form page breaks. *Default Value:* N (A 1) Required
F12=Return	Press the F12=RETURN key to return to the Line Definition Screen (p. 36-57) without updating this screen.
F24=Delete	The F24=DELETE function key appears only if you have entered or selected an existing **Line Name** on the Line Definition Screen (p. 36-57). Press the F24=DELETE key to delete the current heading line definition. You must press F24=DELETE a second time to verify deletion.
Enter	Press ENTER to confirm your selections. The Line Definition Screen (p. 36-57) appears.

Line Definition Review Screen - Detail



This screen displays if you selected D for Detail as the **Type** on the Line Definition Screen (p. 36-57) and pressed ENTER or by selecting an existing heading line for change with the F13-F20 TO CHANGE.

Use this screen to define a detail line. This screen is also used to access the Account Number Definition Screen (p. 36-92), where you define accounts for your detail lines.

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
Line Name	The line name being added to this statement or the line name being changed. Display
Line Type	The type of line defined as selected on the Line Definition Screen (p. 36-57): **Detail**. Display
Print Seq	The sequence in which this line will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. Key a print sequence number if you do not want this line positioned at the end of this financial statement. You may insert a line number by specifying a print sequence number which is greater than the print sequence number of the line that you would like it to follow, and less than the print sequence number of the line you would like it to precede. *Default Value:* The next print sequence number in intervals of 10 *Valid Values:* 0 through 9999; cannot be an existing print sequence number (N 6,0) Required

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
Description	The description of this detail line as it will print on the financial statement. Detail line descriptions are printed where the ***DESC** column is positioned (i.e., column sequence). Key the description of this detail line. *Valid Values:* the description length cannot exceed the ***DESC** width (A 30) Required
Space After	The number of lines to space after this line before printing the next line on the statement. Key 1 to print the next line on the following line. No blank lines will appear. Key 2 to print the next line two lines following this line. One blank line will appear between this line and the next line. Key 3 to print the next line three lines following this line. Two blank lines will appear between this line and the next line. *Default Value:* The value selected in the **Dft Line Spacing** field on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* 1, 2, or 3 (N 1,0) Required
New Page	Used to determine if this line should be printed at the top of a new page. Key N if you want this line to print on the same page as the previous line. Key Y if you want this line definition to print on a new page of the financial statement. NOTE: You must control all printer overflow for printing financial statements. The Statement Definition or Statement Print programs do not consider form page breaks. *Default Value:* N (A 1) Required

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
Acct Type	The Account Type of this detail line definition. Use this field to determine the type of accounts to accumulate on this line. If you key an account type in this field, you will not be permitted to include a G/L Account of a different type in this line definition. If you specify a range of accounts from this line definition (by range, account codes, or account masks), only those accounts of the same type as keyed in this field will be included in this line definition. For a Balance Sheet, key your account type selection as follows: • Key A if this detail line is an Asset line (containing only Asset accounts). • Key L if this detail line is a Liability line (containing only Liability accounts). • Key Q if this detail line is an Equity line (containing only Equity Accounts). For an Income Statement, key your account type selection as follows: • Key E if this detail line is an Expense line (containing only expense accounts). • Key I if this detail line definition is an Income line (containing only income accounts). Leave this field blank to specify more than one type of account for this detail line. For example, if you enter an E here and then try to define a G/L account for this line that is not an expense account, you will receive an error message. Or, if you are defining a line using an account number range and you have income and expense accounts in the range, enter an E or an I here to insure that only the accounts with this account type will be included. *Valid Values:* A, L, E, I, Q, or blank (A 1) Optional

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
Dr/Cr	Used to determine if the line definition should have a normal credit or normal debit balance. If a line definition has a normal credit balance but has a debit balance when the statement prints, then **DR** is printed on that line to indicate it has an opposite balance. **CR** is printed when accounts with normal debit balances have credit balances. Key D if the line definition should have a normal debit balance. Key C if the line definition should have a normal credit balance. NOTE: If a **Negative Edit Code** of 2 or 3 was selected on the Statement Definition Screen 2 (p. 36-17), the **DR**/**CR** is replaced by either "**-**" or "**()**" respectively. *Valid Values:* D or C (A 1) Required
Prt Sgn	Key Y if you want this statement to always show the negative edit sign (**CR**/**DR**). If this field is left blank, a sign will be shown only if the value is opposite its normal sign. NOTE: If a **Negative Edit Code** of 2 or 3 was selected on the Statement Definition Screen 2 (p. 36-17), this field is ignored. *Default Value:* Blank *Valid Values:* Y or Blank (A 1) Optional
U/L	The number of underlines to print under the values in each column of this detail line definition. Key 0 to print no underlines below the values in each column for this detail line. Key 1 to print a single underline below the values in each column for this detail line. Key 2 to print a double underline below the values in each column for this detail line; double underlines are printed as equal signs "**=**." *Default Value:* 0 *Valid Values:* 0, 1, or 2 (N 1,0) Optional

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
$	Used to determine if the column values for this total line will be preceded by a dollar sign. Key $ if the column values for this detail line will be preceded by a dollar sign. Leave blank if you do not want dollar signs printed. *Valid Values:* $ or Blank (A 1) Optional
Print	Key Y if you would like this line to print on the statement. Key N if you do not want this line to print on the statement. Any values associated with this line will still be used in calculating formulas and totals. NOTE: A non-print line can bring a value into a statement to be used in a formula or a total even when that value does not display on the printed output. *Default Value:* Y (A 1) Required
B/S Accts Allowed	This field appears only if you are defining an Income Statement. Key Y to allow balance sheet account types (assets, liability, or equity) on the income statement. Key N to disallow balance sheet accounts on the income statement. *Default Value:* N (A 1) Required
I/S Accts Allowed	This field appears only if you are defining a Balance Sheet. Key Y to allow income statement account types (i.e., income or expense accounts) on the balance sheet. Key N to disallow income statement accounts on the balance sheet. *Default Value:* N (A 1) Required

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
Accm Code	This field appears only if you are defining a Cash Flow Statement. The account values defined for this line will be accumulated by one of the following: Key N for Net Change. Key B for Beginning Balance. Key E for Ending Balance. Key A to Accumulate by specific account types. *Default Value:* A *Valid Values:* N, B, E, or A (A 1) Required
% of Line	This field appears only if you have defined a **Percent Of Column** type for this statement. Use this field to enter the line name that will be used to calculate the percent of line. The resulting percentage is a percent of the value contained in the line name entered in this field. The resulting percentage will be placed in the **Percent Of Column** type defined in the column definition on the Column Definition Detail Screen - Percent Of (p. 36-52). Leave this field blank if you do not want this line to be calculated as a percentage of another detail line. *Valid Values:* Any other detail, total or formula line name in the current statement (A 6) Optional
Show Sign	This field appears only if you have defined a percent of type column for this statement. Key Y to print the sign of the calculated percent ("**-**", "**()**", or "**DR**/**CR**"). Key N if you do not want the sign to print. (A 1) Required

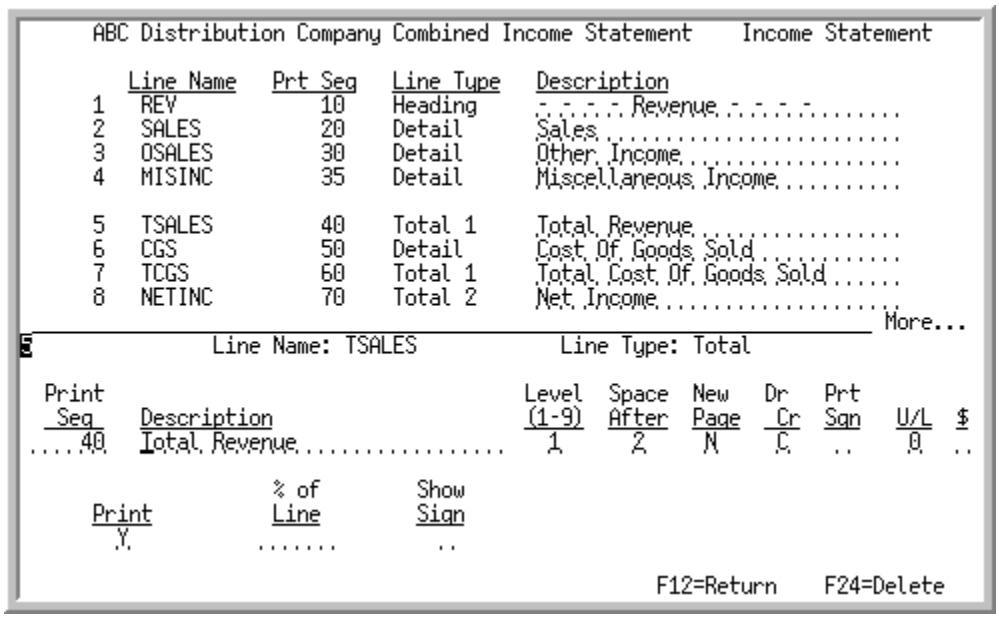
Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
Account Group	If you have a group of accounts that will appear as a single line on multiple statements, you can reduce the effort required to create the statements by defining the account group externally and referring to the external group by name. An account group is defined externally through External Account Definition Maintenance (MENU GLSTMT) and it identifies a group of accounts to be summarized. If you have defined an external account group that you would like to use for this statement, key the account group in this field. If you change the external group definition, you do not need to change the statement—editing the statement will automatically use the new account group. If an external account group is selected in this field, you cannot select accounts internally using F5=ACCT SELECTION. If you define internal accounts, you cannot define external accounts using this field. Leave this field blank to define individual accounts for this line by using F5=ACCT SELECTION. **Important** If you are creating a balance sheet, in order for it to balance, it is necessary to include a detail line that contains the special type of account group referred to as "***CRE**" (Current Retained Earnings). This line is identified by keying *CRE in the **Account Group** field on the Line Definition Review Screen - Detail in Statement Definition Maintenance (MENU GLSTMT); ***CRE** must only be entered once in the **Account Group** field. NOTE: Current retained earnings is a holding file that contains your current retained earnings only. *Valid Values:* Any external account group defined through External Account Definition Maintenance (MENU GLSTMT) (A 6) Optional
F5=Acct Selection	Use the F5=ACCT SELECTION key to define accounts internally (as opposed to external accounts) which will be accumulated in this detail line on the statement. When you press F5=ACCT SELECTION, the Account Selection Screen (p. 36-89) appears. If you are now ready to defined your accounts, refer to this screen. If an external account group is selected, you cannot select an account internally using F5=ACCT SELECTION.

Line Definition Review Screen - Detail Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN key to return to the Line Definition Screen (p. 36-57) without updating this screen.
F24=Delete	The F24=DELETE function key appears only if you have entered or selected an existing **Line Name** on the Line Definition Screen (p. 36-57). Press the F24=DELETE key to delete the current line definition. You must press F24=DELETE a second time to verify deletion. NOTE: You cannot delete this line if it is a detail line being used in a formula line. The names of the formula lines which use this detail line are displayed.
Enter	Press ENTER to confirm your selections. The Line Definition Screen (p. 36-57) appears.

Line Definition Review Screen - Total



This screen displays if you selected T for total as the **Type** on the Line Definition Screen (p. 36-57) and pressed ENTER or by selecting an existing total line for change with the F13-F20 TO CHANGE function keys. Use this screen to define a total line.

Line Definition Review Screen - Total Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display

Line Definition Review Screen - Total Fields and Function Keys

Field/Function Key	Description
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
Line Name	The line name being added to this statement or the line name being changed. Display
Line Type	The type of line defined as selected on the Line Definition Screen (p. 36-57): **Total**. Display
Print Seq	The sequence in which this line will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. Key a print sequence number if you do not want this line positioned at the end of this financial statement. You may insert a line number by specifying a print sequence number which is greater than the print sequence number of the line that you would like it to follow, and less than the print sequence number of the line you would like it to precede. *Default Value:* The next print sequence number in intervals of 10 *Valid Values:* 0 through 9999; cannot be an existing print sequence number (N 6,0) Required

Line Definition Review Screen - Total Fields and Function Keys

Field/Function Key	Description
Description	The description of this total line as it will print on the financial statement. Total Line descriptions are printed where the ***DESC** column directs it to print. Key the description of this total line. (A 30) Optional
Level (1-9)	A total line accumulates all detail lines since the last total line less than or equal to the same level. Total lines may be used for up to 9 levels of totals. Level 1 is the lowest total level; level 9 is the highest total level. For example, detail sales income accounts for warehouse 1 are totaled (Level 1) to **Line Name** WH1SLS and detail sales income accounts for warehouse 3 are totaled (Level 1) to **Line Name** WH3SLS. To combine these into a branch total, add **Line Name** BRCRI, **Level** 2, before the next set of warehouse totals for other branches. Key the level of this total line. *Default Value:* 1 *Valid Values:* 1 - 9 (N 1,0) Required
Space After	The number of lines to space after this line before printing the next line on the statement. Key 1 to print the next line on the following line. No blank lines will appear. Key 2 to print the next line two lines following this line. One blank line will appear between this line and the next line. Key 3 to print the next line three lines following this line. Two blank lines will appear between this line and the next line. *Default Value:* The value selected in the **Dft Line Spacing** field on the Statement Definition Screen 2 *Valid Values:* 1, 2, or 3 (N 1,0) Required
New Page	Used to determine if this line should be printed at the top of a new page. Key N if you want this line to print on the same page as the previous line. Key Y if you want this line definition to print on a new page of the financial statement. NOTE: You must control all printer overflow for printing financial statements. The Statement Definition or Statement Print programs do not consider form page breaks. *Default Value:* N (A 1) Required

Line Definition Review Screen - Total Fields and Function Keys

Field/Function Key	Description
Dr/Cr	Used to determine if the line definition should have a normal credit or normal debit balance. If a line definition has a normal credit balance but has a debit balance when the statement prints, then **DR** is printed on that line to indicate it has an opposite balance. **CR** is printed when accounts with normal debit balances have credit balances. Key D if the line definition should have a normal debit balance. Key C if the line definition should have a normal credit balance. NOTE: If a **Negative Edit Code** of 2 or 3 was selected on the Statement Definition Screen 2 (p. 36-17), the **DR**/**CR** is replaced by either "**-**" or "**()**" respectively. *Valid Values:* D or C (A 1) Required
Prt Sgn	Key Y if you want this statement to always show the negative edit sign (**CR**/**DR**). If this field is left blank, a sign will be shown only if the value is opposite its normal sign. NOTE: If a **Negative Edit Code** of 2 or 3 was selected on the Statement Definition Screen 2 (p. 36-17), this field is ignored. *Default Value:* Blank *Valid Values:* Y or Blank (A 1) Optional
U/L	The number of underlines to print under the values in each column of this total line. Key 0 to print no underlines below the values in each column for this total line. Key 1 to print a single underline below the values in each column for this total line. Key 2 to print a double underline below the values in each column for this total line; a double underline will be printed as an equal sign "**=**." *Default Value:* 0 *Valid Values:* 0, 1, or 2 (N 1,0) Optional

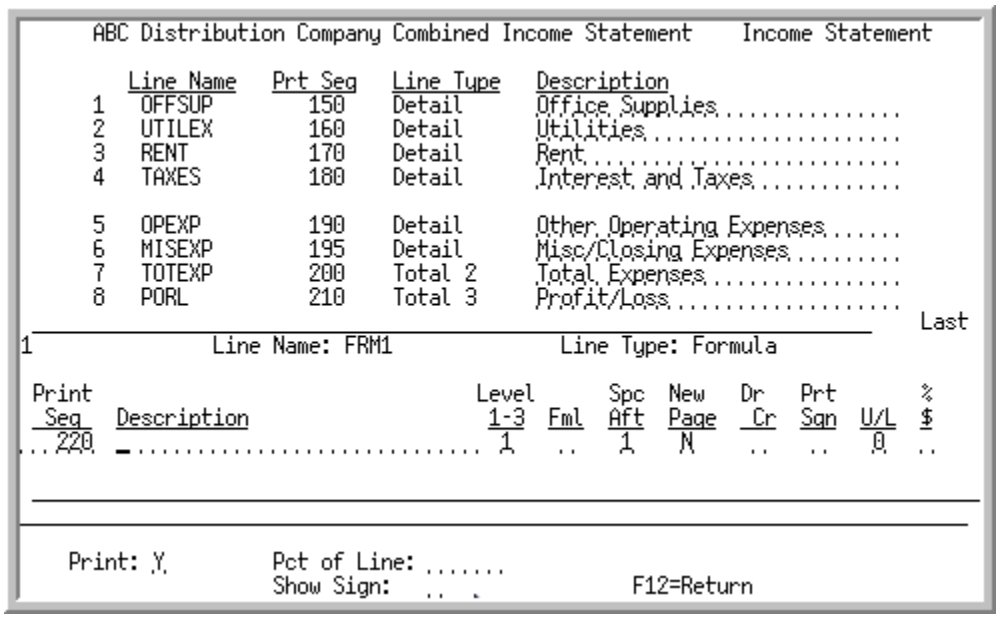
Line Definition Review Screen - Total Fields and Function Keys

Field/Function Key	Description
$	Used to determine if the column values for this total line will be preceded by a dollar sign. Key $ if the column values for this detail line will be preceded by a dollar sign. Leave blank if you do not want dollar signs printed. *Valid Values:* $ or Blank (A 1) Optional
Print	Key Y if you would like this line to print on the statement. Key N if you do not want this line to print on the statement. Any values associated with this line will still be used in calculating formulas and totals. NOTE: A non-print line can bring a value into a statement to be used in a formula or a total even when that value does not display on the printed output. *Default Value:* Y (A 1) Required
% of Line	This field appears only if you have defined a **Percent Of Column** type for this statement. Use this field to enter the line name that will be used to calculate the percent of line. The resulting percentage is a percent of the value contained in the line name entered in this field. The resulting percentage will be placed in the percent of type column defined in the column definition on the Column Definition Detail Screen - Percent Of (p. 36-52). Leave this field blank if you do not want this line to be calculated as a percentage of another detail line. *Valid Values:* Any other detail, total, or formula line in the current statement (A 6) Optional
Show Sign	This field displays only if you have defined a percent of type column for this statement. Key Y to print the sign of the calculated percent ("**-**" or "**()**"). Key N if you do not want the sign to print. (A 1) Optional
F12=Return	Press the F12=RETURN key to return to the Line Definition Screen (p. 36-57) without updating this screen.

Line Definition Review Screen - Total Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key appears only if you have entered or selected an existing **Line Name** on the Line Definition Screen (p. 36-57). Press the F24=DELETE key to delete the current total line definition. You must press F24=DELETE a second time to verify deletion.
Enter	Press ENTER to confirm your selections. The Line Definition Screen (p. 36-57) appears.

Line Definition Review Screen - Formula



This screen displays if you selected F for formula as the **Type** field on the Line Definition Screen (p. 36-57) and pressed ENTER or by selecting an existing formula line for change with the F13-F20 TO CHANGE function keys. Use this screen to define a formula line. A formula line prints column values calculated from other lines.

A formula line type may contain calculations from any existing detail or total line regardless of where it appears on the statement. It can also contain calculations from other lower level formula lines.

On income statements, formula lines are useful for printing lines such as net income because these lines are calculated from the total expense and total revenue lines. Formula lines are also useful for printing one line as a percentage of another (for example, expenses as a percentage of sales).

How to create the formula

The formula must start with a line name (or constant) and be followed by an operation (+ to add, - to subtract, * to multiply or / to divide). Every operation must be followed by another line name (or constant). Parenthesis can be used to alter the sequence of the arithmetic operations. Parenthesis must have a balanced number of left [“(”] and right [“)”] parenthesis.

The order of operations for the formula line is as follows:

- 1st - Operations within parenthesis - most embedded to least embedded
- 2nd - “*” or “/” left to right
- 3rd - “+” or “-” left to right

The formula line is edited based on the following criteria. If one of these criteria is not met, a question mark [“?”] is displayed above the formula line at the location where the formula line edit exists.

Rules for entering a formula line are:

1. Cannot begin or end with an operation (i.e., *, +, -, /)
2. Must have a balanced number of left and right parenthesis
3. All operations must have a **Line Name** field or numeric constant to both its left and right side
4. Valid operations are:
   - (+) Addition
   - (-) Subtraction
   - (*) Multiplication
   - (/) Division
5. Fields (Statement **Line Name**) can be up to 6 characters long and must start with an upper case letter (i.e., A - Z).

   The remaining characters can be anything but (,), +, -, * or /
6. Any detail OR total line may be referenced for calculation providing the line name exists
7. Other formula lines may be referenced for calculation providing they are of a lower level
   - F (level 1) lines cannot reference any other formula lines
   - F (level 2) lines can reference detail, total, percent of, and F (level 1) lines
   - F (level 3) lines can reference detail, total, percent of, F (level 1) and F (level 2) lines
8. Constants:
   - Can be up to 16 digits if a decimal point is included; 12 if no decimal point
   - Can have only 2 places to the right of the decimal point
   - Cannot be negative

For example, assume two total line definitions have been keyed for an Income Statement. One is named TOTEXP and is a level 1 total line of the detail expense account lines printed above it. The second is named TOTINC and is a level 1 total line of the detail income account lines printed above it. To calculate the total profit, create a level 2 formula line by keying:

TOTINC-TOTEXP

To calculate the profit percent, on the formula line key:

((TOTINC-TOTEXP)/TOTINC)*100

Assuming TOTINC = 1000 and TOTEXP = 600, the calculation will be performed as follows:

((1000-600)/1000)*100

((400/1000)*100)

((.4)*100)

40

NOTE: Calculations begin with inner-most set of parentheses first. Within each set, all multiplication and division is done first in left-to-right order then all addition and subtraction is done in left-to-right order.

Line Definition Review Screen - Formula Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
Line Name	The line name being added to this statement or the line name being changed. Display

Line Definition Review Screen - Formula Fields and Function Keys

Field/Function Key	Description
Line Type	The type of line defined as selected on the Line Definition Screen (p. 36-57): **Formula**. Display
Print Seq	This is the sequence in which this line will print on the financial statement. System assigned print sequences start at 10 and are incremented by 10. Key a print sequence number if you do not want this line positioned at the end of this financial statement. You may insert a line number by specifying a print sequence number which is greater than the print sequence number of the line that you would like it to follow, and less than the print sequence number of the line you would like it to precede. *Default Value:* The next print sequence number in intervals of 10 *Valid Values:* 0 through 9999; cannot be an existing print sequence number (N 6,0) Required
Description	The description of this formula line as it will print on the financial statement. Formula Line descriptions are printed where the ***DESC** column is positioned. Key the description of this formula line. (A 30) Optional
Level (1-3)	This is the level of this formula line. You may define up to three levels of formula lines. Level 1 lines can only use non formula lines; level 2 lines can use level 1 lines and non formula lines; level 3 lines can use level 2, level 1, and non formula lines. Key the level of this formula line. *Default Value:* 1 *Valid Values:* 1, 2, or 3 (N 1,0) Required

Line Definition Review Screen - Formula Fields and Function Keys

Field/Function Key	Description
Fml	This field is used to denote the type of formula line. Key Y if you are doing more complicated calculations other than straight accumulation. A formula type of formula is used when you want your result to be a calculation between lines or columns; such as a variance or a percentage. The normal balance of these lines is not taken into consideration. Use a formula type for percentages, variances, or any other value that is not a simple accumulation. For example, lines that have a normal credit balance and have a credit balance, are changed to be a positive number. This will allow a formula, such as (sales-cost)/sales, to come out with a positive percent, if profit exists. However, if a formula line, such as sales-cost, is used to calculate net income, if income exist, a DR will print next to the amount which is misleading. You could say 0-(sales-cost) which would give you the correct result. Leave this field blank if this is an accumulation type of formula. An accumulation type of formula is used for simple addition of lines. This kind of formula takes into consideration the normal balance of accounts, as total lines do. *Valid Values:* Y, or Blank (A 1) Optional
Spc Aft	The number of lines to space after this line before printing the next line on the statement. Key 1 to print the next line definition on the following line. No blank lines will appear. Key 2 to print the next line definition two lines below this line. One blank line will appear between this line and the next line. Key 3 to print the next line definition three lines following this line. Two blank lines will appear between this line and the next line. *Default Value:* The value selected in the **Dft Line Spacing** field on the Statement Definition Screen 2 *Valid Values:* 1, 2 or 3 (N 1,0) Required

Line Definition Review Screen - Formula Fields and Function Keys

Field/Function Key	Description
New Page	Used to determine if this line should be printed at the top of a new page. Key N if you want this line to print on the same page as the previous line. Key Y if you want this line definition to print on a new page of the financial statement. NOTE: You must control all printer overflow for printing financial statements. The Statement Definition or Statement Print programs do not consider form page breaks. *Default Value:* N (A 1) Required
Dr/Cr	Used to determine if the line definition should have a normal credit or normal debit balance. If the result of the formula is negative, then the column value will be followed by the abbreviation for the opposite of the normal balance. For example, a negative value for a normal credit line will be followed by **DR**; a negative value for a normal debit line will be followed by **CR**. Key D if the line definition should have a normal debit balance. Key C if the line definition should have a normal credit balance. NOTE: If a **Negative Edit Code** of 2 or 3 was selected on the Statement Definition Screen 2 (p. 36-17), the **DR**/**CR** is replaced by either "**-**" or "**()**" respectively. *Valid Values:* D or C (A 1) Required
Prt Sgn	Key Y if you want this statement to always show the negative edit sign (**CR**/**DR**). If this field is left blank, a sign will be shown only if the value is opposite its normal sign. NOTE: If the **Negative Edit Code** of 2 or 3 was selected on the Statement Definition Screen 2 (p. 36-17), this field is ignored. *Default Value:* Blank *Valid Values:* Y or Blank (A 1) Optional

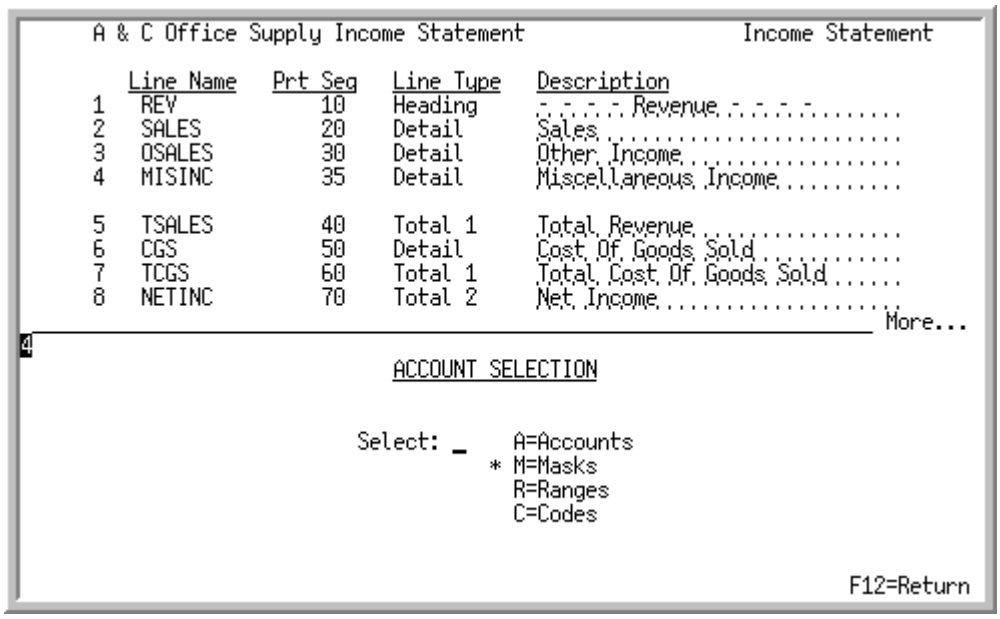
Line Definition Review Screen - Formula Fields and Function Keys

Field/Function Key	Description
U/L	The number of underlines to print under the values in each column of this detail line definition. Key 0 to print no underlines below the values in each column for this formula line. Key 1 to print a single underline below the values in each column for this formula line. Key 2 to print a double underline below the values in each column for this formula line; double underlines are printed as equal signs "=." *Default Value:* 0 *Valid Values:* 0, 1, or 2 (N 1,0) Optional
%/$	Used to determine if the result of a formula line definition is to be expressed in dollars or as a percentage. Key $ if this formula line is to be expressed in dollars on this financial statement. A $ will cause column values to be preceded with a dollar sign. Key % if this formula line is to be expressed as a percentage on this financial statement. Column values will be followed by a percent sign. Leave this field blank if you do not want a $ or % printed. *Valid Values:* %, $, or blank (A 1) Optional
(Formula Line)	Used to key the formula to be used to calculate this line's column values. The formula keyed on this line can be a compound arithmetic calculation (i.e., addition, subtraction, multiplication, or division) of any combination of detail lines, total lines, other formula lines (of a lower level only), or numeric constants. NOTE: Heading lines cannot be referenced within a formula line. Key the formula for the calculation to be performed. *Valid Values:* A - Z; 0 - 9; * / + - . ( ) (A 158) Required

Line Definition Review Screen - Formula Fields and Function Keys

Field/Function Key	Description
Print	Key Y if you would like this line to print on the statement. Key N if you do not want this line to print on the statement. Any values associated with this line will still be used in calculating formulas and totals. NOTE: A non-print line can bring a value into a statement to be used in a formula or a total even when that value does not display on the printed output. *Default Value:* Y (A 1) Required
Pct of Line	This field appears only if you have defined a **Percent Of Column** for this statement. Use this field to define a different line whose value is used with the value of this line to calculate the percent of column value. Key the **Line Name** of which the value for this line will be a percent (in the Percent of type column). Leave this field blank if you do not want this line to be calculated as a percentage of another detail line in another column. *Valid Values:* Any other detail, total, or formula line in the current statement (A 6) Optional
Show Sign	This field appears only if you have defined a **Percent Of Column** for this statement. Key Y to print the sign of the calculated percent ("-" or "()"). Key N if you do not want the sign to print. (A 1) Optional
F12=Return	Press the F12=RETURN key to return to the Line Definition Screen (p. 36-57) without updating this screen.
F24=Delete	The F24=DELETE function key appears only if you have entered or selected an existing **Line Name** on the Line Definition Screen (p. 36-57). Press the F24=DELETE key to delete the current total line definition. You must press F24=DELETE a second time to verify deletion.
Enter	Press ENTER to confirm your selections. The Line Definition Screen (p. 36-57) appears.

Account Selection Screen



This screen appears after pressing F5=ACCT SELECTION on the Line Definition Review Screen - Detail (p. 36-66). You may select account numbers for a detail line by

- individual G/L account number (A)
- G/L account number masks (M)
- G/L account number ranges (R)
- G/L account codes (C)

You may also use a combination of account selections types for a single line definition.

Use this screen to determine how you would like to select your accounts for the line.

NOTE: Account masks may also be selected for columns through Statement Run Definition Listing (MENU GLSTMT). If you select masks for columns and lines, the accounts are combined; you may view the combined accounts through Work with Saved Statements (MENU GLSTMT).

Account Selection Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display

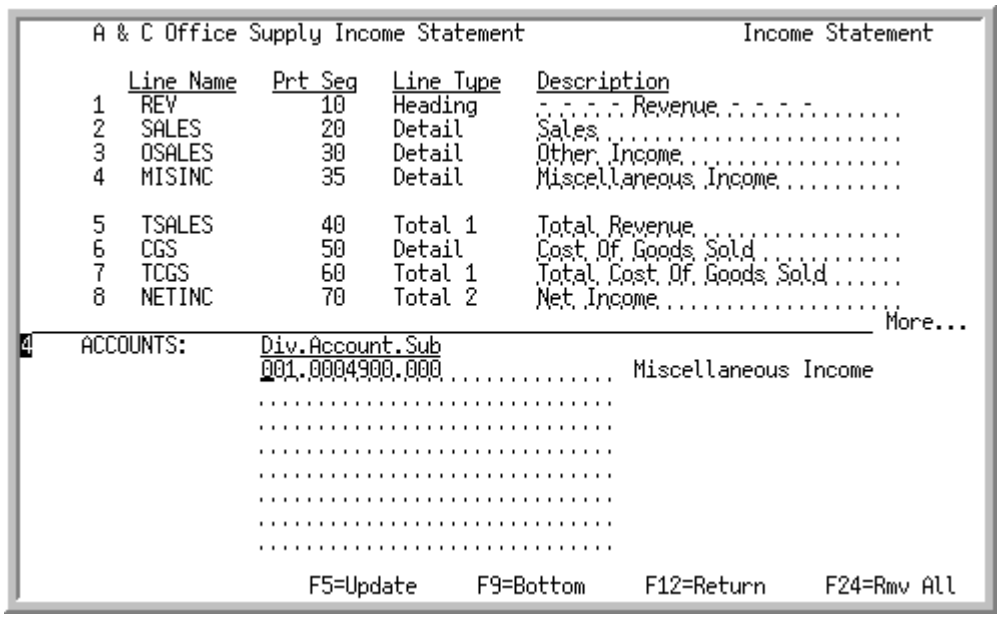
Account Selection Screen Fields and Function Keys

Field/Function Key	Description
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display

Account Selection Screen Fields and Function Keys

Field/Function Key	Description
Select	This field determines how your account numbers will be selected for a detail line. Key A to select account numbers for a detail line by individual account numbers. Key M to select account numbers for a detail line by account masks. Key R to select account numbers for a detail line by account ranges. Key C to select account numbers for a detail line by account codes. NOTE: If an asterisk (*) displays before any of these prompt letters, it means that accounts exist for this line. *Valid Values:* A, M, R, or C (A 1) Required
F12=Return	Press F12=RETURN to return to the Line Definition Review Screen - Detail (p. 36-66) without selecting an account.
Enter	Press ENTER after selecting an account. If you specified, in the **Select** field • A (by account number), the Account Number Definition Screen (p. 36-92) appears. • M (by account mask), the Account Number Masks Screen (p. 36-95) appears. • R (by account ranges), the Account Number Ranges Screen (p. 36-99) appears. • C (by account code), the Account Number Account Code Screen (p. 36-102) appears.

Account Number Definition Screen



This screen appears if you select **Accounts** A on the Account Selection Screen (p. 36-89). Use this screen to define the accounts which will be used in this detail line definition on the financial statement. One detail line may contain up to 250 accounts.

NOTE: G/L account numbers entered on this screen are not required to be in the chart of accounts. This is allowed so you may set up a statement definition prior or simultaneous to setting up the chart of accounts.

Account Number Definition Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display

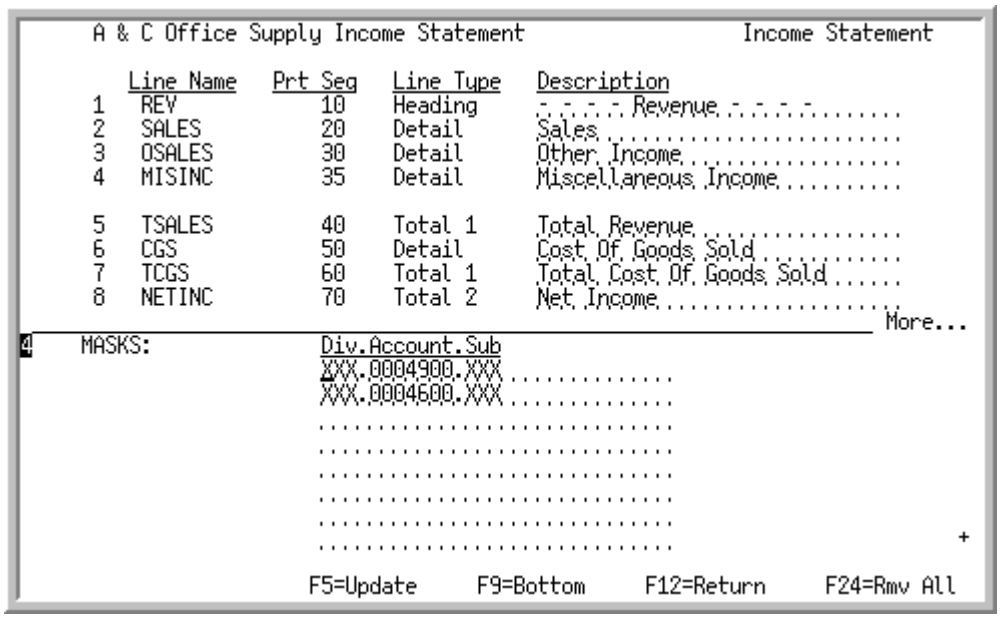
Account Number Definition Screen Fields and Function Keys

Field/Function Key	Description
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
ACCOUNTS: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Statement Definition Screen 1 (p. 36-12), or blank to use all companies. (N 2,0) Optional

Account Number Definition Screen Fields and Function Keys

Field/Function Key	Description
ACCOUNTS: G/L Account Number	This field is used to enter the individual G/L account numbers to accumulate on this detail line definition. You may enter up to eight G/L account numbers on one screen. An account number may be entered by keying the account number or the short name as explained in Keying Account Numbers in G/L (p. A-1). *Valid Values:* Any valid G/L account number (Income Statement must use Income Statement accounts and Balance Sheet must use Balance Sheet accounts). The number of digits in the segment cannot exceed the segment length and the first character must be a digit (0-9) or a letter (A - Z for a short name). Do not use embedded blanks. (250 @ N 29,0 or A 5) Required
(Account Description)	The first description line for the valid G/L account entered. If the account number keyed is not valid in the G/L Account Master File (GLMST), ** **INVALID ACCOUNT** ** will display.
+	The **+** indicates more lines are available for G/L Account Numbers by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press the F5=UPDATE key to confirm your selections and update the detail line definition with the accounts selected on this screen. The Account Selection Screen (p. 36-89) appears.
F9=Bottom	Press the F9=BOTTOM key to display the last account that you defined at the top of this list.
F12=Return	Press the F12=RETURN key to return to the Account Selection Screen (p. 36-89) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this line. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.
Enter	Press the ENTER key after entering an account number to display the account description. Press F5=UPDATE to save the account selections.

Account Number Masks Screen



This screen appears if you select **Accounts** M (by account mask) on the Account Selection Screen (p. 36-89). Use this screen to enter up to 99 account masks to select the G/L accounts to include on this detail line.

NOTE: Account masks may also be selected for columns through Statement Run Definition (MENU GLSTMT). If you select masks for columns and lines, the accounts are combined; you may view the combined accounts through Work with Saved Statements (MENU GLSTMT).

Account Number Masks Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display

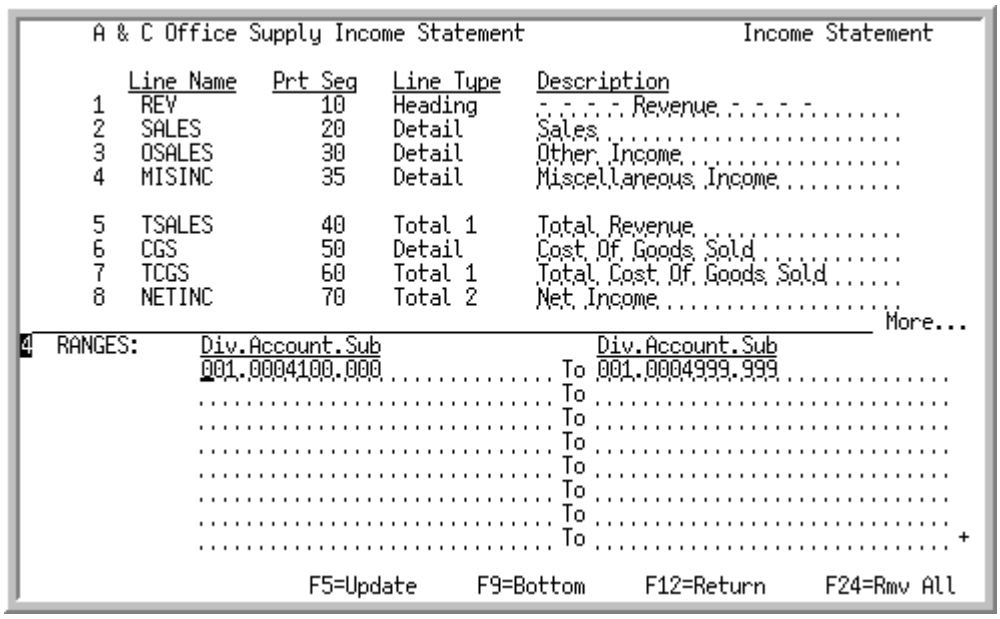
Account Number Masks Screen Fields and Function Keys

Field/Function Key	Description
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
MASKS: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Statement Definition Screen 1 (p. 36-12), or blank to use all companies. (N 2,0) Optional

Account Number Masks Screen Fields and Function Keys

Field/Function Key	Description
MASKS: G/L Account Number	These fields are used to enter account masks which will include all accounts that match the mask for this detail line definition. An account mask is a pattern of digits that match the account numbers. For portions of the account number segment that you wish to see all possible values, key an X in that position. When keying masks: If a segment in the mask contains a digit, then the segment is padded to the left with zeroes. If a segment in the mask contains only X's, then the segment is padded to the left with X's. For example, if you have three segments with lengths 2-3-4, keying X.1.5X will translate to XX.001.005X. Below are some of the accounts that would be selected in this mask. • 01.001.0050 • 01.001.0057 • 02.001.0056 • 02.001.0059 If your account number is set up with a 3 position department and a 7 position base account number and you want all base account numbers from 5500 to 5599 (regardless of department) to be included on this statement line, you would enter the mask as X.55XX. For department 1 on this line, you would enter the mask as 001.00055XX. *Valid Values:* 0 - 9; X; and a data-entry separator (99 @ A 29) Required
+	The **+** indicates more lines are available for G/L Account Number Masks by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press F5=UPDATE to confirm your selections and update the detail line definition with the account number masks selected on this screen. The Account Selection Screen (p. 36-89) appears.
F9=Bottom	Press F9=BOTTOM to display the last account that you defined at the top of this list.
F12=Return	Press F12=RETURN to return to the Account Selection Screen (p. 36-89) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this line. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.
Enter	Press the ENTER key after entering an account mask to display the formatted account masks. Press F5=UPDATE to save the account.

Account Number Ranges Screen



This screen appears if you select **Accounts** R (by account ranges) on the Account Selection Screen (p. 36-89). Use this screen to enter up to 99 ranges of G/L account numbers to select for this detail line. Specifying account number ranges is useful if your accounts are numbered in a way that similar accounts have similar numbers.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Account Number Ranges Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display

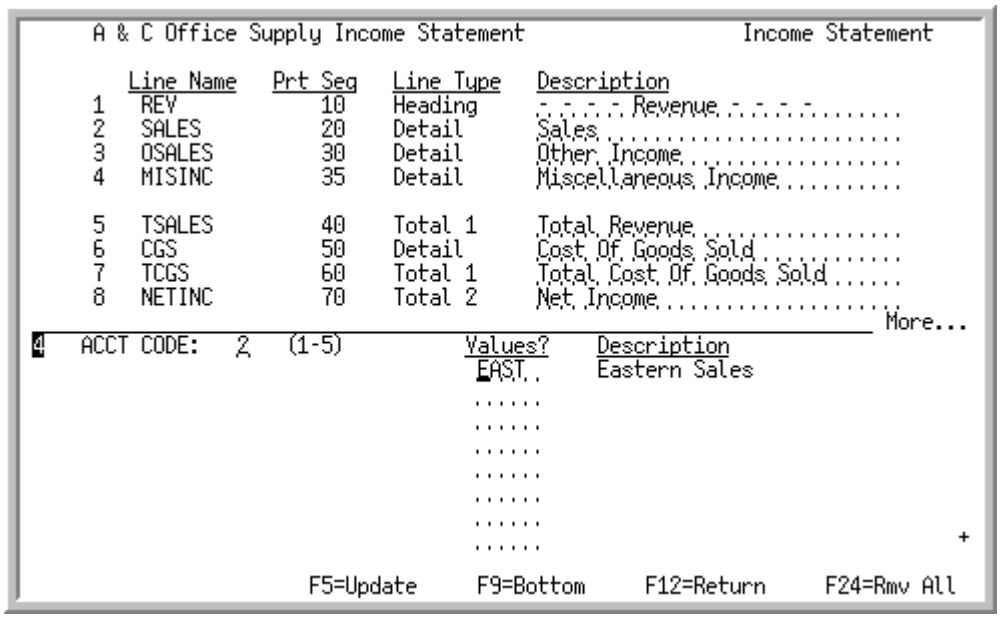
Account Number Ranges Screen Fields and Function Keys

Field/Function Key	Description
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
RANGES: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Statement Definition Screen 1 (p. 36-12), or blank to use all companies. (N 2,0) Optional

Account Number Ranges Screen Fields and Function Keys

Field/Function Key	Description
RANGES: G/L Account Numbers	This is the range of G/L account numbers to include on this detail line definition. You may key up to four different G/L account number ranges. An account number may be entered by keying either the account number or the short name for the account as explained in Keying Account Numbers in G/L (p. A-1). For example, assume your account number is made up of a 3 position department and a 7 position base account number and you want a range of the base account numbers to be accumulated into this statement in the corresponding TO account number. Enter it as 001.005000 in the first FROM and 001.0005999 in the first TO, then enter 002.0005000 in the second FROM and 002.0005999 in the second TO account number. *Default Value:* None *Valid Values:* Cannot be blank or contain embedded blanks. The number of digits in the segment cannot exceed the segment length and the first character must be a digit (0 - 9) or a letter (A - Z for a Short Name). The TO G/L account number may not be less than the FROM G/L account number. (99 @ N 29,0) Required
+	The **+** indicates more lines are available for G/L Account Number Ranges by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press the F5=UPDATE key to confirm your selections and update the detail line definition with the accounts selected on this screen. The Account Selection Screen (p. 36-89) appears.
F9=Bottom	Press the F9=BOTTOM key to display the last account that you defined at the top of this list.
F12=Return	Press the F12=RETURN key to return to the Account Selection Screen (p. 36-89) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this line. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.
Enter	Press the ENTER key after entering an account number to display the formatted account numbers. Press F5=UPDATE to save the account.

Account Number Account Code Screen



This screen appears if you select **Accounts** C (by account code) on the Account Selection Screen (p. 36-89). Use this screen to enter account codes of the G/L Accounts to include on this detail line. Up to 99 account code values may be specified.

Account Number Account Code Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	The title of the current statement as defined on the Statement Definition Screen 2 (p. 36-17). Display
(Statement Type)	The type of statement previously defined or currently being defined: **Income Statement**, **Balance Sheet**, or **Cash Flow Statement**. Display
(Reference Number)	The reference number of the columns displayed on this screen. This number is 1 through 8 for the eight columns that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a column for change or deletion using the F13-F20 TO CHG function keys. Display
Line Name	The line name as defined on the Line Definition Screen (p. 36-57). Display

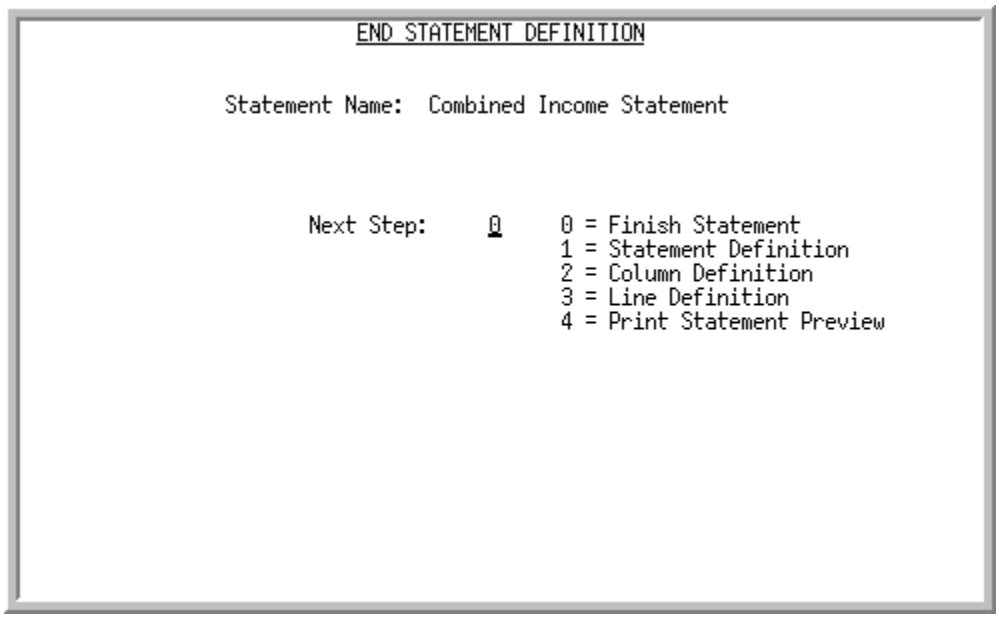
Account Number Account Code Screen Fields and Function Keys

Field/Function Key	Description
Prt Seq	This column displays the print sequence of the detail line definition. This is the sequence in which this line will print on the financial statement. Display
Line Type	This column indicates the type of line. The line type may be: • Heading • Detail • Total (up to nine levels) • Formula (up to three levels) Display
Description	This is the description of the line definition as it will appear on the statement. Display
(Selected Reference Number)	If a number is displayed here, it indicates the **Reference Number** of the line that is being changed. This field will display (in reverse image) only if you are changing an existing line. If a number is not displayed here, then this is a new line being added. Display
ACCT CODE:	This is the account code level for this G/L Account to include on this detail line. This field is used to define which of the five account codes used in G/L Accounts Maintenance (MENU GLFILE) are to be compared to the values on this screen. *Valid Values:* 1 - 5 (N 1,0) Required
ACCT CODE: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Statement Definition Screen 1 (p. 36-12), or blank to use all companies. (N 2,0) Optional
ACCT CODE: Values	These are the values of the account codes used to select the G/L Accounts to include on this detail line definition. All G/L Accounts that have the same account codes as those keyed in this field in the same account code level will be included on this statement line. (99 @ A 5) Optional

Account Number Account Code Screen Fields and Function Keys

Field/Function Key	Description
Description	This is the description of the account code value defined. It displays after entering the value and pressing ENTER. If the account code value keyed has not been established through Account Codes Maintenance (MENU GLFILE), the message **** NOT FOUND **** will display in this field. Display
+	The **+** indicates more lines are available for G/L Account Number Account Code Values by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press F5=UPDATE to confirm your selections and update the detail line definition with the account codes selected on this screen. The Account Selection Screen (p. 36-89) appears.
F9=Bottom	Press F9=BOTTOM to display the first account that you defined at the top of this list.
F12=Return	Press F12=RETURN to return to the Account Selection Screen (p. 36-89) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this line. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.
Enter	Press the ENTER key after entering an account codes to display the edited account code information. Press F5=UPDATE to save the account codes.

End Statement Definition Screen



This screen appears after you press F10=END on the Statement Definition Screen 2 (p. 36-17), Column Definition Screen (p. 36-23), or Line Definition Screen (p. 36-57). Use this screen to end this statement definition. The statement definition that you have keyed will be saved. You may also return to the statement, column, or line definition, or print the statement preview.

Line definitions are re-sequenced when you exit from this screen. Print sequence numbers are re-assigned as if F2=RESEQUENCE were pressed on the Line Definition Screen (p. 36-57).

End Statement Definition Screen Fields and Function Keys

Field/Function Key	Description
Statement Name	This is the name of the current statement definition as it was keyed on the Statement Definition Screen 1 (p. 36-12). Display

End Statement Definition Screen Fields and Function Keys

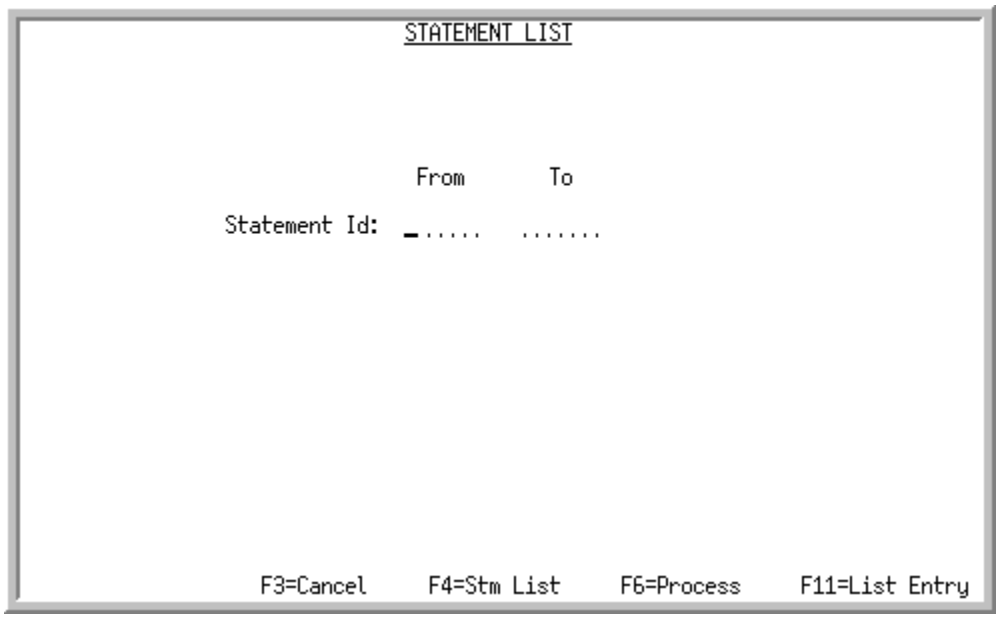
Field/Function Key	Description
Next Step	This field is used to determine if you want to return to a statement, column, or line definition, or if you want to end this statement definition. You may also print the statement preview. Key 0 to complete this statement and return to the Statement Definition Selection Screen (p. 36-4). Key 1 to return to the Statement Definition Screen 1 (p. 36-12) to re-change the statement you just changed or to review another statement in this definition. Key 2 to return to the Column Definition Screen (p. 36-23) to verify or change the column headings. Key 3 to return to the Line Definition Screen (p. 36-57) to verify or change the lines to print on the statement. Key 4 to print a statement preview. A message will display informing you that the preview is printing. The preview shows the exact layout of the financial statement without dollar amounts (allowing you to review, make changes, or get final approval on the layout). You may also print a statement preview through Generate/Print Statements (MENU STMT). *Valid Values:* 0, 1, 2, 3, or 4 (A 1) Required
Enter	Press the ENTER key to confirm your selections and display the screen respective to the **Next Step** selected.

Statement Definition Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement List Selection Screen	Use to specify a range of statements for the listing.
Statement List Entry Screen	Use to enter up to 15 statement IDs for the listing.
Statement Listing	Prints a list of statements that match your criteria.

Statement List Selection Screen



This screen displays after you select option 11 - Statement Definition Listing from the General Ledger Statement Menu (MENU GLSTMT). Use this screen to select the statement or range of statements for which statement lists will print; you may optionally select to enter a list of up to 15 statements instead of entering ranges.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

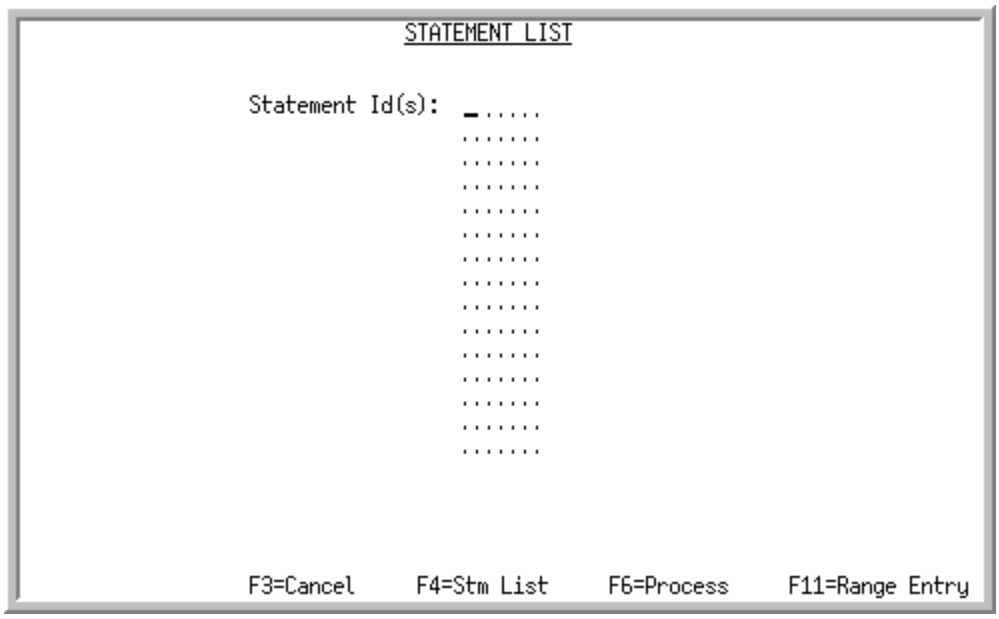
Statement List Selection Screen Fields and Function Keys

Field/Function Key	Description
Statement Id	This field determines the statement or range of statements to print. Key the ID of the statement to be printed, or key the range of statements you want printed. NOTE: As an alternate to entering ranges, refer to the F11=LIST ENTRY function key. *Valid Values:* Any statement definition created through Statement Definition Maintenance (MENU GLSTMT) (2 @ A 6) Optional
F3=Cancel	Press the F3=CANCEL key to cancel this option and return to the menu.

Statement List Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Stm List	Press the F4=STM LIST key to display the a list of existing statements. The Statement List Screen (p. 36-6) appears. Selecting a statement from that screen will place the statement ID into the FROM **Statement ID** field on this screen if it is blank; otherwise, it will be placed into the TO **Statement ID** field.
F6=Process	Press the F6=PROCESS key to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.
F11=List Entry	Press the F11=LIST ENTRY key as an alternative to entering ranges in the **Statement ID** field to specify a list of up to 15 statements to be printed. The Statement List Entry Screen (p. 36-109) appears.

Statement List Entry Screen



This screen appears after you press F11=LIST ENTRY on the Statement List Selection Screen (p. 36-107). This screen may be used as an alternative to entering ranges in the **Statement ID** field on the Statement List Selection Screen.

Use this screen to select a list of up to 15 statements to be printed. This is useful if you have multiple statements to select that are not in a sequential range.

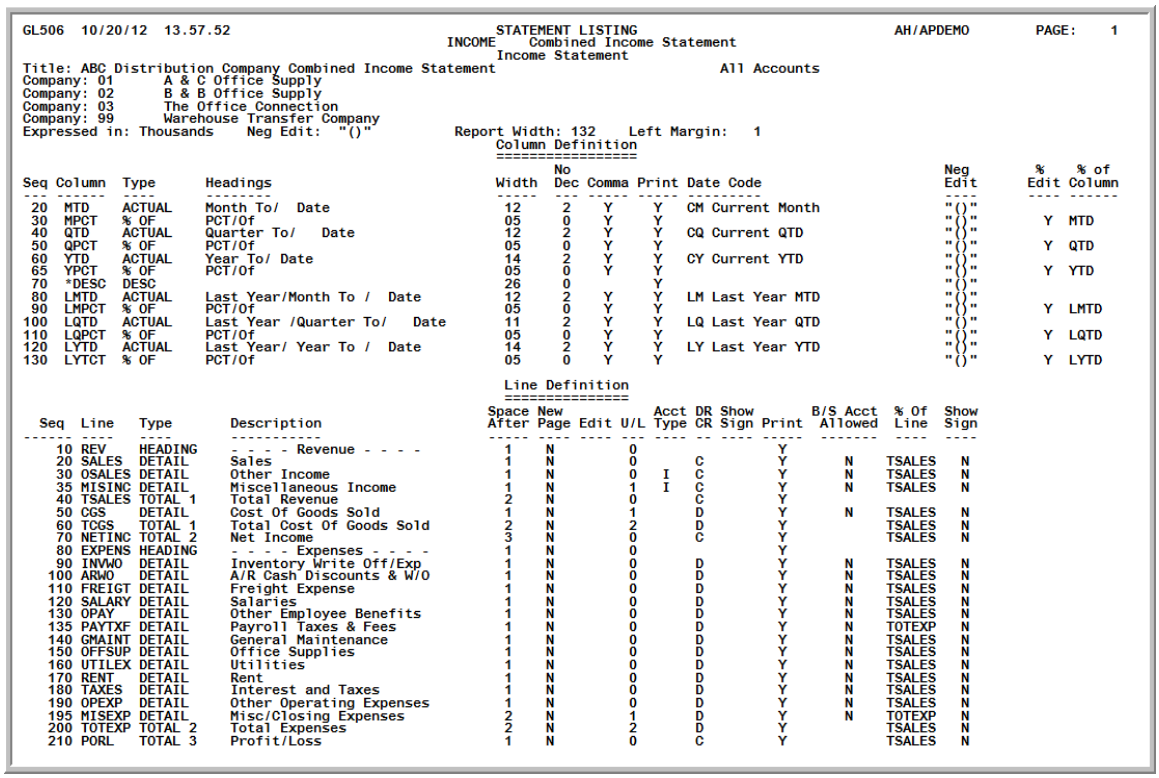
Statement List Entry Screen Fields and Function Keys

Field/Function Key	Description
Statement Id(s)	This field determines the statements (up to 15 may be entered) to be printed. Key the IDs of the statements you want printed. *Valid Values:* A statement created through Statement Definition Maintenance (MENU GLSTMT) (15 @ A 6) Optional
F3=Cancel	Press the F3=CANCEL key to cancel this option and return to the menu.
F4=Stm List	Press F4=STM LIST to display the Statement List Screen (p. 36-6) which presents a list of existing statements. Selecting a statement from that screen will place the statement ID in the first line of the **Statement Id(s)** field on this screen if it is blank; if it is not blank, it will be placed in the second line of the **Statement Id(s)** field, and so on.

Statement List Entry Screen Fields and Function Keys

Field/Function Key	Description
F6=Process	Press F6=PROCESS after entering a statement or list of statements to confirm your selections. The Report Options Screen appears. Refer to The Cross Applications User Guide for details about this screen.
F11=Range Entry	Press F11=RANGE ENTRY to return to the Statement List Selection Screen (p. 36-107) to enter a range selection instead.

Statement Listing



```
GL506  10/20/12  13.57.52                          STATEMENT LISTING                                  AH/APDEMO       PAGE:    1
                                                INCOME    Combined Income Statement
                                                        Income Statement
Title: ABC Distribution Company Combined Income Statement                          All Accounts
Company: 01      A & C Office Supply
Company: 02      B & B Office Supply
Company: 03      The Office Connection
Company: 99      Warehouse Transfer Company
Expressed in: Thousands    Neg Edit:  "()"          Report Width: 132    Left Margin:   1
                                                    Column Definition
                                                    =================
                                                              No                                                    Neg       %    % of
Seq Column  Type      Headings                         Width  Dec Comma Print Date Code                            Edit      Edit Column
--- ------  ----      --------                         -----  --- ----- ----- ---------                            ----      ---- ------
 20  MTD    ACTUAL    Month To/  Date                   12     2    Y     Y   CM Current Month                     "()"
 30  MPCT   % OF      PCT/Of                            05     0    Y     Y                                        "()"       Y  MTD
 40  QTD    ACTUAL    Quarter To/   Date                12     2    Y     Y   CQ Current QTD                       "()"
 50  QPCT   % OF      PCT/Of                            05     0    Y     Y                                        "()"       Y  QTD
 60  YTD    ACTUAL    Year To/ Date                     14     2    Y     Y   CY Current YTD                       "()"
 65  YPCT   % OF      PCT/Of                            05     0    Y     Y                                        "()"       Y  YTD
 70  *DESC  DESC                                        26     0          Y                                        "()"
 80  LMTD   ACTUAL    Last Year/Month To /  Date         12     2    Y     Y   LM Last Year MTD                     "()"
 90  LMPCT  % OF      PCT/Of                            05     0    Y     Y                                        "()"       Y  LMTD
100  LQTD   ACTUAL    Last Year /Quarter To/   Date     11     2    Y     Y   LQ Last Year QTD                     "()"
110  LQPCT  % OF      PCT/Of                            05     0    Y     Y                                        "()"       Y  LQTD
120  LYTD   ACTUAL    Last Year/ Year To /  Date         14     2    Y     Y   LY Last Year YTD                     "()"
130  LYTCT  % OF      PCT/Of                            05     0    Y     Y                                        "()"       Y  LYTD

                                                    Line Definition
                                                    ===============
                                                    Space New          Acct DR Show       B/S Acct  % Of  Show
  Seq  Line   Type      Description                   After Page Edit U/L Type CR Sign Print  Allowed  Line  Sign
------ ----   ----      -----------                   ----- ---- ---- --- ---- -- ---- -----  -------  ----  ----
    10 REV    HEADING   - - - - Revenue - - - -        1    N         0                  Y
    20 SALES  DETAIL    Sales                          1    N         0         C        Y       N    TSALES   N
    30 OSALES DETAIL    Other Income                   1    N         0    I    C        Y       N    TSALES   N
    35 MISINC DETAIL    Miscellaneous Income           1    N         1    I    C        Y       N    TSALES   N
    40 TSALES TOTAL 1   Total Revenue                  2    N         0         C        Y
    50 CGS    DETAIL    Cost Of Goods Sold             1    N         1         D        Y       N    TSALES   N
    60 TCGS   TOTAL 1   Total Cost Of Goods Sold       2    N         2         D        Y            TSALES   N
    70 NETINC TOTAL 2   Net Income                     3    N         0         C        Y            TSALES   N
    80 EXPENS HEADING   - - - - Expenses - - - -       1    N         0                  Y
    90 INVWO  DETAIL    Inventory Write Off/Exp        1    N         0         D        Y       N    TSALES   N
   100 ARWO   DETAIL    A/R Cash Discounts & W/O       1    N         0         D        Y       N    TSALES   N
   110 FREIGT DETAIL    Freight Expense                1    N         0         D        Y       N    TSALES   N
   120 SALARY DETAIL    Salaries                       1    N         0         D        Y       N    TSALES   N
   130 OPAY   DETAIL    Other Employee Benefits        1    N         0         D        Y       N    TSALES   N
   135 PAYTXF DETAIL    Payroll Taxes & Fees           1    N         0         D        Y       N    TOTEXP   N
   140 GMAINT DETAIL    General Maintenance            1    N         0         D        Y       N    TSALES   N
   150 OFFSUP DETAIL    Office Supplies                1    N         0         D        Y       N    TSALES   N
   160 UTILEX DETAIL    Utilities                      1    N         0         D        Y       N    TSALES   N
   170 RENT   DETAIL    Rent                           1    N         0         D        Y       N    TSALES   N
   180 TAXES  DETAIL    Interest and Taxes             1    N         0         D        Y       N    TSALES   N
   190 OPEXP  DETAIL    Other Operating Expenses       1    N         0         D        Y       N    TSALES   N
   195 MISEXP DETAIL    Misc/Closing Expenses          2    N         1         D        Y       N    TOTEXP   N
   200 TOTEXP TOTAL 2   Total Expenses                 2    N         2         D        Y            TSALES   N
   210 PORL   TOTAL 3   Profit/Loss                    1    N         0         C        Y            TSALES   N
```

This listing is produced following your responses on the Report Options Screen. The selected statement definition or definitions are printed, showing you the criteria defined for the selected statements. This is a listing of all the information that was entered in Statement Definition Maintenance (MENU GLSTMT).

Each section defined for the statement is included:

- information defined in the statement definition
- columns defined in the column definition
- lines defined in the line definition
- accounts defined for detail lines in the account definition

If accounts have not been defined for detail lines, a field indicating this will print on the report.

NOTE: Refer to Statement Definition Maintenance (MENU GLSTMT) for an explanation of the fields on this listing.

CHAPTER 37

Defining Statement Runs

37

The Statement Run Definition option provides you with a way in which to break down statements defined through Statement Definition Maintenance (MENU GLSTMT). Statements may be broken down by a chosen group of accounts through utilization of column account masks and/or companies, if multiple companies are defined for the statement.

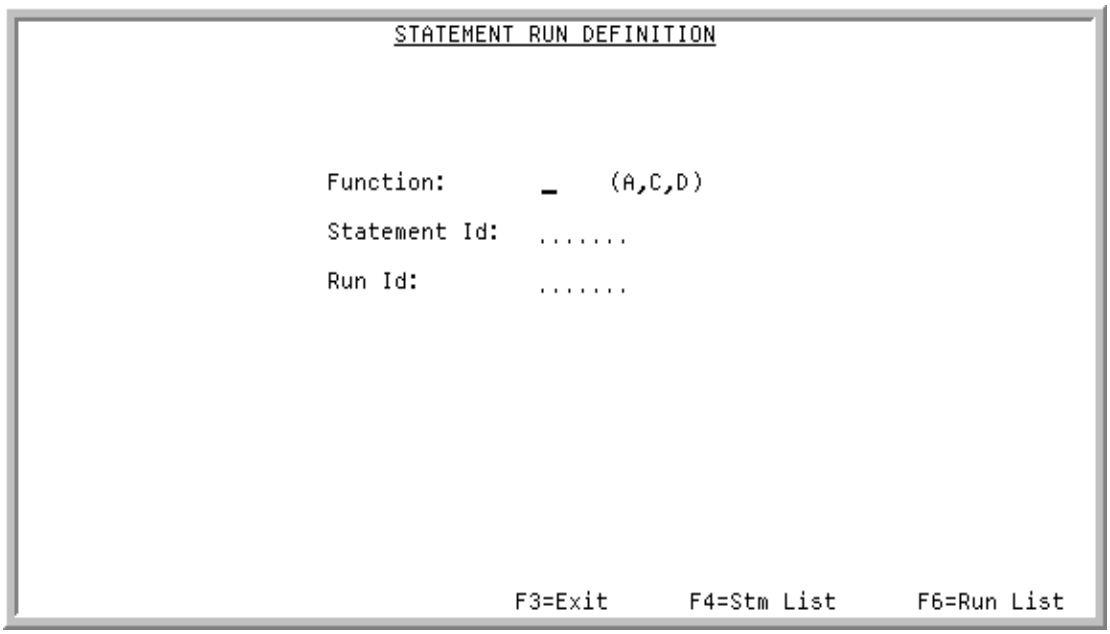
Creating run definitions to define different views of the same statement is useful if you have more than one division and want to define runs by division. Runs created here can then be defined in a print group through Statement Print Group Definition Maintenance (MENU GLSTMT) or used when generating statements through Generate/Print Statements (MENU GLSTMT) allowing one or many statements to print with a single request. You can print a listing of all or selected run definitions defined and maintained through Statement Run Definition Maintenance (MENU GLSTMT).

Statement Run Definition

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement Run Definition Screen	Use to specify the statement run to add, change, or delete.
Statement Run List Screen	Displays a list of defined statement runs.
Enter Password Screen	Use to provide the password for a secured statement.
Statement Run Header Screen	Use to define the attributes of the statement run.
Column Selection Screen	Use to select the column to change in the run definition.
Column Definition Screen	Use to define the selected column.

Statement Run Definition Screen



This screen appears after selecting option 2 - Statement Run Definition (MENU GLSTMT). Use this screen to add a new statement run, change an existing statement run, or delete an existing statement run.

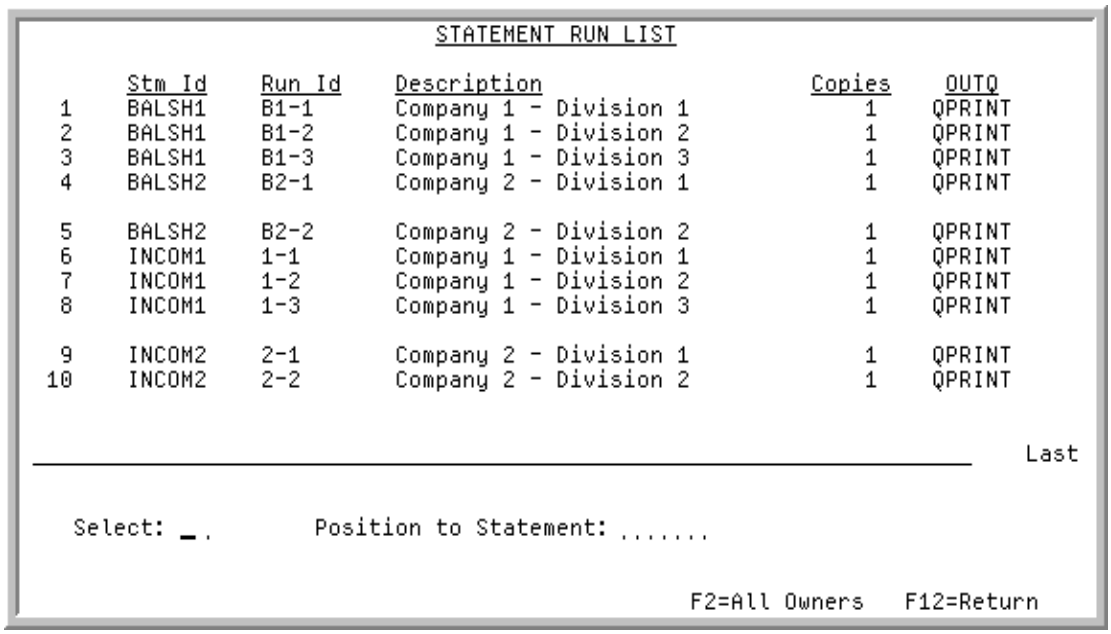
Statement Run Definition Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new statement run definition. Key C to change an existing statement run definition. Key D to delete an existing statement run definition. NOTE: Only the owner of the statement created through Statement Definition is allowed to delete an existing run definition. (A 1) Required
Statement Id	This is the statement ID for the run definition being added, changed, or deleted. Key the statement ID for this run definition. *Valid Values:* A statement ID defined through Statement Definition. (A 6) Required

Statement Run Definition Screen Fields and Function Keys

Field/Function Key	Description
Run ID	This is the unique identifier code for this run definition. Run identifiers should be meaningful and representative of the run being defined. For example, if you have 20 divisions and you are creating a run for each division within a statement, run IDs of D01 through D20 would be appropriate. Key the run ID being added, changed, or deleted. You may define as many runs as needed for each statement selected. NOTE: Keep in mind that this is an alphanumeric field; therefore, in the above example, keying D1 instead of D01 would cause the statement runs not to print in order by division. (A 6) Required
F3=Exit	Press F3=EXIT to return to the menu.
F4=Stm List	Press F4=STM LIST to display the Statement List Screen (p. 36-6) which presents a list of existing statements defined. Selecting a statement from that screen will place the statement ID into the **Statement ID** field on this screen.
F6=Run List	Press F6=RUN LIST to display the Statement Run List Screen (p. 37-4). If a **Statement ID** was entered on this screen and you pressed this key, the Run List Screen will display existing runs for that statement ID only. If the **Statement ID** field is blank and you press F6=RUN LIST, all statement runs wil display.
Enter	Press ENTER to confirm your selections. If you entered a statement ID in which you are not the owner, the Enter Password Screen (p. 38-6) appears; otherwise, the Statement Run Header Screen (p. 37-8) appears.

Statement Run List Screen



This screen appears after you press F6=RUN LIST on the

- Statement Run Definition Screen (p. 37-2)
- Print Statement/Run Screen (p. 43-8)
- Statement Print Group Search Screen (p. 46-2)

If a statement ID was specified on the previous screen, this screen displays existing runs for that statement ID only. If a statement ID was not entered, this screen displays all statement runs.

Use this screen to select statement runs to change or delete. You can limit the list to statements owned (created) by you, or you can display all non-secured statements created by all owners.

NOTE: A statement run will display on this screen only if **Show in List** is Y on the Statement Password Screen (p. 36-9); otherwise, it will not display.

Run List Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This number is used to reference the run ID that you want to change or delete. The corresponding reference number of the run you want to select is keyed in the *Select* field on the bottom portion of this screen. Display

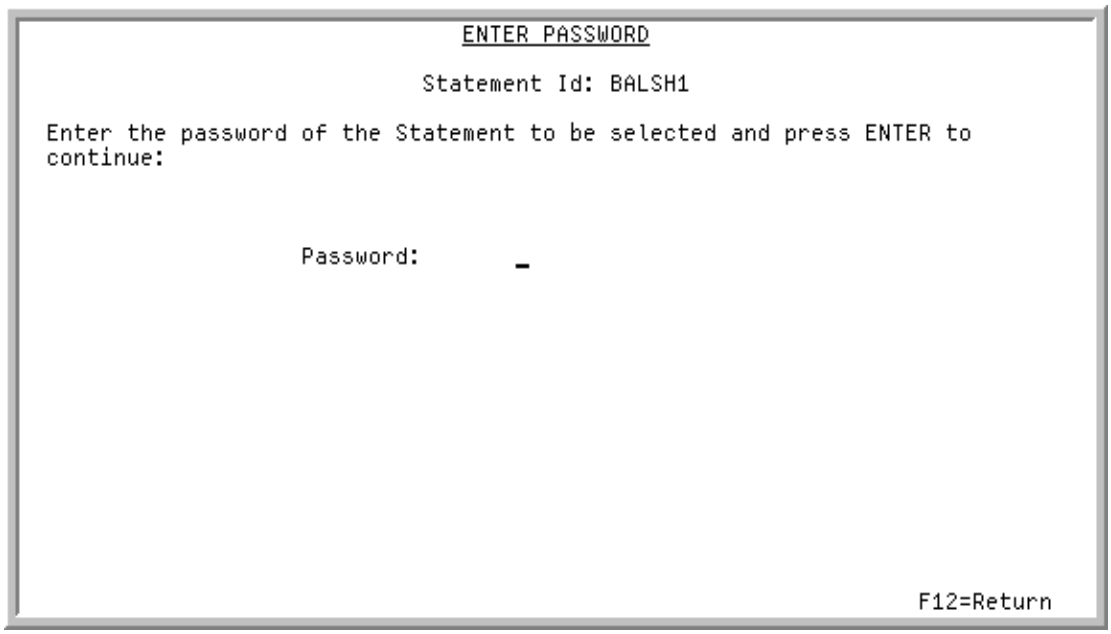
Run List Screen Fields and Function Keys

Field/Function Key	Description
Stm ID	This column displays the statement identification codes of existing statements created through Statement Definition for all owners, or for statements created by you with the F2=ALL OWNERS / F2=THIS OWNER toggle key. Display
Run Id	This column displays the name of existing run definitions created through this option. Display
Description	The description of this run as entered on the Statement Run Header Screen (p. 37-8) displays in this column. Display
Copies	This field represents how many copies will print when generating statements through Generate/Print Statements.You designated this value in the **No of Copies** field on the Statement Definition Screen 1 (p. 36-12) in option 1; this value was either accepted or overridden on the Statement Run Header Screen (p. 37-8). Display
OUTQ	This field represents the output queue to which statements will be sent. You designated the queue in the **Dft Output Queue** field on the Statement Definition Screen 1 (p. 36-12) in option 1; this value was either accepted or overridden on the Statement Run Header Screen (p. 37-8). Display
Select	Use this field to select an existing run ID to change or delete. Key the reference number corresponding to the run ID you want to select. (N 2,0) Optional
Position to Statement	This field allows you to reposition the list displaying the statement ID you key here at the top of the list. Key the statement ID to position at the top of this list. (A 6) Optional
F2=All Owners/ F2=This Owner	The F2=ALL OWNERS / F2=THIS OWNER key is used to toggle between displaying the statements created by all owners, or the statements created by you (the current user ID). NOTE: A statement run will display on this screen only if **Show in List** is defined as Y on the Statement Password Screen (p. 36-9); otherwise, it will not display. Press F2=ALL OWNERS to display statements which have been created by all owners. Press F2=THIS OWNER to display statements which have been created by you (your user ID) only

Run List Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Statement Run Definition Screen (p. 37-2) without selecting a statement run to change or delete.
Enter	Press ENTER after selecting a statement run. If you selected a run in which you are not the owner of the statement and the statement is secured [**Use Password** is Y on the Statement Password Screen (p. 36-9)], the Enter Password Screen (p. 38-6) appears; otherwise, if you are the owner of the statement or if the original owner did not secure the statement, the Statement Run Header Screen (p. 37-8) appears.

Enter Password Screen

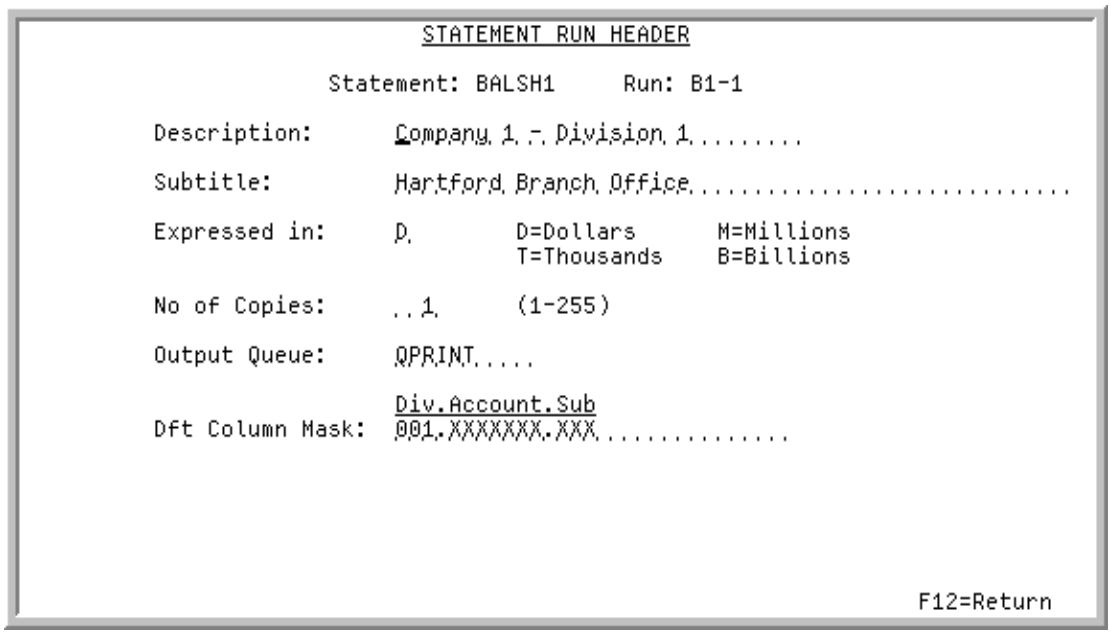


This screen appears after you press ENTER on the Statement Run Definition Screen (p. 37-2)) if you entered a statement ID for which you are not the owner. Use this screen to enter the password of the statement for which you want to use in this run definition.

Enter Password Screen Fields and Function Keys

Field/Function Key	Description
Password	When creating statements through Statement Definition, the owner of the statement had the option of entering a password for security. This field is used to enter the password that was assigned to the statement. Key the password of the statement you want to select for this run definition. This field is a non displayed field; meaning you will not see the password as it is keyed. (A 4) Required
F12=Return	Press F12=RETURN to return to the Statement Run Definition Screen (p. 37-2) if you do not know the password assigned to the statement.
Enter	Press ENTER after entering the password. The Statement Run Header Screen (p. 37-8) appears.

Statement Run Header Screen



This screen appears after you press ENTER on the Statement Run Definition Screen (p. 37-2) or Enter Password Screen (p. 37-7). Use this screen to define the overall attributes of this run definition.

Statement Run Header Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to key a description that represents this run definition and its purpose. Key the description of this run ID. You will have the option to print this description on the Statement Run Definition Listing (p. 37-17). (A 30) Required
Subtitle	This is the subtitle to print on the statement. A subtitle may be used to differentiate one statement from another. For example, if this run is for a particular division within your company, you may want to key that division in this field. Key the subtitle to identify this statement. (A 50) Required

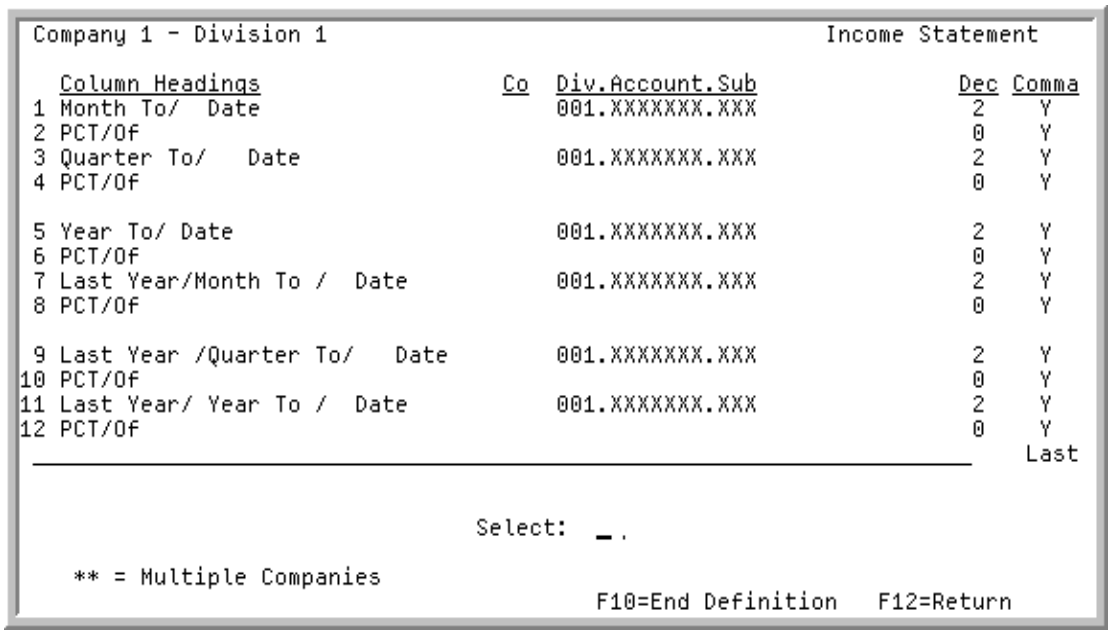
Statement Run Header Screen Fields and Function Keys

Field/Function Key	Description
Expressed in	All monetary values are expressed on this financial statement in the value you key here. You may accept or override the default value displayed. Key D to express monetary values in dollars. For example, the value of $911,250,000.00 will print as $911,250,000 (0 is assumed for the **Dft No of Decimals**). Key T to express monetary values in thousands of dollars. For example, the value of $911,250,000.00 will print as $911,250 (0 is assumed for the **Dft No of Decimals**). Key M to express monetary values in millions of dollars. For example, the value of $911,250,000.00 will print as $911 (0 is assumed for the **Dft No of Decimals**). Key B to express monetary values in billions of dollars. For example, the value of $911,250,000.00 will print as $1 (0 is assumed for the **Dft No of Decimals**). If you change the value of this field in Statement Definition, the value is changed in this option. If you override the value in this option for a specific run ID, the value is not updated in the Statement Definition option. Therefore, you may designate runs for the same statement to be expressed in different monetary values. *Default Value:* The value selected on the Statement Definition Screen 2 (p. 36-17) *Valid Values:* D, T, M, or B (A 1) Required
No of Copies	This is the number of copies to print when generating statements through Generate/Print Statements. Key the number of copies to print, or accept the default displayed. NOTE: If you change the value of this field in Statement Definition, the value is changed in this option. If you override the value in this option for a specific run ID, the value is not updated in the Statement Definition option. Therefore, you may designate runs for the same statement with different number of copies to print and different output queues in which you want them sent. *Default Value:* The value selected on the Statement Definition Screen 1 (p. 36-12) *Valid Values:* 1 - 255 (N 3,0) Required

Statement Run Header Screen Fields and Function Keys

Field/Function Key	Description
Output Queue	This is the output queue to which you would like this statement to be sent during Generate/Print Statements. Key the output queue, or accept the default displayed. NOTE: If you change the value of this field in Statement Definition, the value is changed in this option. If you override the value in this option for a specific Run ID, the value is not updated in the Statement Definition option. Therefore, you may designate runs for the same statement with different number of copies to print and different output queues in which you want them sent. *Default Value:* The output queue selected on the Statement Definition Screen 1 (p. 36-12) (A 10) Required
Dft Column Mask	This field may be used to enter an account mask which will be used as the mask for all columns on the statement, with the exception of any columns that are defined with a different account mask. You may define a different account mask for a column on the Column Definition Screen (p. 37-13). Key the default column mask. (A 29) Optional
F12=Return	Press F12=RETURN to return to the Statement Run Definition Screen (p. 37-2) without saving this run definition.
F24=Delete	Press F24=DELETE to delete the run definition currently displayed. You will be prompted to press F24=DELETE twice to confirm deletion.
Enter	Press ENTER to confirm your selections. The Column Selection Screen (p. 37-11) appears.

Column Selection Screen



This screen appears after you press ENTER on the Statement Run Header Screen (p. 37-8). The columns in this run definition and the account mask for the columns (if one was selected) are determined by the columns you defined in your statement.

Use this screen to select the column you wish to change for this run definition, or end the definition.

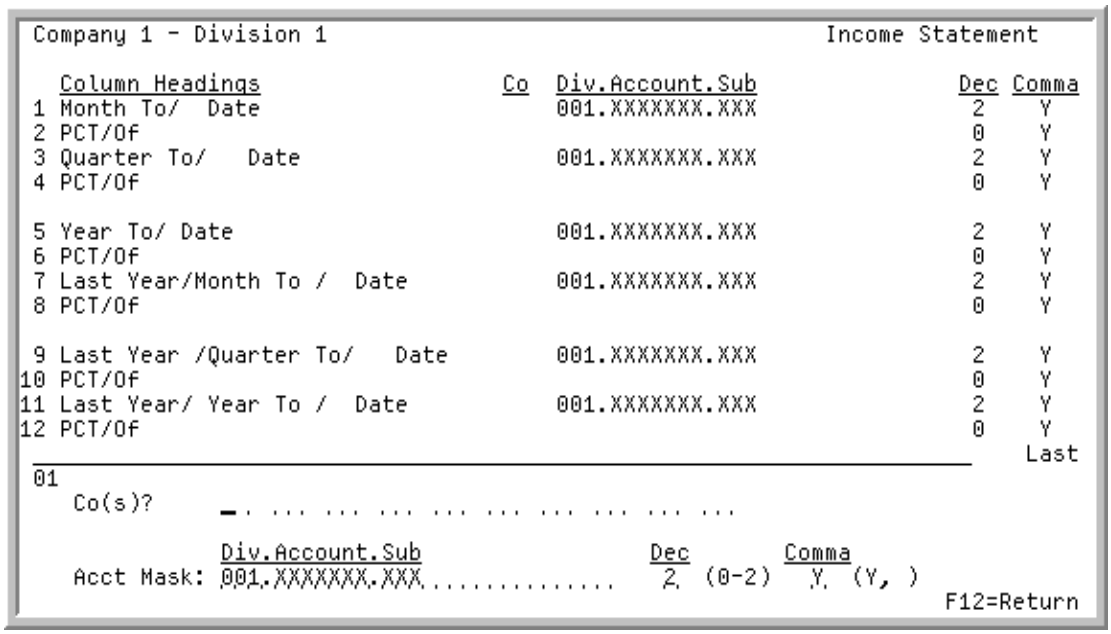
Column Selection Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This is the number used to reference a column. This number is keyed in the **Select** field on the bottom portion of this screen. Display
Column Headings	This field displays the column headings defined for the statement you selected for this run definition. Column headings are defined when creating a statement through Statement Definition. Display

Column Selection Screen Fields and Function Keys

Field/Function Key	Description
Co	The company (if one was defined on the Column Definition Screen (p. 37-13)) for which statements will print. A company or companies are selected when defining statements through Statement Definition. NOTE: If more than one company was selected on the Column Definition Screen (p. 37-13), ** displays in this field (instead of a company number) indicating that more than one company was defined to print in this column. Display
Account Mask	This field displays the account mask for all columns [if one was entered on the Statement Run Header Screen (p. 37-8)]. The mask is used for all columns, with the exception of any columns that are defined with a different account mask. You may assign a different account mask for a column on the Column Definition Screen (p. 37-13). Display
Dec	This field displays the default number of decimals to print for values in this column. The number of decimals to print was selected through Statement Definition. You may change this value on the Column Definition Screen (p. 37-13). Display
Comma	This field indicates if commas will be inserted in values printed on the statement. **Y** displays in this field if commas will print; if this field is blank, commas will not print. The default comma edit was selected through Statement Definition. You may change this value on the Column Definition Screen (p. 37-13). Display
Select	Use this field to select an existing column to maintain. Key the reference number corresponding to the column you want to select. (N 2,0) Optional
F12=Return	Press F12=RETURN to return to the Statement Run Header Screen (p. 37-8); the run definition will be saved.
F10=End Definition	Press F10=END DEFINITION to end this run definition and return to the Statement Run Definition Screen (p. 37-2); the run definition will be saved
Enter	Press ENTER after selecting a column to maintain. The Column Definition Screen (p. 37-13).

Column Definition Screen



This screen displays after you press ENTER on the Column Selection Screen (p. 37-11).

Use this screen to define certain characteristics regarding the column you selected. You may change the number of decimals and comma edit for any column; actual and budget columns will allow for up to 10 companies to be selected that are defined in the statement and account mask.

Column Definition Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference number of the column selected. Display
Co(s)	This field appears only if an actual or budget column was selected. Key up to 10 companies to be included in this print column. Leave blank if you want all companies defined in the statement to be included in this column. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (10 @ N 2,0) Optional

Column Definition Screen Fields and Function Keys

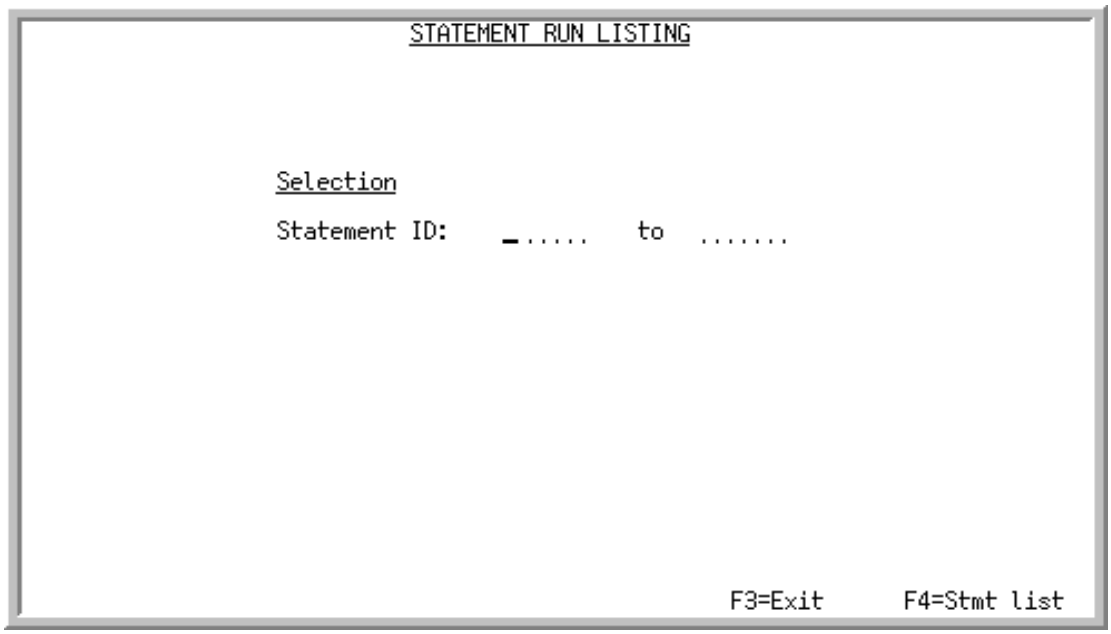
Field/Function Key	Description
Acct Mask	This field appears only if an actual or budget column was selected. Use this field to limit the accounts to be included in the selected column, which is indicated in the **Reference Number** field. If an account mask was selected on the Statement Run Header Screen (p. 37-8), you may accept or override that mask. NOTE: You may select individual columns to have a different account mask by changing the reference number (field 1) of the column selected. Key the account mask of the accounts you want to print in this column, or accept the default displayed from the Statement Run Header Screen (p. 37-8). *Default Value:* The account mask selected on the Statement Run Header Screen (p. 37-8) (A 25) Optional
Dec	Use this field to determine the number of decimals to print for values in this column. Key the number of decimals to print, or accept the default defined through Statement Definition. *Default Value:* The value selected through Statement Definition *Valid Values:* 0, 1, or 2 (N 1,0) Optional
Comma	This field indicates if commas will be inserted in values printed in this column. You may accept or override the default displayed. Key Y to print commas. Leave blank if you do not want commas to print. *Default Value:* The value selected through Statement Definition *Valid Values:* Y or Blank (A 1) Optional
F12=Return	Press F12=RETURN to return to the Column Selection Screen (p. 37-11).
Enter	Press ENTER to confirm your selections. The Column Selection Screen (p. 37-11) appears. The top portion of the screen will be updated with your changes for the column selected.

Statement Run Definition Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement Run Listing Screen	Use to specify the range of statements to include in the listing.
Statement Run Definition Listing	Prints a list of statement runs that match the specified range.

Statement Run Listing Screen

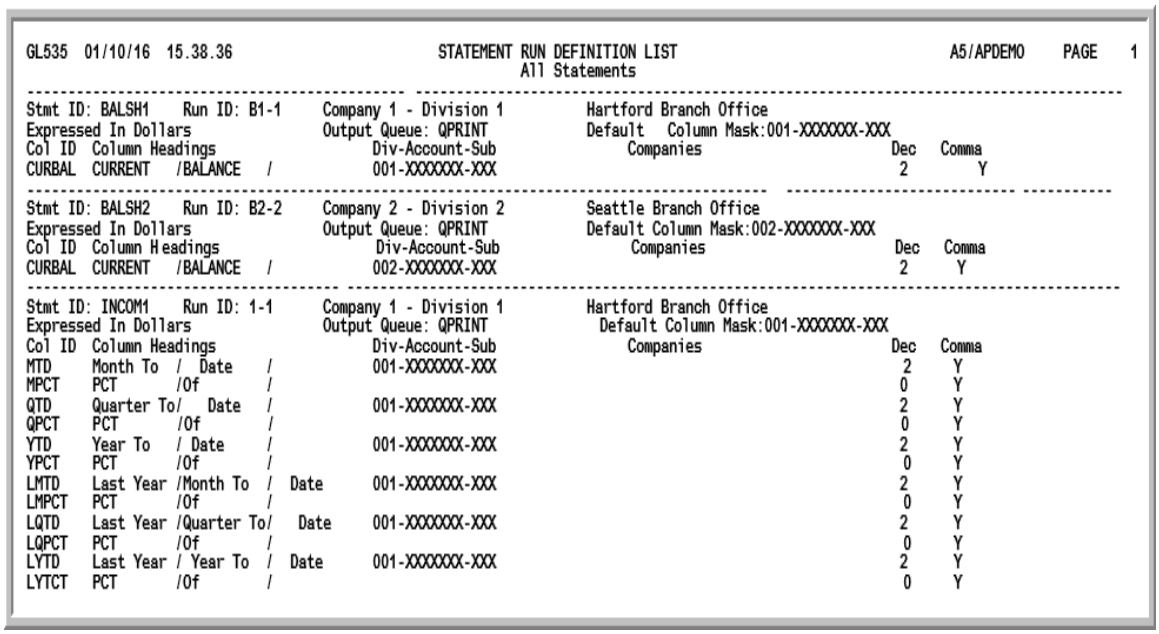


This screen appears after selecting option 12 - Statement Run Definition Listing on the General Ledger Statement Menu (MENU GLSTMT). Use this screen to key a range of statements for which statement run lists will print.

Statement Run Listing Screen Fields and Function Keys

Field/Function Key	Description
Statement ID	This is the range of statements that you want to print on the listing. Key the range of statements to print for which run definitions have been defined through the Statement Definition (MENU GLSTMT). Leave blank to print all statements for which runs have been defined. *Valid Values:* Any statements defined through Statement Definition (p. 36-2) (2 @ A 6) Optional
F3=Exit	Press F3=EXIT to exit from this screen and return to the menu.
F4=Stm List	Press F4=STM LIST to display a list of existing statements The Statement List Screen (p. 36-6) appears. The statement you select on that screen is placed in the **From Statement** field on this screen if it is blank; otherwise, the statement is placed in the **To Statement** field.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Application User Guide for details about this screen.

Statement Run Definition Listing



```
GL535  01/10/16  15.38.36                    STATEMENT RUN DEFINITION LIST                              A5/APDEMO     PAGE    1
                                                      All Statements
-------------------------------------------- ------------------------------------------------------------------------------------------
Stmt ID: BALSH1    Run ID: B1-1     Company 1 - Division 1          Hartford Branch Office
Expressed In Dollars                Output Queue: QPRINT            Default   Column Mask:001-XXXXXXX-XXX
Col ID  Column Headings                   Div-Account-Sub                Companies                        Dec   Comma
CURBAL  CURRENT   /BALANCE   /           001-XXXXXXX-XXX                                                  2       Y
-------------------------------------------------------------------------------- ---------------------------- -----------
Stmt ID: BALSH2    Run ID: B2-2     Company 2 - Division 2          Seattle Branch Office
Expressed In Dollars                Output Queue: QPRINT            Default Column Mask:002-XXXXXXX-XXX
Col ID  Column Headings                   Div-Account-Sub                Companies                        Dec   Comma
CURBAL  CURRENT   /BALANCE   /           002-XXXXXXX-XXX                                                  2     Y
-------------------------------------- ------------------------------------------------------------------------------------------
Stmt ID: INCOM1    Run ID: 1-1      Company 1 - Division 1          Hartford Branch Office
Expressed In Dollars                Output Queue: QPRINT             Default Column Mask:001-XXXXXXX-XXX
Col ID  Column Headings                   Div-Account-Sub                Companies                        Dec   Comma
MTD     Month To  /  Date    /            001-XXXXXXX-XXX                                                  2     Y
MPCT    PCT       /Of        /                                                                             0     Y
QTD     Quarter To/   Date   /            001-XXXXXXX-XXX                                                  2     Y
QPCT    PCT       /Of        /                                                                             0     Y
YTD     Year To   / Date     /            001-XXXXXXX-XXX                                                  2     Y
YPCT    PCT       /Of        /                                                                             0     Y
LMTD    Last Year /Month To  /  Date      001-XXXXXXX-XXX                                                  2     Y
LMPCT   PCT       /Of        /                                                                             0     Y
LQTD    Last Year /Quarter To/   Date     001-XXXXXXX-XXX                                                  2     Y
LQPCT   PCT       /Of        /                                                                             0     Y
LYTD    Last Year / Year To  /  Date      001-XXXXXXX-XXX                                                  2     Y
LYTCT   PCT       /Of        /                                                                             0     Y
```

This listing is produced following your responses on the Statement Run Listing Screen (p. 37-16)) and the Report Options Screen.

All statements or the statements selected for which run definitions have been created are printed in statement ID and run ID sequence. Refer to Statement Run Definition Maintenance for an explanation of the fields on this listing.

CHAPTER 38

Defining Statement Print Groups

38

Use the Statement Print Group Definition option to create print groups containing statements created through Statement Definition (MENU GLSTMT), and/or statement runs created through Statement Run Definition (MENU GLSTMT) for printing purposes.

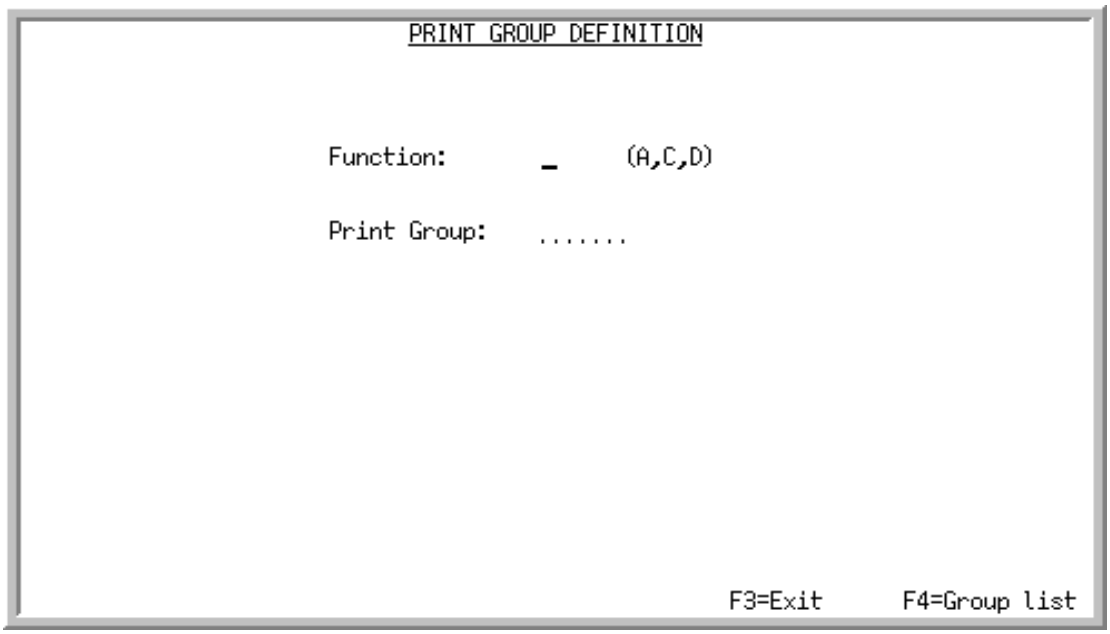
With the use of this option, individual statements and/or statement runs (different views of the same statement) may be consolidated into a print group, identified by a print group ID. This print group ID can then be used when printing statements through Generate/Print Statements (MENU GLSTMT), allowing one or many statements to print with a single request.

Statement Print Group Definition

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Print Group Definition Screen	Use to specify the group to add, change, or delete.
Print Group List Screen	Displays a list of defined groups.
Enter Password Screen	Use to provide a password for secured groups.
Print Group Header Screen	Use to define print group attributes.
Group Selection Screen	Use to add a statement or statement run to the print group.

Print Group Definition Screen



This screen appears after selecting option 3 - Statement Print Group Definition (MENU GLSTMT). Use this screen to add a new print group, change an existing print group, or delete an existing print group.

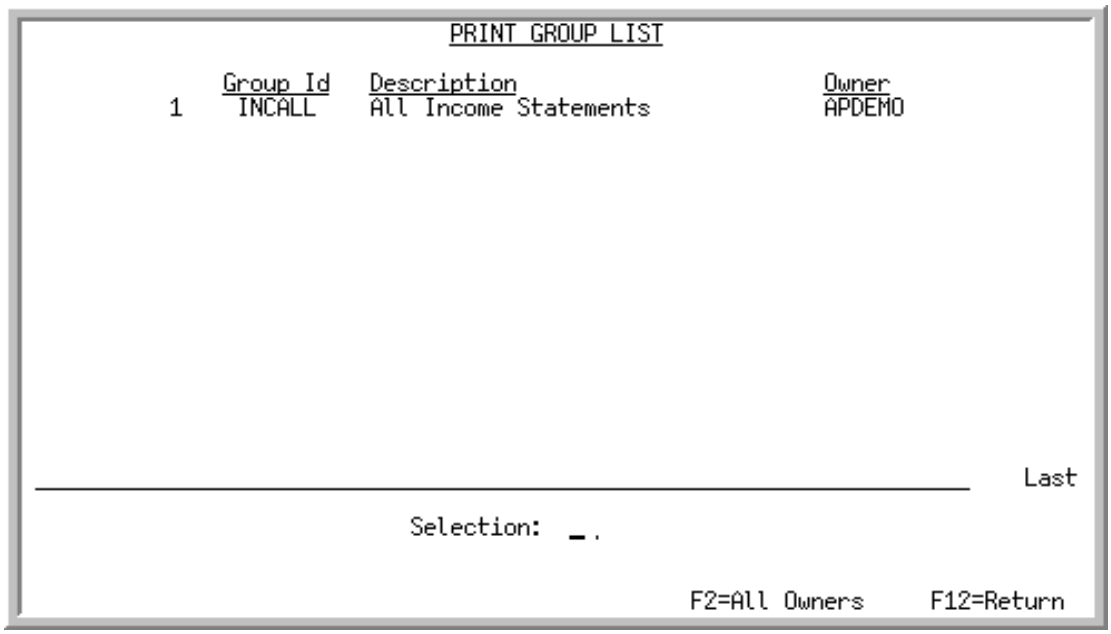
Print Group Definition Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new print group definition. Key C to change an existing print group definition. Key D to delete an existing print group definition. (A 1) Required
Print Group	This is the print group identification code to represent the statements and/or statement runs which are to be consolidated into this group through this option for printing purposes. Using this **Print Group**, you can print statements and/or statement runs with one request when generating statements through Generate/Print Statements (MENU GLSTMT). Key the print group ID of the print group being added, changed or deleted. (A 6) Required
F3=Exit	Press F3=EXIT to exit from this screen and return to the menu.
F4=Group List	Press F4=GROUP LIST to display a list of defined print groups. The Print Group List Screen (p. 38-4) appears. Selecting a print group from that screen will place the group ID into the **Print Group** field on this screen.

Print Group Definition Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you are adding a new print group, the Print Group Header Screen (p. 38-7) appears. If you are changing or deleting an existing print group and the print group is secured [**Use Password** is Y on the Print Group Header Screen (p. 38-7)], the Enter Password Screen (p. 38-6) appears. If you are the owner of an existing print group or if the original owner did not secure the print group, the Print Group Header Screen (p. 38-7) appears with the selected print group.

Print Group List Screen



This screen appears after pressing F4=GROUP LIST on the Print Group Definition Screen (p. 38-2). This screen displays all defined print groups.

Use this screen to select print groups to change or delete. You can limit the list to groups created by you, or you can display all non-secured groups created by all owners.

NOTE: A print group displays on this screen only if **Show in List** is Y on the Print Group Header Screen (p. 38-7); otherwise, it only displays if you are the owner of the print group.

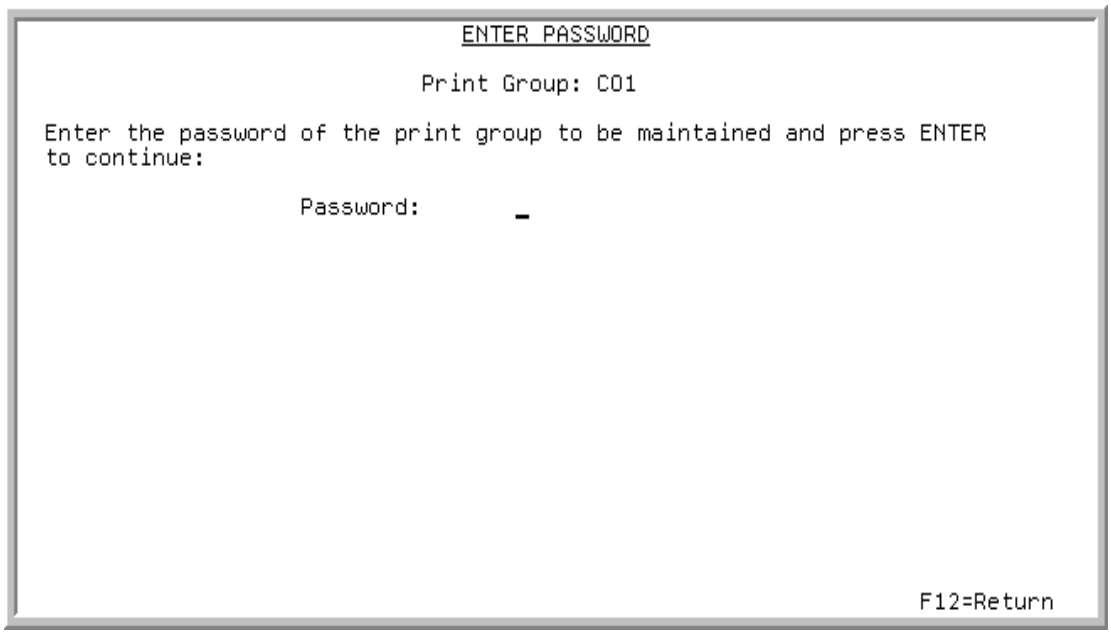
Print Group List Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This number is used to reference the group ID that you want to change or delete. The corresponding reference number of the group you want to select is keyed in the **Selection** field on the bottom portion of this screen. Display
Group ID	This column displays the group identification codes of existing print groups created through this option for all owners, or for groups created by you only. Display
Description	This column displays the description of existing print groups created through this option. Display

Print Group List Screen Fields and Function Keys

Field/Function Key	Description
Owner	This field represents the owner of the print group. You may toggle between displaying print groups by all owners, or print groups created by you (the current user ID). Display
Selection	Use this field to select an existing print group to change or delete. Key the reference number corresponding to the print group you want to select. (N 2,0) Optional
F2=All Owners/This Owner	This key is used to toggle between displaying the print groups created by all owners, or the print groups created by you (the current user ID). NOTE: A print group displays on this screen only if **Show in List** is defined as Y on the Print Group Header Screen (p. 38-7); otherwise, it displays only if unless you are the owner.
F12=Return	Press F12=RETURN to return to the Print Group Definition Screen (p. 38-2) without selecting a print group to change or delete.
Enter	Press ENTER after selecting a print group. The group selected from this screen is displayed in the Print Group field on the Print Group Definition Screen (p. 38-2). You will then be required to enter the function you wish to perform (Change or Delete only) if you did not initially select the function.

Enter Password Screen

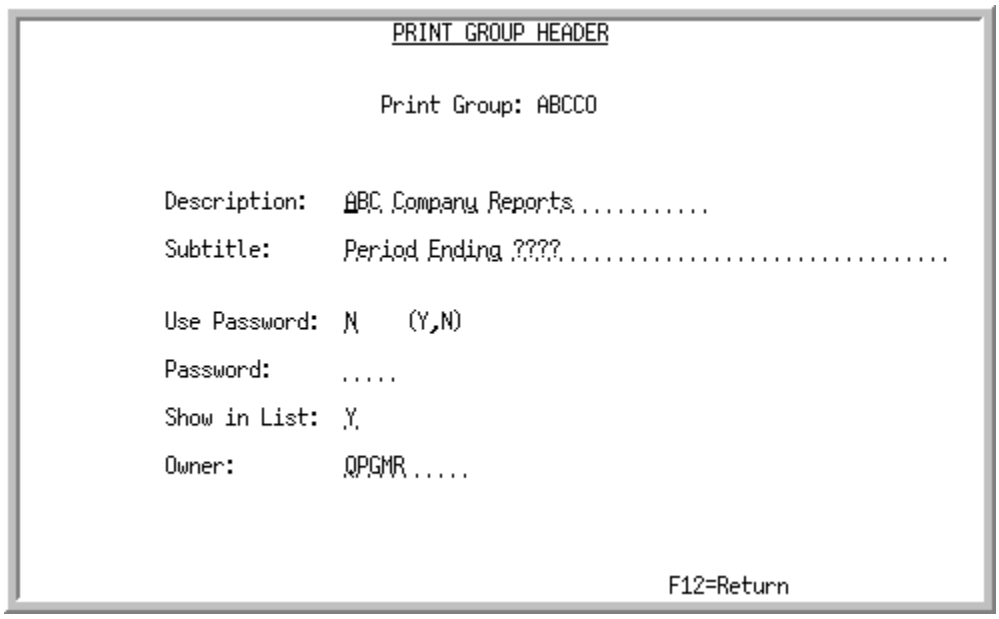


This screen appears after pressing ENTER on the Print Group Definition Screen (p. 38-2) if you entered a **Print Group** in which you are not the owner, and the group is secured. Use this screen to enter the password for the print group you want to maintain.

Enter Password Screen Fields and Function Keys

Field/Function Key	Description
Password	When creating a print group through this option, you have the ability to enter a password to secure your print group on the Print Group Header Screen (p. 38-7). This field is used to enter the password that was assigned to the print group if you are not the print group's owner and the owner selected to use a password. Key the password of the print group you want to maintain. This field is a non displayed field; meaning you will not see the password as it is keyed. (A 4) Required
F12=Return	Press F12=RETURN to return to the Print Group Definition Screen (p. 38-2) if you do not know the password assigned to the print group.
Enter	Press ENTER after entering the password. The Print Group Header Screen (p. 38-7) appear.

Print Group Header Screen



This screen appears after pressing ENTER on the Print Group Definition Screen (p. 38-2) or Enter Password Screen (p. 38-6). Use this screen to define the overall attributes of this print group definition.

Print Group Header Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to key a description that represents this print group definition and its purpose. This description will appear on the Print Group List Screen (p. 38-4). Key the description of this print group. (A 30) Required
Subtitle	This is the subtitle of this print group to appear below the statement title and statement run subtitle (where applicable). You may override this subtitle when generating statement print groups. Key the subtitle to identify this print group. (A 50) Required

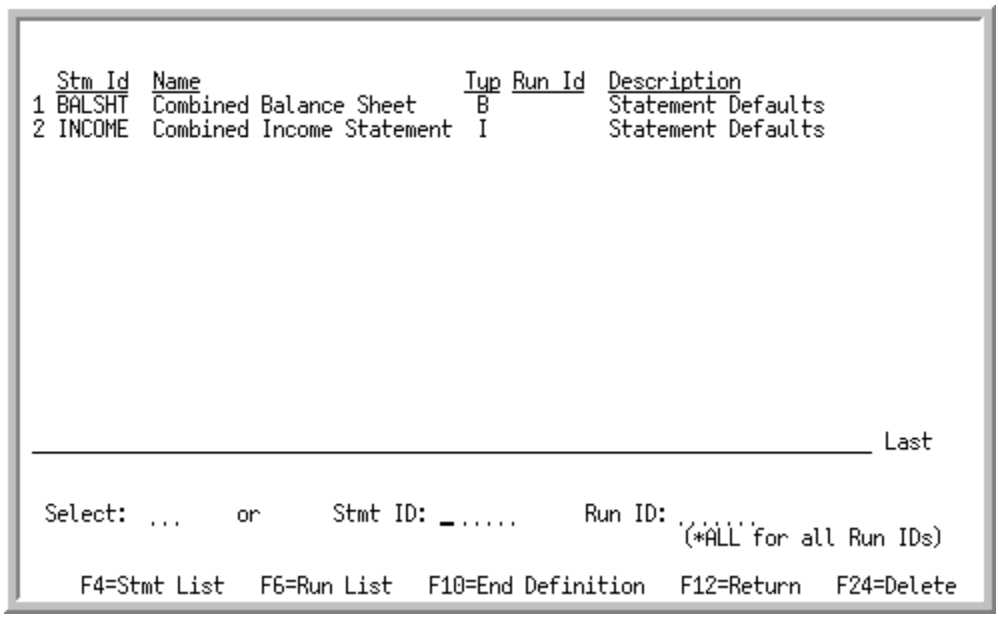
Print Group Header Screen Fields and Function Keys

Field/Function Key	Description
Use Password	If you are adding or maintaining a print group, this field appears only if you are the owner of the group or if you are defined as a master user. Use this field to indicate whether this print group will have a password assigned to it. Once a print group has been created, this value can be changed by the user who is currently the statement owner or by a user defined as a master user. Key Y in this field to secure your print group by requiring password security. Unless the user is the print group owner or defined as a master user, he/she will not be able to change or print your group without knowing the password keyed in the **Password** field. Key N if you do not want to secure your print group. Any user may access or print this group. *Default Value:* N (A 1) Required
Password	Use this field to specify the password for the print group. Passwords for print groups are established by the owner of the group. If you are adding a print group and the **Use Password** field is set to Y, you must enter a password that will be required to access the group. If the **Use Password** field is set to N, you must leave this field blank. If you are maintaining a print group and you are the owner of the group or you are defined as a master user through Security (MENU XASCTY), the password specified for the print group is shown. If you are not the owner of the print group or a master user, you must key the password required to access this group. The password is a non-displayed entry field, meaning that when entering the password you will not be able to see the password being keyed. (A 4) Required/Blank
Show in List	If you are adding or maintaining a print group, this field appears only if you are the owner of the group or if you are defined as a master user. Use this field to determine if this print group will display on the Print Group List Screen (p. 38-4). Key Y if you want this print group to display on the Print Group List Screen. Key N if you do not want this print group to display on the Print Group List Screen. No other users may view or select this print group; however, it will always display for the owner (F2=THIS OWNER) even if N is keyed in this field. *Default Value:* Y *Valid Values:* Y or N (A 1) Required

Print Group Header Screen Fields and Function Keys

Field/Function Key	Description
Owner	If you are maintaining a print group, this field appears only if you are the owner of the group or if you are defined as a master user through the Authority Profile (MENU XASCTY) assigned to your user. Use this field to indicate the owner of this print group. Once a print group has been created, the group owner can be changed by the user who is currently the group owner or by any user defined as a master user. *Default Value:* If you are creating a print group, your user ID defined through Register A+ User IDs (MENU XACFIG). If you are maintaining a print group, the user ID of the owner specified when the statement was created. *Valid Values:* A user ID defined through Register A+ User IDs (MENU XACFIG). (A 10) Required
F12=Return	Press F12=RETURN to return to the Print Group Definition Screen (p. 38-2) without saving this print group.
F24=Delete	The F24=DELETE function key appears in delete mode only. Press F24=DELETE to delete the print group currently displayed. You will be prompted to press F24=DELETE again to confirm deletion. NOTE: In the delete mode, the **Description** field and the **Subtitle** field are the only two fields that display on this screen.
Enter	Press ENTER to confirm your selections. The Group Selection Screen (p. 38-10) appears.

Group Selection Screen



This screen appears after pressing ENTER on the Print Group Header Screen (p. 38-7). Use this screen to add a statement and/or statement run to the print group or to remove a statement and/or statement run from the print group. You may also use this screen to display a list of existing statements or statement runs.

This screen is a split display. The top portion of the screen displays the statements and/or statement runs that have been previously entered into this print group; the lower portion of the screen is used to enter or update a statement and/or statement run.

Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This is the number that is used to reference the corresponding statement and/or statement run. This number is keyed in the **Select** field on the lower portion of the screen when deleting a statement and/or statement run from this print group. Display
Stm Id	This field displays the statement IDs created through Statement Definition to be used in this print group. Display
Name	This is the name (description) of the statements created through Statement Definition. The statement name was defined on the Statement Definition Screen 1 (p. 36-12). Display

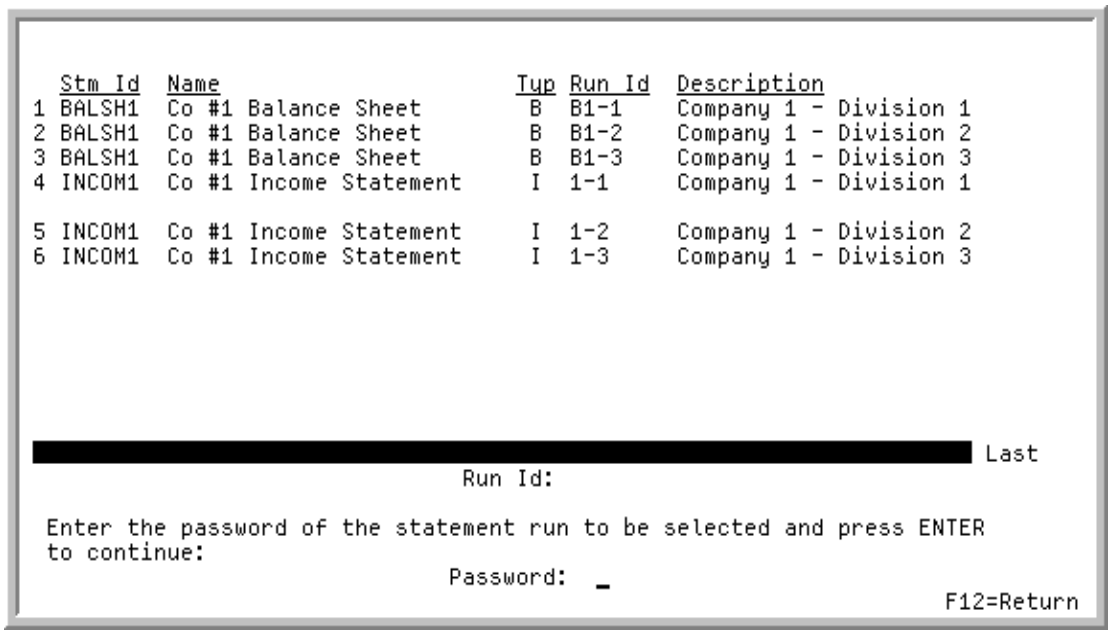
Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Typ	This is the type of statements created through Statement Definition: • I - Income Statement • B - Balance Sheet • C - Cash Flow Statement Display
Run Id	If a run definition (statement run) has been defined for a statement, this field displays the run IDs created through Statement Run Definition to be used in this print group. Display
Description	This is the description of the run IDs created through Statement Run Definition. Display
Select	NOTE: This field is required only if you are deleting a statement and/or statement run. Use this field to select an existing statement and/or statement run to delete. Key the reference number corresponding to the statement and/or statement run you want to delete and press F24=DELETE. (N 2,0) Required
Stmt ID	Use this field to select a statement to add to this print group definition. You may select to enter a statement ID only into this print group by keying the **Stmt ID** only in this field, or you may select a statement run by keying the **Stmt ID** and **Run ID**. Key the statement ID to be used in this print group. For statement runs [created through Statement Run Definition], be sure to key the run ID also. *Valid Values:* Any statement defined through Statement Definition (p. 36-2) (A 6) Required

Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Run ID	Use this field to select a statement run (created for the statement entered in the **Stmt ID** field) to add to this print group definition. The statement run must have been defined for the statement through Statement Run Definition. Key the Run ID in addition to the **Stmt ID** to be added to this print group. Key *ALL to add all statement runs set up for the selected statement to this print group. *Valid Values:* • Must be a run ID defined for a statement through Statement Run Definition • Any existing run ID for the statement entered in the Stmt ID field • *ALL to select all statement runs which have been defined for the statement entered in the Stmt ID field (A 6) Optional
F4=Stmt List	Press F4=STMT LIST to display a list of existing statements from which you can select a statement to add to the print group. The Statement List Screen (p. 36-6) appears.
F6=Run List	Press F6=RUN LIST to display a list of existing statement runs from which you can select an existing statement run to add to the print group. The Statement Run List Screen (p. 37-4) appears.
F10=End Definition	Press this key to end this print group definition and return to the Print Group Definition Screen (p. 38-2). The print group definition will be saved.
F12=Return	Press F10=END DEFINITION to return to the Print Group Header Screen (p. 38-7). The print group definition will be saved.
F24=Delete	The F24=DELETE key allows you to remove an individual statement and/or statement run from this print group. After keying the reference number corresponding to the statement and/or statement run you want to remove, press F24=DELETE for immediate removal.
Enter	Press ENTER after entering a **Stmt ID** and/or **Run ID** to add to this print group definition. The top portion of the screen will display your selection. NOTE: If you select a secured statement in which you are not the owner, the Group Password Screen (p. 38-13) displays requrifng the entry of the password..

Group Password Screen



This screen displays from the Group Selection Screen (p. 38-10) if you select a secured statement in which you are not the owner. You will not be able to select the statement unless you know the password entered by the owner of that statement.

Field/Function Key	Description
Reference Number	This is the number that is used to reference the corresponding statement and/or statement run. This number is keyed in the **Select** field on the lower portion of the screen when deleting a statement and/or statement run from this print group. Display
Stm Id	This field displays the statement IDs created through Statement Definition to be used in this print group. Display
Name	This is the name (description) of the statements created through Statement Definition. The statement name was defined on the Statement Definition Screen 1 (p. 36-12). Display

Field/Function Key	Description
Typ	This is the type of statements created through Statement Definition: • I - Income Statement • B - Balance Sheet • C - Cash Flow Statement Display
Run Id	If a run definition (statement run) has been defined for a statement, this field displays the run IDs created through Statement Run Definition to be used in this print group. Display
Description	This is the description of the run IDs created through Statement Run Definition. Display
Password	Enter the password for the secured Statement Run ID that was selected. Key the reference number corresponding to the statement and/or statement run you want to delete and press F24=DELETE. (A 4) Required
F12=Return	Press F10=END DEFINITION to return to the Group Selection Screen (p. 38-10). The print group definition will be saved.
Enter	Press ENTER after entering a **Password**. The Print Group Header Screen (p. 38-7) will display your selection. NOTE: If you select a secured statement in which you are not the owner, the Group Password Screen (p. 38-13) displays requrifng the entry of the password..

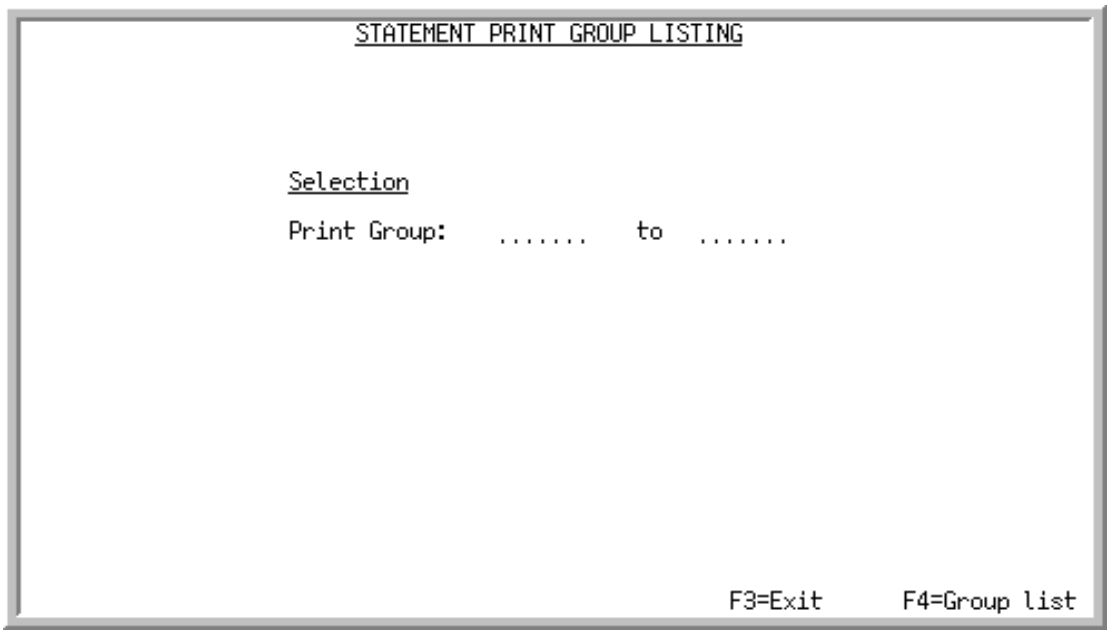
Statement Print Group Definition Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement Print Group Listing Screen	Use to specify limiting criteria for the listing.

Title	Purpose
Statement Print Group Listing	Prints a list of defined print groups that match the selection criteria.

Statement Print Group Listing Screen



This screen appears after selecting option 13 - Statement Print Group Definition Listing (MENU GLSTMT). Use this screen to select the print groups to print on the Statement Print Group Listing (p. 38-18).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Statement Print Group Listing Screen Fields and Function Keys

Field/Function Key	Description
Print Group	This is the range of print groups that you want to print on the listing. Key the range of print groups to print. Leave this field blank to print all print groups defined. *Valid Values:* Any existing print groups defined through Statement Print Group Definition Maintenance (MENU GLSTMT) (2 @ A 6) Optional
F3=Exit	Press F3=EXIT to exit from this screen and return to the menu.
F4=Group List	Press F4=GROUP LIST to display the Print Group List Screen (p. 38-4) which presents a list of existing print groups. You may toggle between display print groups created by you only (the current user ID), or print groups created by all owners. Selecting a print group from that screen will place the print group ID into the FROM **Print Group** field on this screen if it is blank; otherwise, the print group ID will be placed in the TO **Print Group** field on this screen.

Statement Print Group Listing Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

Statement Print Group Listing

```
GL545  01/10/16  17.34.22                    STATEMENT PRINT GROUP LIST                              A5/APDEMO    PAGE    1
                                                    All Print Groups
-------------------------------------------------------------------------------------------------------------------------------
    Group ID: ABCCO   ABC Company Reports           Period Ending ????                                Owner: QPGMR
Statement ID: BALSHT  Combined Balance Sheet        ABC Distribution Company Combined Balance Sheet   Owner: APDEMO
Statement ID: INCOME  Combined Income Statement     ABC Distribution Company Combined Income Statement Owner: APDEMO
-------------------------------------------------------------------------------------------------------------------------------
    Group ID: BALSHT  Balance Sheets - All Co/Div   For Period XXXXXX                                  Owner: QPGMR
Statement ID: BALSH1  Co #1 Balance Sheet           A & C Office Supply Balance Sheet                 Owner: APLUS
     Run ID: B1-1     Company 1 - Division 1        Hartford Branch Office
     Run ID: B1-2     Company 1 - Division 2        Dallas Branch Office
     Run ID: B1-3     Company 1 - Division 3        Chicago Branch Office
Statement ID: BALSH2  Co #2 Balance Sheet           B & B Office Supply Balance Sheet                 Owner: APDEMO
     Run ID: B2-1     Company 2 - Division 1        Los Angeles Branch Office
     Run ID: B2-2     Company 2 - Division 2        Seattle Branch Office
-------------------------------------------------------------------------------------------------------------------------------
    Group ID: CO1     Company 1 Month End Reports   For Month Ending ????                             Owner: QPGMR
Statement ID: BALSH1  Co #1 Balance Sheet           A & C Office Supply Balance Sheet                 Owner: APLUS
     Run ID: B1-1     Company 1 - Division 1        Hartford Branch Office
     Run ID: B1-2     Company 1 - Division 2        Dallas Branch Office
     Run ID: B1-3     Company 1 - Division 3        Chicago Branch Office
Statement ID: INCOM1  Co #1 Income Statement        A & C Office Supply Income Statement              Owner: APDEMO
     Run ID: 1-1      Company 1 - Division 1        Hartford Branch Office
     Run ID: 1-2      Company 1 - Division 2        Dallas Branch Office
     Run ID: 1-3      Company 1 - Division 3        Chicago Branch Office
-------------------------------------------------------------------------------------------------------------------------------
```

This listing is produced following your responses on the Statement Print Group Listing Screen (p. 38-16)) and the Report Options Screen.

All or selected print groups defined through Statement Print Group Definition (MENU GLSTMT) are printed in group ID, statement ID, and run ID sequence. Refer to Statement Print Group Definition for an explanation of the fields on this listing.

CHAPTER 39

Maintaining Default Statement Date Codes

39

Date codes are used during column definition when defining statements through Statement Definition (MENU GLSTMT) and when printing statements through Generate/Print Statements (MENU GLSTMT). Defining date codes eliminates the need to key in date ranges when printing statements. Distribution A+ calculates the dates based on the parameters defined within this option.

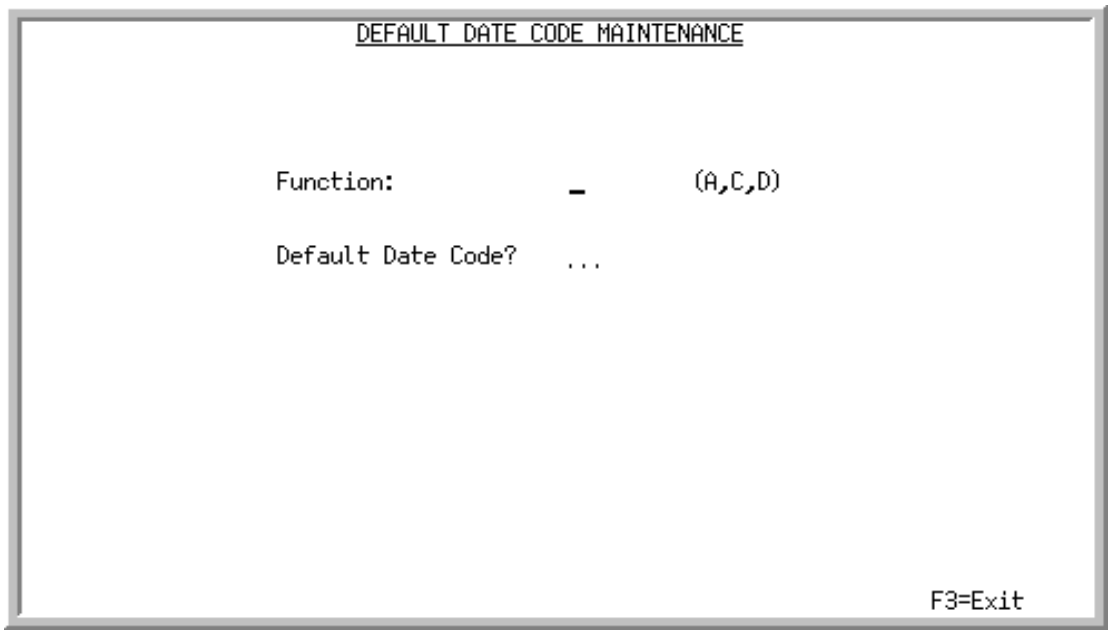
Use the Default Statement Date Codes option on the General Ledger Statements Menu (MENU GLSTMT) to add, change, or delete default statement date codes. You can print a list of defined statement date codes using the Default Statement Date Codes Listing option.

Default Statement Date Codes

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Default Date Code Maintenance Selection Screen	Use to specify the ID of the account group you want to maintain.
Default Date Code Maintenance Screen	Displays a list of existing group IDs. Use to select a group.

Default Date Code Maintenance Selection Screen



This screen appears after selecting option 4 - Default Statement Date Codes (MENU GLSTMT). Use this screen to add a new date code, change an existing date code, or delete an existing date code.

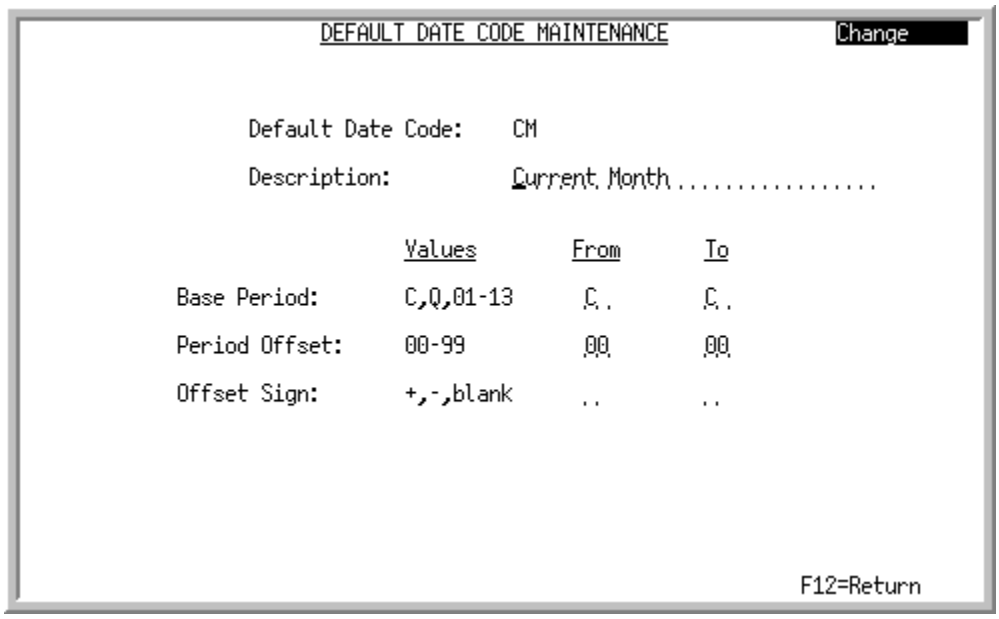
Default Date Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new date code. Key C to change an existing date code's information. Key D to delete an existing date code. (A 1) Required

Default Date Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Default Date Code	This is the default date code to add, change, or delete. Date codes defined here are used during column definition when defining statements through Statement Definition (p. 36-2) (MENU GLSTMT) or when printing statements through Generate/Print Statements (p. 43-1)(MENU GLSTMT). Key the date code to add, or key an existing date code to change or delete. Key ? in this field and press ENTER to display a list of existing date codes defined by users and by Distribution A+. Distribution A+ has automatically defined the following default date codes for you: • CM - Current Month • CQ - Current Quarter • CY - Current Year • LM - Last Year MTD • LQ - Last Year QTD • LY - Last Year YTD (A 2) Required
F3=Exit	Press F3=EXIT to exit from this screen and return to the menu without selecting a date code.
Enter	Press ENTER to confirm your selections. The Default Date Code Maintenance Screen (p. 39-4) appears.

Default Date Code Maintenance Screen



This screen appears after pressing ENTER on the Default Date Code Maintenance Selection Screen (p. 39-2). Use this screen to define information for the date code that you are adding or to change information relating to an existing date code. You may also use this screen to delete an existing date code.

Through this screen, you enter a date code description and determine the base period for this date code to be used for calculation purposes when printing statements using this date code. An example of defining a date code period for calculation purposes follows.

Example

This example portrays a date code set up to retain the last fiscal quarter's amounts on a statement column:

	From	To
Base Period	Q	Q
Period Offset	03	01
Offset Sign	-	-

Default Date Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Date Code	The date code being added, changed, or deleted. Display
Description	This is the description of the date code being added, changed or deleted. This description will display during column definition when defining statements through Statement Definition. Key a description for this date code. (A 30) Required
Base Period	This field represents the base period (From and To period) for this date code. Key C to have the base period for this date code be the base period that you key when printing statements through Generate/Print Statements. Key Q to have the base period for this date code be the first period of the quarter for the period that you key when printing statements through Generate/Print Statement. Key 01 through 13 to have the base period for this date code be the fiscal period keyed here (01 through 13 represents fiscal periods, not month numbers) *Valid Values:* C, Q, or 01 - 13. A value must be entered in both the From and To fields. (2 @ A 2) Required
Period Offset	If the **Base Period** alone cannot accomplish the results you desire for this date code, use this field to determine the number of periods before or after the base period that this date code will encompass. Before or after depends on the **Offset Sign (+/-)**. This field is required if a value is keyed in the **Offset Sign** field. You must enter a value in the **Offset Sign** field in order for this field to be valid. Key the number of periods to further define the base period for this date code. *Valid Values:* 00 - 99. (2 @ N 2,0) Optional

Default Date Code Maintenance Screen Fields and Function Keys

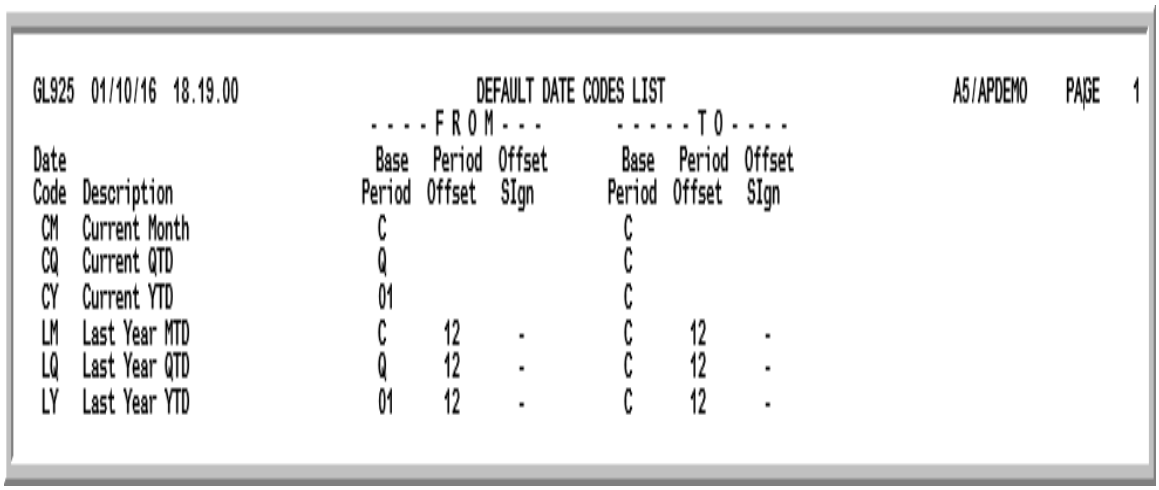
Field/Function Key	Description
Offset Sign	This field works in conjunction with the **Period Offset** field. Use this field to designate if the period offset is to be prior to or after the base period selected. This field is required if the **Period Offset** field contains a value. Key + to yield a date after the base period entered by the number of periods selected in the **Period Offset** field. Key - to yield a date before the base period entered by the number of periods selected in the **Period Offset** field. Leave blank if **Period Offset** is blank. *Valid Values:* +, -, or blank (2 @ A 1) Optional
F12=Return	Press F12=RETURN to return to the Default Date Code Maintenance Selection Screen (p. 39-2) without saving any changes made to this screen.
F24=Delete	The F24=DELETE key appears in delete mode only. Press F24=DELETE once to delete the date code currently displayed. The Default Date Code Maintenance Selection Screen (p. 39-2) appears.
Enter	Press ENTER to confirm your selections. The Default Date Code Maintenance Selection Screen (p. 39-2) appears.

Default Statement Date Codes Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Default Date Codes Listing	Prints a list of defined date codes

Default Date Codes Listing



```
GL925  01/10/16  18.19.00                    DEFAULT DATE CODES LIST                    A5/APDEMO    PAGE   1

                                        - - - - F R O M - - -       - - - - - T O - - - -
Date                                     Base   Period  Offset       Base   Period  Offset
Code  Description                       Period  Offset  SIgn        Period  Offset  SIgn
 CM   Current Month                      C                           C
 CQ   Current QTD                        Q                           C
 CY   Current YTD                        01                          C
 LM   Last Year MTD                      C      12       -           C      12       -
 LQ   Last Year QTD                      Q      12       -           C      12       -
 LY   Last Year YTD                      01     12       -           C      12       -
```

This listing prints following your responses on the Report Options Screen, which displays after selecting the Default Statement Date Codes Listing option from the General Ledger Statements Menu (GLSTMT).

The date codes defined and maintained through Default Statement Date Codes are printed in date code sequence. Refer to Default Statement Date Codes for an explanation of the fields printed on this listing.

CHAPTER 40

Defining External Account Groups

40

An external account group is a way of identifying a group of accounts to summarize amounts for detail lines of G/L statements. On the Line Definition Review Screen - Detail (p. 36-66) in Statement Definition Maintenance (MENU GLSTMT), you can either define individual accounts for detail lines or enter an external account group.

Use the External Account Definition option on the General Ledger Statements Menu (MENU GLSTMT) to create an external account group or groups to be used when creating your statements. Grouping accounts under one name (group ID) allows you to use the group instead of defining individual accounts. When you select an account group, accounts defined in that group through this option are used. This is useful when you have a group of accounts that are used by more than one statement and do not want to have to key each account individually every time. With the use of an external account group, statement preparation time is reduced. You can print a listing of defined external accounts using the External Account Definition Listing option.

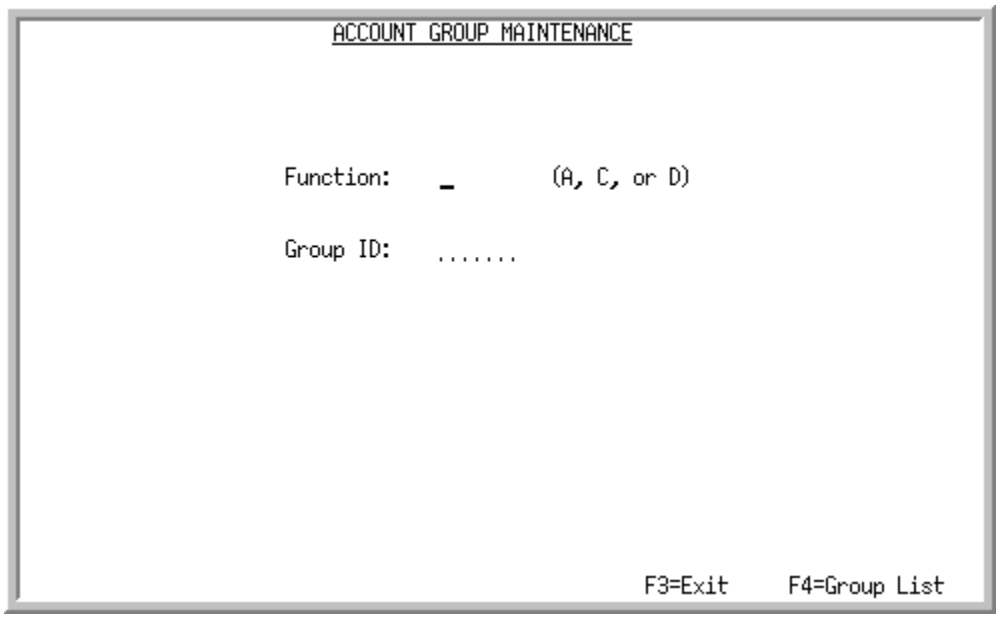
External Account Definition

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Account Group Maintenance Screen	Use to specify the ID of the account group you want to maintain.
Account Group Maintenance Group List Screen	Displays a list of existing group IDs. Use to select a group.
Account Group Maintenance Group Definition Screen	Use to specify the characteristics of the group.

Title	Purpose
Group Definition Account Selection Screen	Use to specify how to you want to enter account numbers for the group, either by number, masks, ranges, or account codes.
Group Definition Account Number Screen	Use to specify the numbers of the accounts which will be associated with the account group.
Group Definition Account Number Masks Screen	Use to specify the account masks for the accounts which will be associated with the account group.
Group Definition Account Number Ranges Screen	Use to specify the ranges of accounts which will be associated with the account group.
Group Definition Account Number Account Code Screen	Use to specify account codes of the accounts which will be associated with the account group.

Account Group Maintenance Screen



This screen appears after selecting option 5 - External Account Definition from the General Ledger Statements Menu (MENU GLSTMT). Use this screen to add a new external account group, change an existing account group, or delete an existing account group. If you are changing or deleting an existing external account group and do not know the Group ID, press F4=GROUP LIST to display the Account Group Maintenance Group List Screen (p. 40-5).

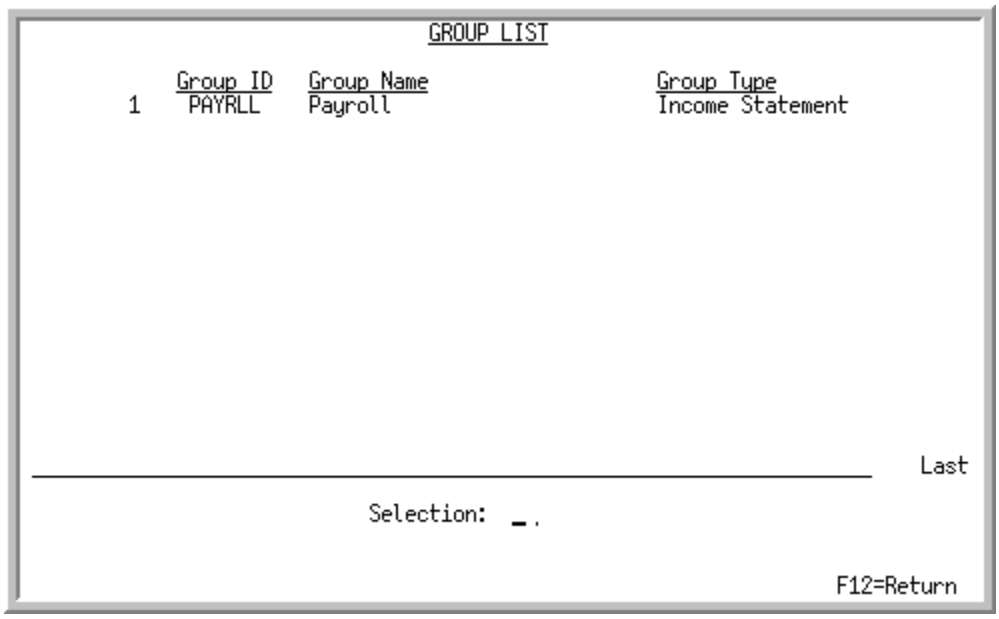
Account Group Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new external account group. Key C to change an existing external account group. Key D to delete an existing external account group. (A 1) Required
Group ID	This is the identification code of the external account group being defined. Key up to six characters to identify this external account group. If you are in the change or delete mode and do not know the Group ID, press F4 to display a list of existing external account groups. (A 6) Required
F3=Exit	Press F3=EXIT to exit from this screen and return to the Menu.
F4=Group List	Press F4=GROUP LIST to display the Account Group Maintenance Group List Screen (p. 40-5). Use the Group List Screen to select an existing external account group to change or delete when you do not know the Group ID.

Account Group Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Account Group Maintenance Group Definition Screen (p. 40-7) appear.

Account Group Maintenance Group List Screen



This screen appears after you press F4=GROUP LIST on various screens throughout Distribution A+ G/L statement processing. All defined external account groups are displayed on this screen. Use this screen to select a group to change or delete.

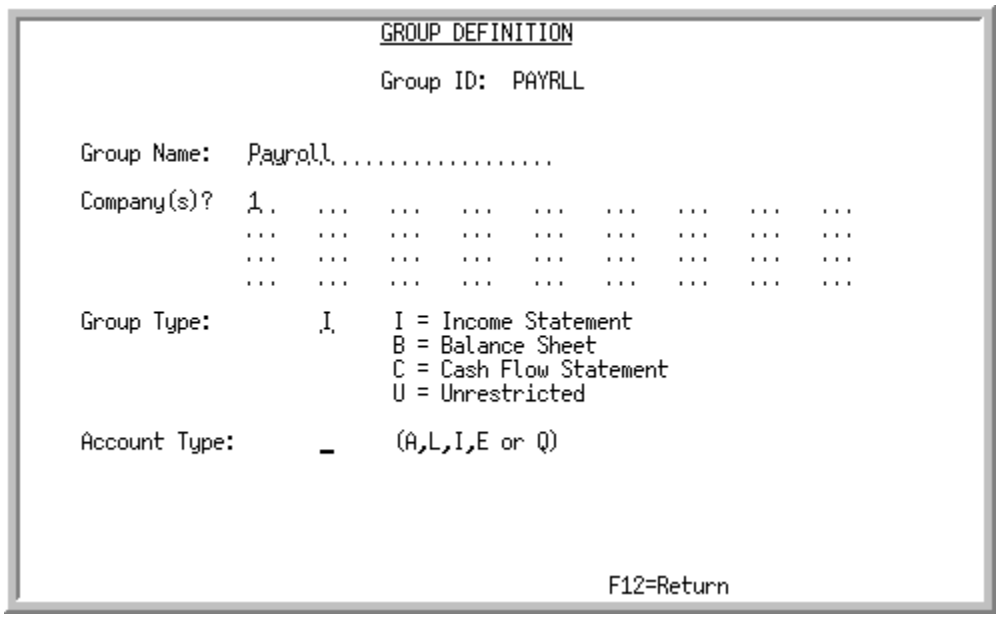
Account Group Maintenance Group List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This number is used to reference the group ID that you want to change or delete. The corresponding reference number of the group you want to select is keyed in the **Selection** field on the bottom portion of this screen. Display
Group ID	This column displays the group identification codes of existing external account groups created through this option. The group ID is defined on the Account Group Maintenance Screen (p. 40-3). Display
Group Name	This column displays the name of the existing external account groups created through this option. The group name is defined on the Account Group Maintenance Group Definition Screen (p. 40-7). Display

Account Group Maintenance Group List Screen Fields and Function Keys

Field/Function Key	Description
Group Type	The type of group displays in this field, as defined on the Account Group Maintenance Group Definition Screen (p. 40-7). One of the following will be displayed: • Income Statement • Balance Sheet • Cash Flow Statement • Unrestricted Display
Selection	Use this field to select an existing external account group to change or delete. Key the reference number corresponding to the group that you want to maintain. (N 2,0) Optional
F12=Return	Press F12=RETURN to return to the Account Group Maintenance Screen (p. 40-3) without selecting a group to change or delete.
Enter	Press ENTER after selecting a group. If you pressed F4=GROUP LIST on the Account Group Maintenance Screen (p. 40-3) without specifying the function (C or D) you wanted to perform, you will be returned to that screen and will be prompted for a response. If you entered the function to perform, the Account Group Maintenance Group Definition Screen (p. 40-7) appears.

Account Group Maintenance Group Definition Screen



This screen appears after you press ENTER on the Account Group Maintenance Screen (p. 40-3) or Account Group Maintenance Group List Screen (p. 40-5). Use this screen to define the characteristics of the group being created or maintained. You may also use this screen to delete an existing group.

Account Group Maintenance Group Definition Screen Fields and Function Keys

Field/Function Key	Description
Group Name	Use this field to enter a descriptive name for the external account group being created. This name will appear on the Account Group Maintenance Group List Screen (p. 40-5). (A 25) Required
Company(s)	These are the companies (or company) to be included when this external account group is used for a detail line definition. You may enter up to 36 valid companies per group. If no companies are keyed, all companies will be scanned when accounts, masks, ranges and account codes are used to create statements. (36 @ N 2,0) Optional

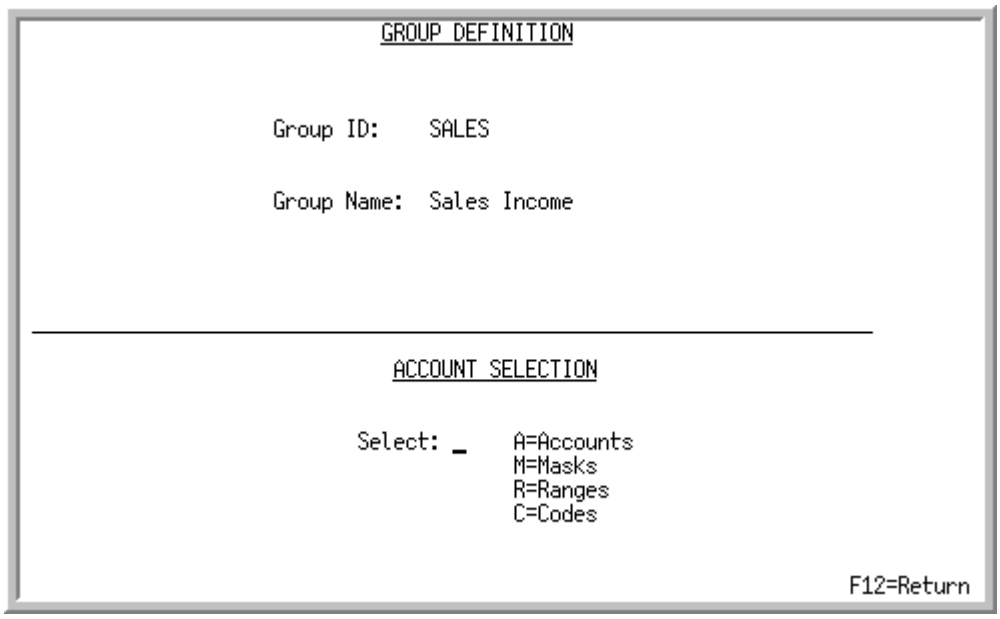
Account Group Maintenance Group Definition Screen Fields and Function Keys

Field/Function Key	Description
Group Type	This is the type of group for which accounts are being defined. Key I if you want the external account group to include income statement accounts (expenses and revenue). I type groups can only be used on an Income Statement. Key B if you want the external account group to include Balance Sheet accounts (assets, liability, and equity). B type groups can only be used on a Balance Sheet. Key C if you want the external account group to include Cash Flow Statement accounts. C type groups can only be used on a Cash Flow Statement. Key U if you do not want to restrict the external account group being created to any one type. U type groups can be used on any type of statement. *Valid Values:* I, B, C, or U (A 1) Required
Account Type	This is an optional field that may be used to restrict account selection to include a single type of account. If a value is specified, only that account type will be included in this external account group. For an Income Statement (**Group Type** is I), the **Account Type** may be E, I, or blank. Key your selection as follows: • Key E if only expense accounts are to be included in the account group. • Key I if only income accounts are to be included in the account group. For a Balance Sheet (**Group Type** is B), the **Account Type** may be A, L, Q, or blank. Key your selection as follows: • Key A if only asset accounts are to be included in the account group. • Key L if only liability accounts are to be included in the account group. • Key Q if only equity accounts are to be included in the account group. For a Cash Flow Statement (**Group Type** is C), the Account Type may be any one of the valid values. For Unrestricted (**Group Type** is U), the Account Type may be any one of the valid values. Leave this field blank to specify more than one type of account for this account group. *Valid Values:* A, L, I, E, Q, or blank (A 1) Optional
F12=Return	Press F12=RETURN to return to the Account Group Maintenance Screen (p. 40-3) without saving the group.

Account Group Maintenance Group Definition Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete Group	The F24=DELETE GROUP function key appears in delete mode only. Press F24=DELETE GROUP to delete the external account group displayed. You will be prompted to press F24=DELETE GROUP again to confirm deletion. The Account Group Maintenance Screen (p. 40-3) appears and the group will be removed.
Enter	Press ENTER to confirm your selections. The Group Definition Account Selection Screen (p. 40-10) appears.

Group Definition Account Selection Screen



This screen appears after pressing ENTER on the Group Definition Account Selection Screen (p. 40-10). Use this screen to determine how you would like to select account numbers for this account group. Account numbers may be selected in any one of the four different methods:

You may also use a combination of account selections types for a single line definition:

- by individual G/L account number (A)
- by G/L account number masks (M)
- by G/L account number ranges (R)
- by G/L account codes (C).

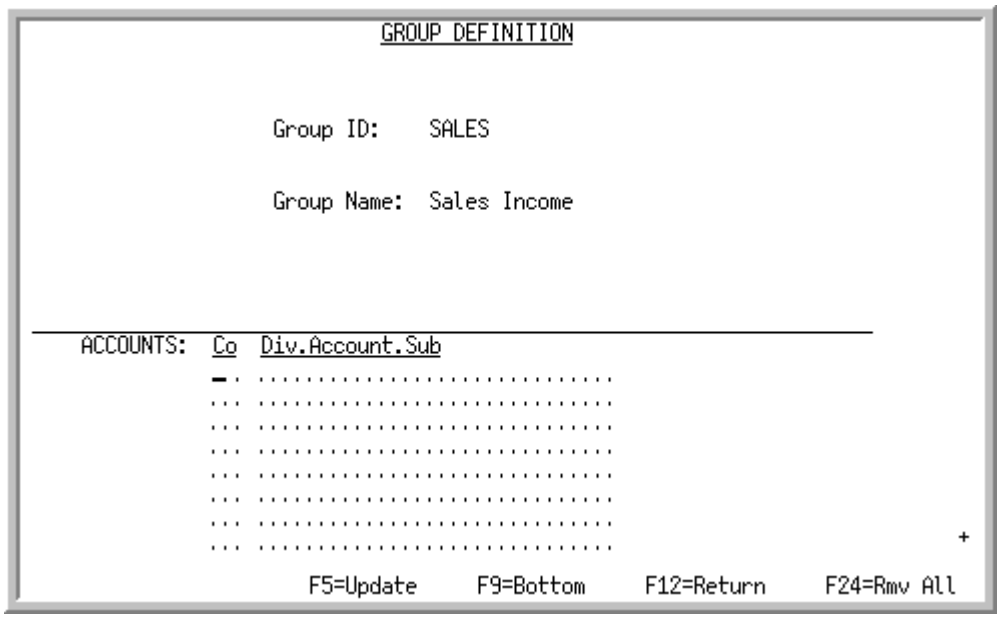
Group Definition Account Selection Screen Fields and Function Keys

Field/Function Key	Description
Group ID	The group ID is selected on the Account Group Maintenance Screen (p. 40-3). Display
Group Name	The group name for the selected group as defined on the Account Group Maintenance Group Definition Screen (p. 40-7). Display

Group Definition Account Selection Screen Fields and Function Keys

Field/Function Key	Description
Select	This field determines how your account numbers will be selected for a detail line. Key A to select account numbers for a detail line by individual account numbers. Key M to select account numbers for a detail line by account masks. Key R to select account numbers for a detail line by account ranges. Key C to select account numbers for a detail line by account codes. NOTE: If an asterisk (*) displays before any of these prompt letters, it means that accounts exist for this method. *Valid Values:* A, M, R, or C (A 1) Required
F12=Return	Press F12=RETURN to return to the Account Group Maintenance Group Definition Screen (p. 40-7) without selecting an account.
Enter	Press ENTER after selecting an account. If you specified, in the **Select** field • A (by account number), the Group Definition Account Number Screen (p. 40-12) appears. • M (by account mask), the Group Definition Account Number Masks Screen (p. 40-15) appears. • R (by account ranges), the Group Definition Account Number Ranges Screen (p. 40-17) appears. • C (by account code), the Group Definition Account Number Account Code Screen (p. 40-20) appears.

Group Definition Account Number Screen



This screen appears after you press ENTER on the Group Definition Account Selection Screen (p. 40-10) if you keyed A (by account number). Use this screen to define the accounts which will be used in this external account group. One detail line may contain up to 250 accounts.

NOTE: G/L account numbers entered on this screen are not required to be in the chart of accounts. This is allowed so you may set up a statement definition prior or simultaneous to setting up the chart of accounts.

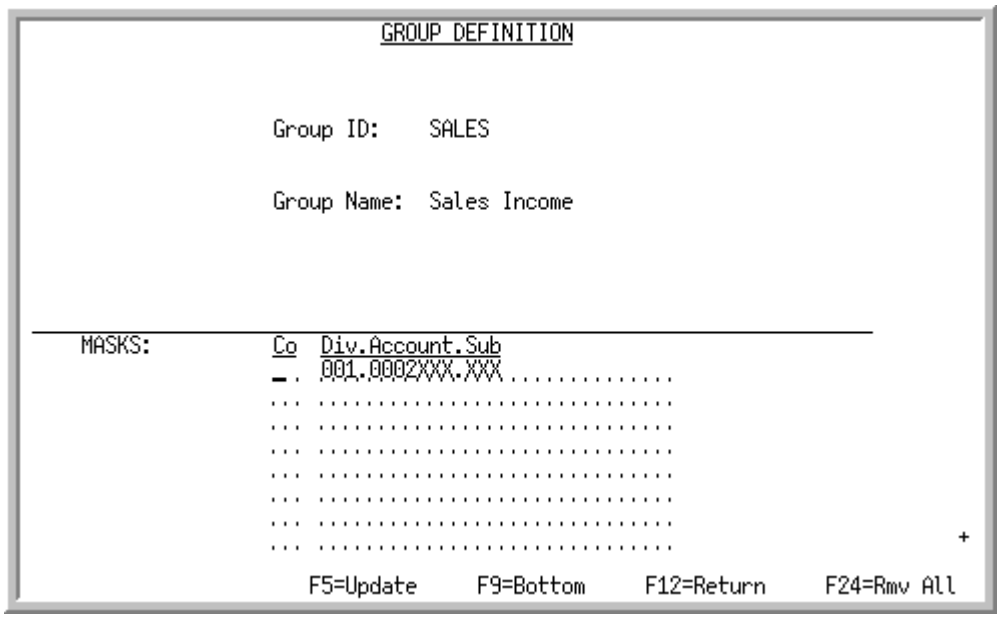
Group Definition Account Number Screen Fields and Function Keys

Field/Function Key	Description
Group ID	The group ID is selected on the Account Group Maintenance Screen (p. 40-3). Display
Group Name	The group name for the selected group as defined on the Account Group Maintenance Group Definition Screen (p. 40-7). Display

Group Definition Account Number Screen Fields and Function Keys

Field/Function Key	Description
ACCOUNTS: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Account Group Maintenance Group Definition Screen (p. 40-7), or blank to use all companies. (N 2,0) Optional
ACCOUNTS: G/L Account Number	This field is used to enter the individual G/L account numbers to accumulate on this detail line definition. You may enter up to eight G/L account numbers on one screen. An account number may be entered by keying the account number or the short name as explained in Keying Account Numbers in G/L (p. A-1). *Valid Values:* Any valid G/L account number (Income Statement must use Income Statement accounts and Balance Sheet must use Balance Sheet accounts). The number of digits in the segment cannot exceed the segment length and the first character must be a digit (0-9) or a letter (A - Z for a short name). Do not use embedded blanks. (250 @ N 29,0 or A 5) Required
(Account Description)	The first description line for the valid G/L account entered displays when you press ENTER. If the account number keyed is not valid in the G/L Account Master File (GLMST), ** **INVALID ACCOUNT** ** will display.
+	The **+** indicates more lines are available for G/L Account Numbers by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press the F5=UPDATE key to confirm your selections and update the external account group with the accounts selected on this screen. The Group Definition Account Selection Screen (p. 40-10) appears.
F9=Bottom	Press the F9=BOTTOM key to display the last account that you defined at the top of this list.
F12=Return	Press the F12=RETURN key to return to the Group Definition Account Selection Screen (p. 40-10) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this method. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.
Enter	Press the ENTER key after entering an account number to display the account description. Press F5=UPDATE to save the account selections.

Group Definition Account Number Masks Screen



This screen appears after you press ENTER on the Group Definition Account Selection Screen (p. 40-10) if you keyed M (by account mask). Use this screen to enter up to 99 account masks to select the G/L Accounts to include in this external account definition.

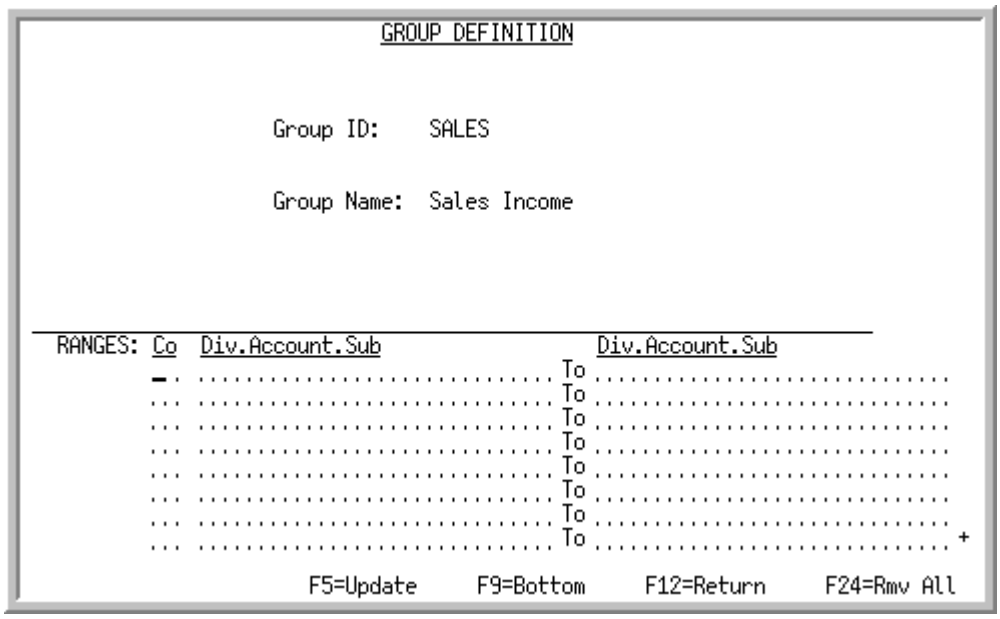
Group Definition Account Number Masks Screen Fields and Function Keys

Field/Function Key	Description
Group ID	The group ID is selected on the Account Group Maintenance Screen (p. 40-3). Display
Group Name	The group name for the selected group as defined on the Account Group Maintenance Group Definition Screen (p. 40-7). Display
MASKS: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Account Group Maintenance Group Definition Screen (p. 40-7), or blank to use all companies. (N 2,0) Optional

Group Definition Account Number Masks Screen Fields and Function Keys

Field/Function Key	Description
MASKS: G/L Account Number	These fields are used to enter account masks which will include all accounts that match the mask for this external account group. An account mask is a pattern of digits that match the account numbers. For portions of the account number segment that you wish to see all possible values, key an X in that position. When keying masks: If a segment in the mask contains a digit, then the segment is padded to the left with zeroes. If a segment in the mask contains only X's, then the segment is padded to the left with X's. For example, if you have three segments with lengths 2-3-4, keying X.1.5X will translate to XX.001.005X. Below are some of the accounts that would be selected in this mask. • 01.001.0050 • 01.001.0057 • 02.001.0056 • 02.001.0059 If your account number is set up with a 3 position department and a 7 position base account number and you want all base account numbers from 5500 to 5599 (regardless of department) to be included on this statement line, you would enter the mask as X.55XX. For department 1 on this line, you would enter the mask as 001.00055XX. *Valid Values:* 0 - 9; X; and a data-entry separator (99 @ A 29) Required
+	The **+** indicates more lines are available for G/L Account Number Masks by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press F5=UPDATE to confirm your selections and update the external account group with the account number masks selected on this screen. The Group Definition Account Selection Screen (p. 40-10) appears.
F9=Bottom	Press F9=BOTTOM to display the last account that you defined at the top of this list.
F12=Return	Press F12=RETURN to return to the Group Definition Account Selection Screen (p. 40-10) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this method. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.
Enter	Press the ENTER key after entering an account mask to display the formatted account masks. Press F5=UPDATE to save the account.

Group Definition Account Number Ranges Screen



This screen appears after you press ENTER on the Group Definition Account Selection Screen (p. 40-10) if you keyed R (by account ranges). Use this screen to enter up to 99 ranges of G/L account numbers to select for this external account definition. Specifying account number ranges is useful if your accounts are numbered in a way that similar accounts have similar numbers.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Group Definition Account Number Ranges Screen Fields and Function Keys

Field/Function Key	Description
Group ID	The group ID is selected on the Account Group Maintenance Screen (p. 40-3). Display
Group Name	The group name for the selected group as defined on the Account Group Maintenance Group Definition Screen (p. 40-7). Display

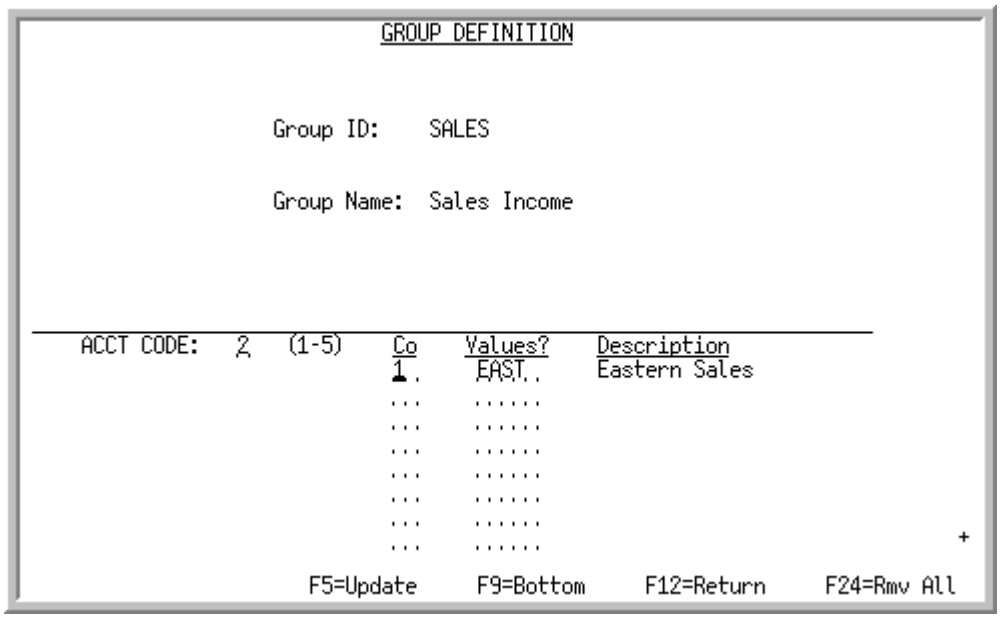
Group Definition Account Number Ranges Screen Fields and Function Keys

Field/Function Key	Description
RANGES: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Account Group Maintenance Group Definition Screen (p. 40-7), or blank to use all companies. (N 2,0) Optional
RANGES: G/L Account Numbers	This is the range of G/L account numbers to include in this external account group. You may key up to four different G/L account number ranges. An account number may be entered by keying either the account number or the short name for the account as explained in Keying Account Numbers in G/L (p. A-1). For example, assume your account number is made up of a 3 position department and a 7 position base account number and you want a range of the base account numbers to be accumulated into this statement in the corresponding TO account number. Enter it as 001.005000 in the first FROM and 001.0005999 in the first TO, then enter 002.0005000 in the second FROM and 002.0005999 in the second TO account number. *Default Value:* None *Valid Values:* Cannot be blank or contain embedded blanks. The number of digits in the segment cannot exceed the segment length and the first character must be a digit (0 - 9) or a letter (A - Z for a Short Name). The TO G/L account number may not be less than the FROM G/L account number. (99 @ N 29,0) Required
+	The **+** indicates more lines are available for G/L Account Number Ranges by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press the F5=UPDATE key to confirm your selections and update the external account group with the accounts selected on this screen. The Group Definition Account Selection Screen (p. 40-10) appears.
F9=Bottom	Press the F9=BOTTOM key to display the last account that you defined at the top of this list.
F12=Return	Press the F12=RETURN key to return to the Group Definition Account Selection Screen (p. 40-10) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this method. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.

Group Definition Account Number Ranges Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key after entering an account number to display the formatted account numbers. Press F5=UPDATE to save the accounts.

Group Definition Account Number Account Code Screen



This screen appears after pressing ENTER on the Group Definition Account Selection Screen (p. 40-10) if you keyed C (by account code). Use this screen to enter account codes of the G/L Accounts to include in this external account definition. Up to 99 account code values may be specified.

Group Definition Account Number Account Code Screen Fields and Function Keys

Field/Function Key	Description
Group ID	The group ID is selected on the Account Group Maintenance Screen (p. 40-3). Display
Group Name	The group name for the selected group as defined on the Account Group Maintenance Group Definition Screen (p. 40-7). Display
ACCT CODE:	This is the account code level for this G/L Account to include in this external account group. This field is used to define which of the five account codes used in G/L Accounts Maintenance (MENU GLFILE) are to be compared to the values on this screen. *Valid Values:* 1 - 5 (N 1,0) Required

Group Definition Account Number Account Code Screen Fields and Function Keys

Field/Function Key	Description
ACCT CODE: Co	This field appears only if you are using more than one company in Distribution A+. Use this field to specify the company from which accounts are going to be selected. If this field is left blank, accounts will be selected from all the companies that are used by this statement. *Valid Values:* Any company number specified on the Account Group Maintenance Group Definition Screen (p. 40-7), or blank to use all companies. (N 2,0) Optional
ACCT CODE: Values	These are the values of the account codes used to select the G/L Accounts to include in this external account group. All G/L Accounts that have the same account codes as those keyed in this field in the same account code level will be included on this statement line. (99 @ A 5) Optional
Description	This is the description of the account code value defined which displays after entering the value and pressing ENTER. If the account code value keyed has not been established through Account Codes Maintenance (MENU GLFILE), the message **** NOT FOUND **** will display in this field. Display
+	The **+** indicates more lines are available for G/L Account Number Account Code Values by pressing the PAGE DOWN / PAGE UP keys.
F5=Update	Press F5=UPDATE to confirm your selections and update the external account group with the account codes selected on this screen. The Group Definition Account Selection Screen (p. 40-10) appears.
F9=Bottom	Press F9=BOTTOM to display the first account that you defined at the top of this list.
F12=Return	Press F12=RETURN to return to the Group Definition Account Selection Screen (p. 40-10) without saving any entries you made.
F24=Rmv All	Press F24=RMV ALL to remove all accounts defined for this method. You will be prompted to confirm this deletion by pressing F24=RMV ALL again.
Enter	Press the ENTER key after entering an account codes to display the edited account code information. Press F5=UPDATE to save the account codes.

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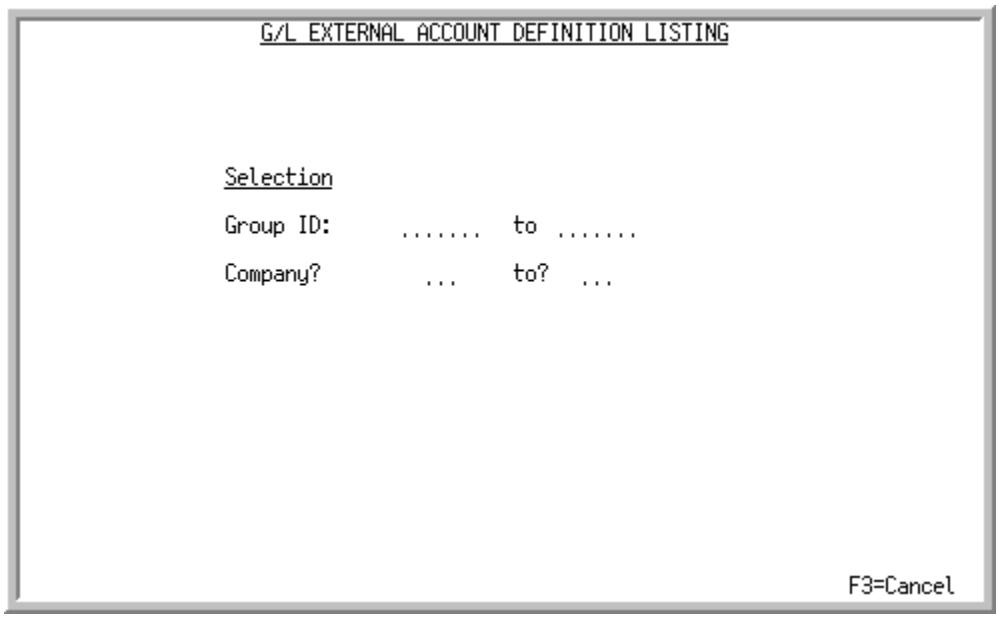
External Account Definition Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L External Account Definition Listing Screen	Use to specify limiting criteria for the listing.
G/L External Account Definition Listing	Prints a list of account groups that match your limiting criteria.

G/L External Account Definition Listing Screen

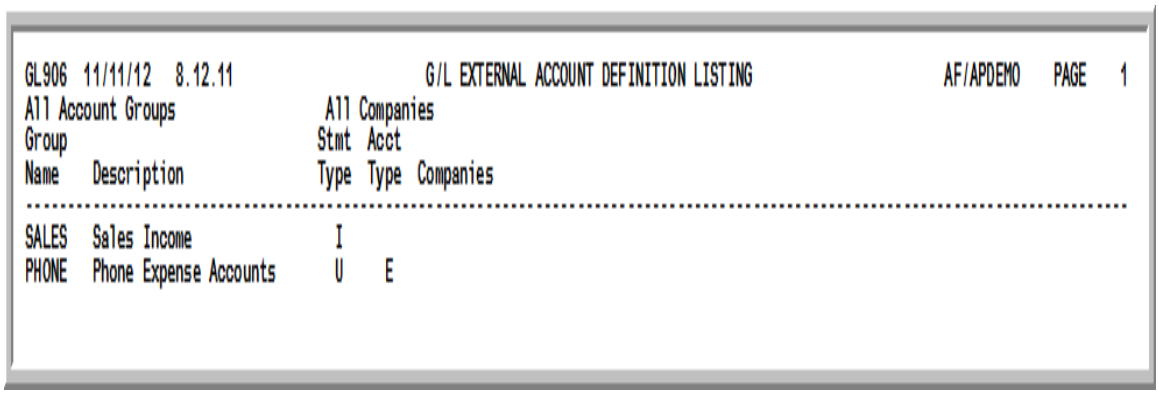


This screen appears after selecting option 15 -External Account Definition Listing from the General Ledger Statement Menu (MENU GLSTMT). Use this screen to select criteria to print on the G/L External Account Definition Listing (p. 40-25).

G/L External Account Definition Listing Screen Fields and Function Keys

Field/Function Key	Description
Group ID	Use this field to specify the range of external account groups to be printed. Any account group ID that falls between the range entered in this field (inclusive) will print on the listing. Leave this range blank to include all external account groups in the listing. (2 @ A 6) Optional
Company	Use this field to specify the range of companies to be used in the selection of external account groups. If any companies are specified in the account group definition and at least one of them is between the values (inclusive), the account group will be printed. Account group definitions without companies will print without checking the company range values. To include all account groups, leave this field and the **Group ID** field blank. (2 @ N 2,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

G/L External Account Definition Listing



```
GL906  11/11/12   8.12.11                G/L EXTERNAL ACCOUNT DEFINITION LISTING                AF/APDEMO   PAGE   1
All Account Groups                 All Companies
Group                             Stmt  Acct
Name    Description               Type  Type  Companies
-------------------------------------------------------------------------------------------------------------------
SALES   Sales Income               I
PHONE   Phone Expense Accounts     U     E
```

This listing is produced following your responses on the G/L External Account Definition Listing (p. 40-25) and the Report Options Screen.

All or selected account groups defined through External Account Definition are printed.

For an explanation of the fields listed on this report, refer to the Account Group Maintenance Group Definition Screen (p. 40-7).

CHAPTER 41

Editing and Compiling Statements

41

Use the Edit and Compile Statements option to edit and compile a single statement definition, a range of statement definitions, or a list of up to 15 statement definitions. Editing and compiling a statement is the process of importing and validating account information. The contents and errors of each statement selected are printed on the Statement Errors Report produced from this option. You may optionally produce the Statement Account Usage Report, which list each line definition defined in the statement,; this report can also be produced through Statement Account Usage (MENU GLSTMT).

Through this option, the Statement Print File (GLSPR) is also created. This file associates individual accounts with each line definition in the statement definition. Accounts are selected for this file based on the criteria entered through Statement Definition Maintenance.

Prior to printing financial statements through Generate/Print Statements, statement definitions must be edited and compiled through this option. Run this option after you have defined an Income Statement, Balance Sheet, or Cash Flow Statement through Statement Definition (MENU GLSTMT) or after changing any portion of the statement definition. Prior to editing and compiling, statements may be previewed through Statement Definition option (MENU GLSTMT) or the Generate/Print Statements option (MENU GLSTMT). Additionally, prior to printing statements, this option must be run after changing the chart of accounts through G/L Accounts Maintenance (MENU GLFILE), or after changing the external account group definitions.

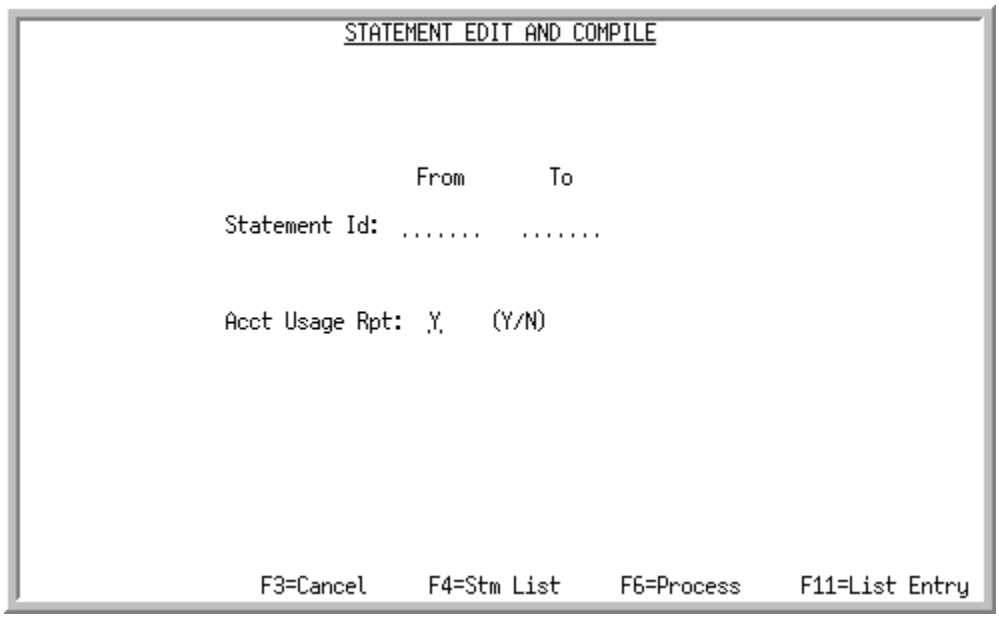
NOTE: You are not required to run this option every time you print a financial statement. You are only required to run this option when you have created or changed the Statement Definition, changed the chart of accounts through G/L Accounts Maintenance (MENU GLFILE), and/or changed the external account group definitions.

Edit and Compile Statements

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement Edit and Compile Screen	Use to specify the statements to edit and compile.
Statement Edit and Compile List Entry Screen	Use to enter up to 15 statements to edit and compile.
Statement Errors Report	Prints the line descriptions, accounts, and formulas so that you can review statement line definitions.
Statement Errors Report	Prints any errors detected by the edit.

Statement Edit and Compile Screen



This screen appears after selecting option 18 - Edit and Compile Statements from the General Ledger Statement Menu (MENU GLSTMT). Use this screen to select the range of statements to be edited and compiled; you may optionally select to enter a list of up to 15 statements instead of entering ranges. The contents and errors of each statement selected will print on the Statement Errors Report (p. 41-7). From this screen, you may also select to have the Statement Errors Report (p. 41-7) printed.

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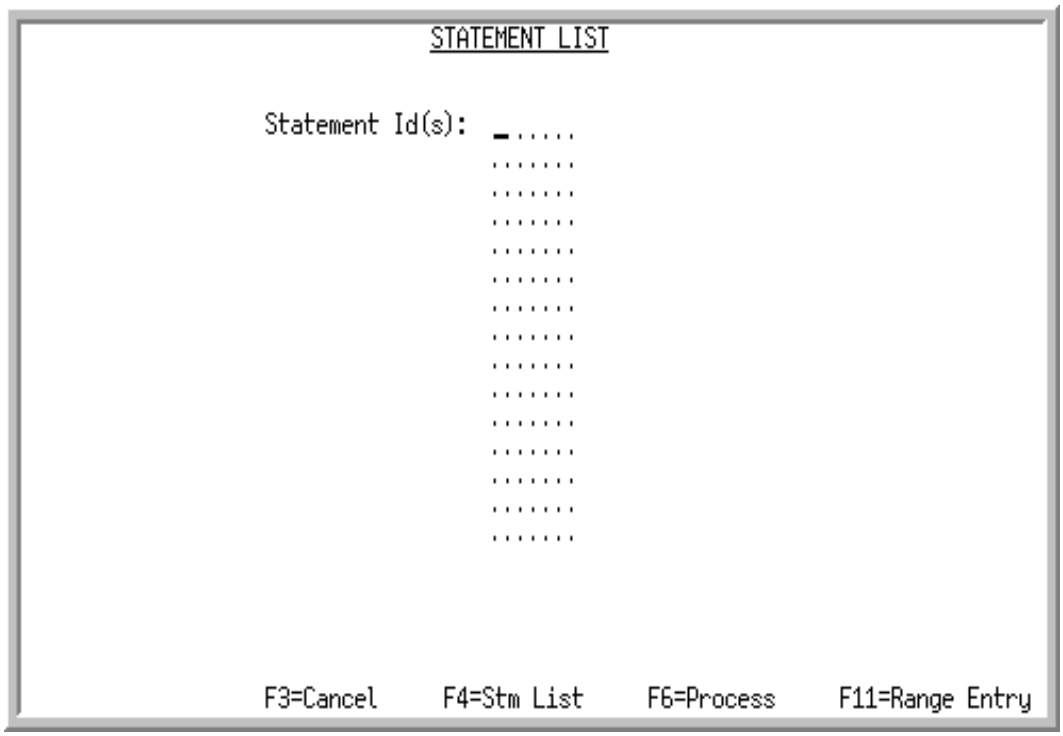
Statement Edit and Compile Screen Fields and Function Keys

Field/Function Key	Description
Statement ID	Use this field to specify the ID of the statement to be edited and compiled or the range of statements you want edited/compiled. NOTE: As an alternate to entering ranges, refer to the F11=LIST ENTRY function key. *Valid Values:* Any statement definition created through Statement Definition Maintenance (2 @ A 6) Optional

Statement Edit and Compile Screen Fields and Function Keys

Field/Function Key	Description
Acct Usage Rpt	Use this field to specify whether or not you want the Statement Errors Report (p. 41-7) to be printed. This report will show line descriptions, accounts, and formulas that have been selected for each line definition in the statement allowing you to verify their accuracy. You may also print this report through Statement Account Usage. Key Y if you want this report printed along with the Statement Errors Report (p. 41-7). Key N if you do not want this report printed. *Default Value:* Y (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement Edit and Compile List Entry Screen (p. 41-5) appears. Selecting a statement from that screen will place the statement ID into the **FROM Statement ID** field on this screen if it is blank; otherwise, it will be placed into the **TO Statement ID** field.
F6=Process	Press F6=PROCESS to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.
F11=List Entry	Press F11=LIST ENTRY as an alternative to entering ranges in the **Statement ID** field to select a list of up to 15 statements to be edited and compiled. The Statement Edit and Compile List Entry Screen (p. 41-5) appears.

Statement Edit and Compile List Entry Screen



This screen appears after you press F11=LIST ENTRY on the Statement Edit and Compile Screen (p. 41-3). This screen may be used as an alternative to entering ranges in the **Statement ID** field on the Statement Edit and Compile Screen (p. 41-3).

Use this screen to select a list of up to 15 statements to be edited and compiled. This is useful if you have multiple statements to select that are not in a sequential range. You also have the option of selecting to print the Statement Errors Report (p. 41-7).

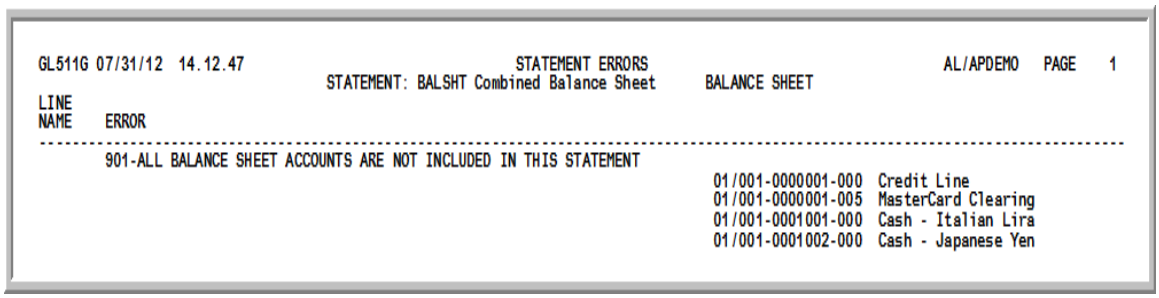
Statement Edit and Compile List Entry Screen Fields and Function Keys

Field/Function Key	Description
Statement Id(s)	This field determines the statements (up to 15 may be entered) to be edited and compiled. Key the statement IDs you want edited and compiled. *Valid Values:* Any statement(s) created through Statement Definition Maintenance (15 @ A 6) Optional

Statement Edit and Compile List Entry Screen Fields and Function Keys

Field/Function Key	Description
Acct Usage Rpt	Use this field to specify whether or not you want the Statement Errors Report (p. 41-7) to be printed. This report will show line descriptions, accounts, and formulas that have been selected for each line definition in the statement allowing you to verify their accuracy. You may also print this report through Statement Account Usage (MENU GLSTMT). Key Y if you want this report printed along with the Statement Errors Report (p. 41-7). Key N if you do not want this report printed. *Default Value:* Y (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement List Screen (p. 36-6) appears. Selecting a statement from that screen will place the statement ID in the first line of the **Statement ID(s)** field on this screen if it is blank; if it is not blank, it will be placed in the second line of the **Statement ID(s)** field, and so on.
F6=Process	Press F6=PROCESS after entering a statement or list of statements to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen. The Statement Errors Report (p. 41-7) and, if the **Acct Usage Rpt** field is set to Y, the Statement Account Usage Report (p. 42-6) print.
F11=Range Entry	Press F11=RANGE ENTRY to return to the Statement Edit and Compile Screen (p. 41-3) to enter a range selection instead.

Statement Errors Report



```
GL511G 07/31/12  14.12.47                    STATEMENT ERRORS                          AL/APDEMO   PAGE    1
                                STATEMENT: BALSHT Combined Balance Sheet     BALANCE SHEET
LINE
NAME    ERROR
------------------------------------------------------------------------------------------------------------------
       901-ALL BALANCE SHEET ACCOUNTS ARE NOT INCLUDED IN THIS STATEMENT
                                                                    01/001-0000001-000  Credit Line
                                                                    01/001-0000001-005  MasterCard Clearing
                                                                    01/001-0001001-000  Cash - Italian Lira
                                                                    01/001-0001002-000  Cash - Japanese Yen
```

This report prints after making your selections on the Report Options Screen, which displays after pressing F6=PROCESS from the Statement Edit and Compile Screen (p. 41-3) or the Statement Edit and Compile List Entry Screen (p. 41-5). All errors detected in an account usage are printed in statement ID, statement type, and print sequence number sequence.

NOTE: This report prints only if errors are detected.

Statement Errors Report

Report/Listing Fields	Description
Statement	The statement ID and description of the statement definition being edited and compiled. Any errors detected for the detail line definitions in this statement definition are printed.
Statement Type	The type of statement within the selected statement definition. A statement definition may contain an Income Statement, Balance Sheet, or Cash Flow Statement. This field prints one of the following: • Income Statement • Balance Sheet • Cash Flow Statement
Line Name	The six character line name associated with each line definition in error. If a line name appears on this report, there is an error in the associated line definition. The error is explained in the *Error* column. This column is blank if an error is detected which does not apply to a specific detail line definition, but applies to the entire statement definition. NOTE: Line names were defined during Statement Definition Maintenance on the Line Definition Screen (p. 36-57).

Statement Errors Report

Report/Listing Fields	Description
Error	This column displays the error number and description of the error which has been detected. Associated with each error message is a specific statement definition attribute which will assist you in resolving the error (see the example below). Also, refer to *Error Messages* following the example. **Example:** : • If an error message reads that "All Balance Sheet Accounts are not included in this Statement," the numbers and names of those G/L Accounts which have not been included in the statement definition are printed. • If an error message reads that "No accounts identified by this account code," the account code is printed.

Error Messages

The following list contains the number, message, cause, and action of all errors which may be detected by the Statement Edit (this list is sequenced by error number):

Statement Edit Report Error Messages

010-ACCTS NOT DEFINED FOR THIS LINE	
Cause	A detail line definition has been established which does not contain any G/L Accounts.
Action	Change this detail line definition through Statement Definition Maintenance so that it contains at least one G/L Account. If no G/L Accounts may be selected for this line definition, delete this line definition.
011-EXTERNAL ACCOUNT GROUP NOT DEFINED	
Cause	An external account group which does not exist has been referenced for this detail line definition. The name of the undefined external account group is printed.
Action	Change this detail line definition through Statement Definition Maintenance so that it references an existing external account group **or c**reate or load the external account group which does not exist.
012-NO ACCTS FOUND FOR THIS LINE	
Cause	Account selection criteria has been entered for this line but no accounts have been found which meet the account selection criteria.

Statement Edit Report Error Messages

Action	Change this detail line definition through Statement Definition Maintenance so that the selection criteria contains at least one G/L Account.

013-PERCENT OF COLUMN DOES NOT REFERENCE A VALID LINE XXXXXX

Cause	A line in the statement is referencing a line that does not exist to calculate a percent of column amount.
Action	Change the line in error to reference the correct account. Line shows an error message.

100-ACCT MASK INCLUDES BAL SHEET ACCOUNT ON INCOME STATEMENT

Cause	Cause: Account selection for this detail line definition includes a balance sheet account (Type asset, liability, or equity) when the statement type (i.e., financial statement) is an Income Statement. The balance sheet accounts for this Income Statement have been selected with an account mask. The number(s) and name(s) of the balance sheet account(s) are printed.
Action	Change this detail line definition through Statement Definition Maintenance to include income statement accounts only. This is accomplished by changing the account mask selection criteria.

101-ACCT MASK INCLUDES INCOME STMT ON BAL SHEET

Cause	Cause: Account selection for this detail line definition includes an income statement account (Type income or expense) when the Statement Type (i.e., financial statement) is a Balance Sheet. The income statement accounts for this Balance Sheet have been selected with an account mask. The number(s) and name(s) of the income statement accounts are printed.
Action	Change this detail line definition through Statement Definition Maintenance to include balance sheet accounts only. This is accomplished by changing the account mask selection criteria.

102-ACCT MASK INCLUDES ACCT USED IN LINE NAME xxxxxx

Cause	Account selection for this detail line includes an account already included in line xxxxxx, where xxxxxx is the name of another detail line definition. This account was selected using an account mask. The number and name of the duplicated account is printed.
Action	Change this detail line definition through Statement Definition Maintenance to not select the account which is contained in another detail line definition. This is accomplished by changing the account selection criteria or change the detail line definition name xxxxxx through Statement Definition Maintenance to not select the account which is contained in this detail line definition. This is accomplished by changing the account mask selection criteria.

103-ACCT MASK INCLUDES INVALID ACCOUNT TYPE: x

Statement Edit Report Error Messages

Cause	Account selection for this detail line definition includes an account that has a type that is not the same type that was selected for the detail line definition. x is the type of account which has been selected, but is not the same account type. This account was selected using an account mask. The number(s) and name(s) of the account with the different account type are printed.
Action	Change this detail line definition through Statement Definition Maintenance to not select the account which is of an account type other than the account type specified for this detail line definition by changing the account range selection criteria or change this detail line definition through Statement Definition Maintenance to allow the detail line definition to accept any type of account (as long as the account may be used for the type of financial statement). This is accomplished by changing the *Acct Type* field for the detail line definition (from A, L, Q for Balance Sheet, or E or I for Income Statement) to blank.

104-NO ACCTS IDENTIFIED BY THIS ACCOUNT MASK

Cause	No accounts have been selected based on the account mask selection criteria keyed for this detail line definition.
Action	Change this detail line definition through Statement Definition Maintenance to select a valid G/L Account or accounts by using an account mask or masks or change this detail line definition through Statement Definition Maintenance to select G/L Accounts by a method other than using an account mask or masks.

200-ACCT RANGE INCLUDES BAL SHEET ACCT ON INCOME STATEMENT

Cause	Account selection for this detail line definition includes a balance sheet account (Type asset, liability, or equity) when the Statement Type (i.e., financial statement) is an Income Statement. The balance sheet accounts for this Income Statement have been selected with an account range. The number(s) and name(s) of the balance sheet account(s) are printed.
Action	Change this detail line definition through Statement Definition Maintenance to include income statement accounts only. This is accomplished by changing the account range selection criteria.

201-ACCT RANGE INCLUDES INCOME STMT ON BAL SHEET

Cause	Cause: Account selection for this detail line definition includes an income statement account (Type income or expense) when the Statement Type (i.e., financial statement) is a Balance Sheet. The income statement accounts for this Balance Sheet have been selected with an account range. The number(s) and name(s) of the income statement accounts are printed.
Action	Change this detail line definition through Statement Definition Maintenance to include balance sheet accounts only. This is accomplished by changing the account range selection criteria.

Statement Edit Report Error Messages

202-ACCT RANGE INCLUDES ACCT USED IN LINE NAME xxxxxx

Cause	Account selection for this detail line includes an account already included in line xxxxxx, where xxxxxx is the name of another detail line definition. This account was selected using a range of accounts. The number and name of the duplicated account is printed.
Action	Change this detail line definition through Statement Definition Maintenance to not select the account which is contained in another detail line definition by changing the account range selection criteria or change the detail line definition name xxxxxx through Statement Definition Maintenance to not select the account which is contained in this detail line definition. This is accomplished by changing the account range selection criteria.

203-ACCT RANGE INCLUDES INVALID ACCOUNT TYPE: x

Cause	Account selection for this detail line definition includes an account that has a type that is not the same type that was selected for the detail line definition. x is the type of account which has been selected, but is not the same account type. The number(s) and name(s) of the account with the different account type are printed.
Action	Change this detail line definition through Statement Definition Maintenance to not select the account which is of an account type other than the account type specified for this detail line definition. This is accomplished by changing the account range selection criteria. Or, change this detail line definition through Statement Definition Maintenance to allow the detail line definition to accept any type of account (as long as the account may be used for the type of financial statement). This is accomplished by changing the *Acct Type* field for the detail line definition (from A, L, Q for Balance Sheet, or E or I for Income Statement) to blank.

204-NO ACCTS IDENTIFIED BY THIS ACCOUNT RANGE

Cause	No accounts have been selected based on the account range selection criteria keyed for this detail line definition. Refer to the Cross Applications User Guide for details about rules for using ranges in Distribution A+.
Action	Change this detail line definition through Statement Definition Maintenance to select a valid G/L Account or accounts by using an account range or ranges. Or, change this detail line definition through Statement Definition Maintenance to select G/L Accounts by a method other than using an account range or ranges.

300-ACCT CODE INCLUDES BAL SHEET ACCT ON INCOME STATEMENT

Statement Edit Report Error Messages

Cause	Account selection for this detail line definition includes a balance sheet account (Type asset, liability, or equity) when the Statement Type (i.e., financial statement) is an Income Statement. The balance sheet accounts for this Income Statement have been selected with an account code. The number(s) and name(s) of the balance sheet account(s) are printed.
Action	Change this detail line definition through Statement Definition Maintenance to include balance sheet accounts only. This is accomplished by changing the account code selection criteria.

301-ACCT CODE INCLUDES INCOME STMT ON BAL SHEET

Cause	Account selection for this detail line definition includes an income statement account (Type income or expense) when the Statement Type (i.e., financial statement) is a Balance Sheet. The income statement accounts for this Balance Sheet have been selected with an account code. The number(s) and name(s) of the income statement accounts are printed.
Action	Change this detail line definition through Statement Definition Maintenance to include balance sheet accounts only. This is accomplished by changing the account code selection criteria.

302-ACCT CODE INCLUDES ACCT USED IN LINE NAME xxxxxx

Cause	Cause: Account selection for this detail line includes an account already included in line xxxxxx, where xxxxxx is the name of another detail line definition. This account was selected using an accounts code. The number and name of the duplicated account is printed.
Action	Action: Change this detail line definition through Statement Definition Maintenance to not select the account which is contained in another detail line definition. This is accomplished by changing the account code selection criteria. Or, change the detail line definition name xxxxxx through Statement Definition Maintenance to not select the account which is contained in this detail line definition. This is accomplished by changing the account code selection criteria.

303-ACCT CODE INCLUDES INVALID ACCOUNT TYPE: x

Cause	Cause: Account selection for this detail line definition includes an account that has a type that is not the same type that was selected for the detail line definition. x is the type of account which has been selected, but is not the same account type. This account was selected using an account code or codes. The number(s) and name(s) of the account with the different account type are printed.

Statement Edit Report Error Messages

Action	Change this detail line definition through Statement Definition Maintenance to not select the account which is of an account type other than the account type specified for this detail line definition. This is accomplished by changing the account code selection criteria. Or, change this detail line definition through Statement Definition Maintenance to allow the detail line definition to accept any type of account (as long as the account may be used for the type of financial statement). This is accomplished by changing the *Acct Type* field for the detail line definition (from A, L, Q for Balance Sheet, or E or I for Income Statement) to blank.

304-NO ACCTS IDENTIFIED BY THIS ACCOUNT CODE

Cause	No accounts have been selected based on the account code selection criteria keyed for this detail line definition.
Action	Change this detail line definition through Statement Definition Maintenance to select a valid G/L Account(s) by using account code(s). Or, change this detail line definition through Statement Definition Maintenance to select G/L Accounts by a method other than using an account range or codes.

400-ACCT NO's INCLUDE BAL SHEET ACCT ON INCOME STATEMENT

Cause	Account selection for this detail line definition includes a balance sheet account (Type asset, liability, or equity) when the Statement Type (i.e., financial statement) is an Income Statement. The balance sheet accounts for this Income Statement have been selected as individual account numbers. The number(s) and name(s) of the balance sheet account(s) are printed.
Action	Change this detail line definition through Statement Definition Maintenance to include income statement accounts only. This is accomplished by changing the individual account selection criteria.

402-ACCT NO's INCLUDE ACCT USED IN LINE NAME xxxxxx

Cause	Account selection for this detail line includes an account already included in line xxxxxx, where xxxxxx is the name of another detail line definition. This account was selected using individual account numbers. The number and name of the duplicated account is printed.
Action	Change this detail line definition to not select the account which is contained in another detail line. This is accomplished by changing the individual account selection criteria. Or, change the detail line definition name xxxxxx through Statement Definition Maintenance to not select the account which is contained in this detail line definition. This is accomplished by changing the individual account selection criteria.

403-ACCT NO's INCLUDE INVALID ACCOUNT TYPE: x

Statement Edit Report Error Messages

Cause	Account selection for this detail line definition includes an account that has a type that is not the same type that was selected for the detail line definition. x is the type of account which has been selected, but is not the same account type. This account was selected using individual numbers. The number(s) and name(s) of the account with the different account type are printed.
Action	Change this detail line definition through Statement Definition Maintenance to not select the account which is of an account type other than the account type specified for this detail line definition. This is accomplished by changing the individual account selection criteria. Or, change this detail line definition through Statement Definition Maintenance to allow the detail line definition to accept any type of account (as long as the account may be used for the type of financial statement). This is accomplished by changing the *Acct Type* field for the detail line definition (from A, L, Q for Balance Sheet, or E or I for Income Statement) to blank.

404-ACCT NO's INCLUDE ACCT NOT DEFINED IN G/L MASTER FILE

Cause	No accounts have been selected based on the account code selection criteria keyed for this detail line definition.
Action	Change this detail line definition through Statement Definition Maintenance to select a valid G/L Account or accounts by using individual account numbers. Or, add the G/L Account to your chart of accounts through G/L Accounts Maintenance (MENU GLFILE).

900-ALL INCOME STATEMENT ACCOUNTS ARE NOT INCLUDED IN THIS FORMAT

Cause	The statement definition specified that all G/L Accounts are to appear, and at least one income statement account has been missed. A line name is not specified since this error applies to the entire statement definition. The number(s) and name(s) of the income statement G/L Account(s) that are not included in the statement definition are printed.
Action	Change this statement definition through Statement Definition Maintenance to include the excluded income statement account(s).

901-ALL BALANCE SHEET ACCOUNTS ARE NOT INCLUDED IN THIS FORMAT

Cause	The statement definition specified that all G/L Accounts are to appear, and at least one balance sheet account has been missed. A line name is not specified since this error applies to the entire statement definition. The number(s) and name(s) of the balance sheet G/L Account(s) that are not included in the statement definition are printed.

Statement Edit Report Error Messages

Action	Change this statement definition through Statement Definition Maintenance to include the excluded income statement account(s).

502-CURRENT RETAINED EARNINGS WAS ALSO ON LINE NAME XXXXXX

Cause	More than one current retained earnings line was defined in the balance sheet statement.
Action	Remove all current retained earnings lines except one.

CHAPTER 42

Printing the Statement Account Usage Report

42

Use the Statement Account Usage option on the General Ledger Statement Menu (MENU GLSTMT) to print the Statement Account Usage Report for an individual statement, range of statements, or list of up to 15 statements. This report allows you to verify the accuracy of line descriptions, accounts, and formulas that have been selected for each line definition in the statement.

Through this option, the Statement Print File (GLSPR) is created. This file associates individual accounts with each line definition in the statement. Accounts are selected for this file based on the criteria entered through Statement Definition Maintenance.

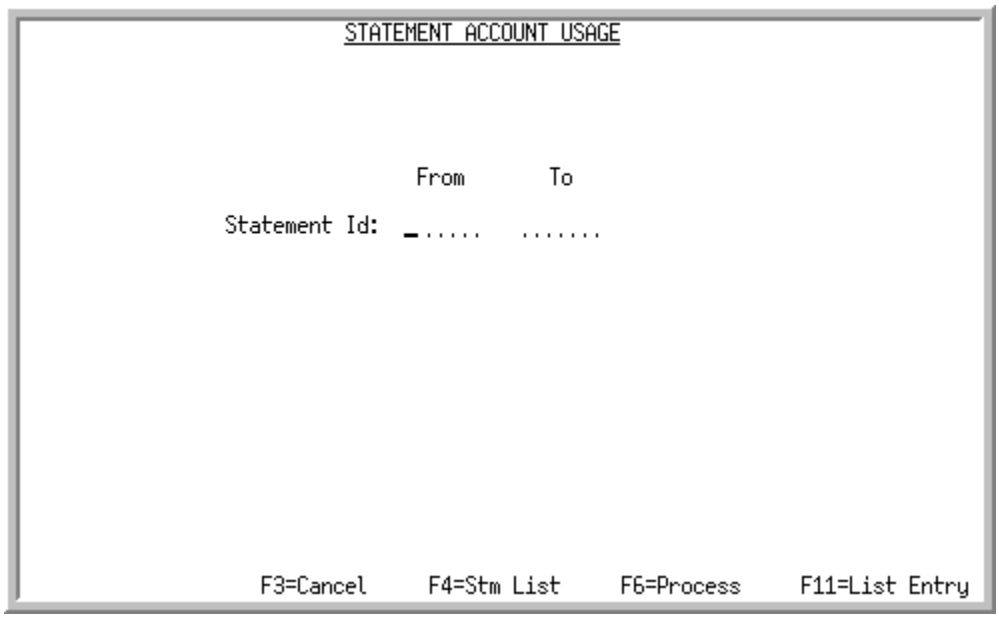
Run this option after you have defined an Income Statement, Balance Sheet, or Cash Flow Statement in a statement definition to verify that you have specified the line definitions, accounts, formulas, and headings as you want them to appear on the financial statements.

Statement Account Usage

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement Account Usage Screen	Use to specify the statement to include in the report.
Statement Account Usage List Entry Screen	Use to enter up to 15 statements to include in the report.
Statement Account Usage Report	Prints the line descriptions, accounts, and formulas so that you can review statement line definitions.

Statement Account Usage Screen



This screen appears after selecting option 19 - Statement Account Usagefrom the General Ledger Statement Menu (MENU GLSTMT). Use this screen to select the statements to print. You may optionally select to enter a list of up to 15 statements instead of entering ranges. The contents of each statement definition selected will print on the Statement Account Usage Screen (p. 42-2).

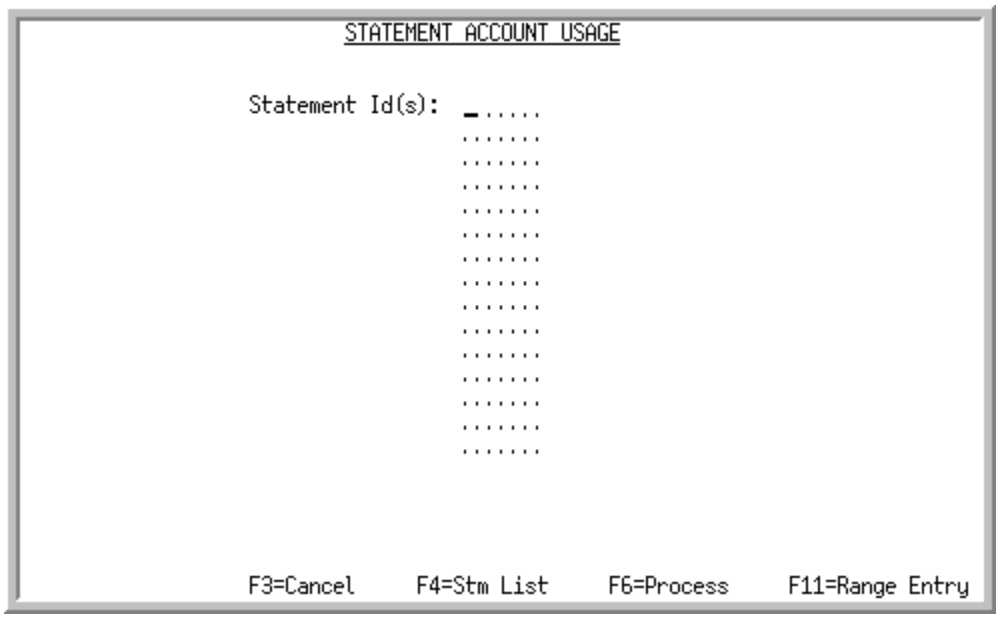
Statement Account Usage Screen Fields and Function Keys

Field/Function Key	Description
Statement ID	This field determines the statement or range of statements to be printed. Key the ID of the statement to be printed, or key the range of statements you want printed. NOTE: As an alternate to entering ranges, refer to the F11=LIST ENTRY function key. *Valid Values:* Any statement definition created through Statement Definition Maintenance (2 @ A 6) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the Menu.
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement List Screen (p. 36-6) appears. Selecting a statement from that screen will place the statement ID into the **FROM Statement ID** field on this screen if it is blank; otherwise, it will be placed into the **TO Statement ID** field.

Statement Account Usage Screen Fields and Function Keys

Field/Function Key	Description
F6=Process	Press F6=PROCESS after entering a statement or range of statements to confirm your selections. The Report Options Screen appears. Refer to Appendix B of the Cross Applications User Guide for details about this screen.
F11=List Entry	As an alternative to entering ranges, you may specify a list of statements (up to 15). Press F11=LIST ENTRY to access the Statement Account Usage List Entry Screen (p. 42-4) where you can enter multiple statement IDs.

Statement Account Usage List Entry Screen



This screen appears after you press F11=LIST ENTRY on the Statement Account Usage Screen (p. 42-2). This screen may be used as an alternative to entering ranges in the **Statement ID** field on the Statement Account Usage.

Use this screen to select a list of statements (up to 15) to be printed on the Statement Account Usage Report (p. 42-6). This is useful if you have multiple statements to select to print that are not in a sequential range.

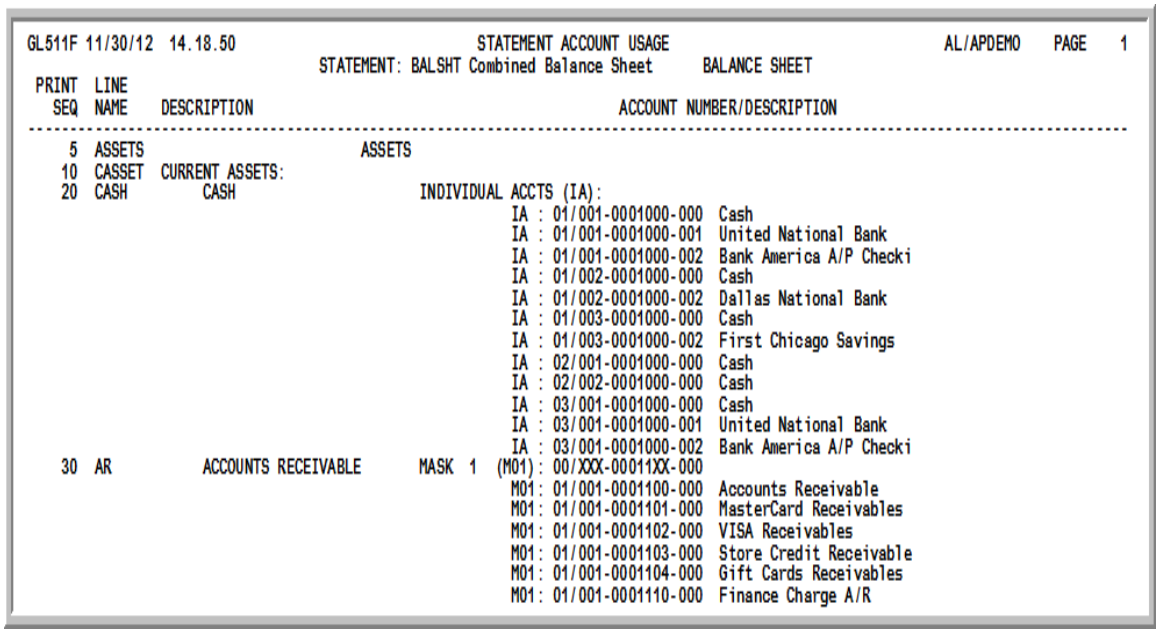
Statement Account Usage List Entry Screen Fields and Function Keys

Field/Function Key	Description
Statement Id(s)	This field determines the statements (up to 15 may be entered) to be printed. Key the statement IDs you want to select for print. *Valid Values:* Any statement definitions created through Statement Definition Maintenance. (15 @ A 6) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement List Screen appears. Selecting a statement from that screen will place the statement ID in the first line of the **Statement ID(s)** field on this screen if it is blank; if it is not blank, it will be placed in the second line of the **Statement ID(s)** field, and so on.

Statement Account Usage List Entry Screen Fields and Function Keys

Field/Function Key	Description
F6=Process	Press F6=PROCESS after entering a statement or list of statements to confirm your selections. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.
F11=Range Entry	Press F11=RANGE ENTRY to return to the Statement Account Usage List Entry Screen (p. 42-4) to enter a range selection instead.

Statement Account Usage Report



```
GL511F 11/30/12  14.18.50                    STATEMENT ACCOUNT USAGE                              AL/APDEMO    PAGE    1
                                  STATEMENT: BALSHT Combined Balance Sheet     BALANCE SHEET
 PRINT  LINE
   SEQ  NAME    DESCRIPTION                                          ACCOUNT NUMBER/DESCRIPTION
-------------------------------------------------------------------------------------------------------------------------
     5  ASSETS                        ASSETS
    10  CASSET  CURRENT ASSETS:
    20  CASH         CASH                      INDIVIDUAL ACCTS (IA):
                                                    IA : 01/001-0001000-000  Cash
                                                    IA : 01/001-0001000-001  United National Bank
                                                    IA : 01/001-0001000-002  Bank America A/P Checki
                                                    IA : 01/002-0001000-000  Cash
                                                    IA : 01/002-0001000-002  Dallas National Bank
                                                    IA : 01/003-0001000-000  Cash
                                                    IA : 01/003-0001000-002  First Chicago Savings
                                                    IA : 02/001-0001000-000  Cash
                                                    IA : 02/002-0001000-000  Cash
                                                    IA : 03/001-0001000-000  Cash
                                                    IA : 03/001-0001000-001  United National Bank
                                                    IA : 03/001-0001000-002  Bank America A/P Checki
    30  AR           ACCOUNTS RECEIVABLE       MASK  1  (M01): 00/XXX-00011XX-000
                                                    M01: 01/001-0001100-000  Accounts Receivable
                                                    M01: 01/001-0001101-000  MasterCard Receivables
                                                    M01: 01/001-0001102-000  VISA Receivables
                                                    M01: 01/001-0001103-000  Store Credit Receivable
                                                    M01: 01/001-0001104-000  Gift Cards Receivables
                                                    M01: 01/001-0001110-000  Finance Charge A/R
```

This report prints after you press ENTER on the Report Options Screen. You can print this report from the Statement Account Usage option by pressing F6=PROCESS on the Statement Account Usage Screen (p. 42-2), Statement Account Usage List Entry Screen (p. 42-4) or from the Edit and Compile Statement option by setting the **Acct Usage Rpt** field to Y and pressing F6=PROCESS on the Statement Edit and Compile Screen (p. 41-3) or the Statement Edit and Compile List Entry Screen (p. 41-5).

This report prints line descriptions, accounts, and formulas that have been selected for each line definition in the statement allowing you to verify their accuracy. Each line definition has been defined as one of four in Statement Definition Maintenance:

- Heading line definition
- Detail line definition
- Total line definition
- Formula line definition

For heading line definitions, the description is printed. No G/L Account information is printed.

For any detail line definition, the G/L Account(s) selected and the source of the G/L Account(s) selected for the line definition are printed. The source of the account identifies the means by which the account was selected for the detail line definition.

For total line definitions, the total line description is printed. No G/L Account information is printed. Total lines accumulate the values calculated in detail line definitions.

For formula line definitions, the formula used is printed.

The purpose of this report is to verify that the line descriptions, accounts and formulas that you have selected for each line definition in the statement definition are accurate.

This report is sequenced by statement ID, statement type (Income Statement, Balance Sheet, or Cash Flow Statement), and print sequence number.

Statement Account Usage Report

Report/Listing Fields	Description
Statement	The statement ID and name of the statement.
Statement Type	The type of statement (i.e., financial statement) within the selected statement definition. A statement definition may contain an **Income Statement**, **Balance Sheet**, or **Cash Flow Statement** and displays as such in this heading.
Print Seq	The print sequence for each line definition in the statement definition. The line definitions are printed on this report and the financial statement sequentially based on this number.
Line Name	The six character ID associated with each line definition. These line names are established during Statement Definition Maintenance. Line names which begin with a " are assigned during statement definition for Header line definitions (**NOTE**: system assigned line names may have been accepted or overridden.)
Description	The line definition description that prints on the left side of the financial statement to identify the value(s) printed on this line. Directly following the description is the number and name of the account(s) contained in this line definition. Use this report to verify that the description and the account definition(s) are correct.

Statement Account Usage Report

Report/Listing Fields	Description
Account Number/ Description	NOTE: This field is applicable for detail or formula definitions only. This column consists of two elements: (1) the source of the account, and (2) the G/L account number and name 1. **Source of the account** (applies to detail definitions only) The source of the account indicates how the account was selected: • Account codes • Account masks • Account ranges • Individual accounts This report indicates the source of an account as one of the following: • C1-C8 The G/L Account was selected by Account Code 1 (values 1-8) • D1-D8 The G/L Account was selected by Account Code 2 (values 1-8) • E1-E8 The G/L Account was selected by Account Code 3 (values 1-8) • F1-F8 The G/L Account was selected by Account Code 4 (values 1-8) • G1-G8 The G/L Account was selected by Account Code 5 (values 1-8) • M1-M8 The G/L Account was selected by an Account mask (up to 8 masks) • R1-R4 The G/L Account was selected by a range of accounts (up to 8 ranges) • IA The G/L Account was selected individually 2. **The G/L Account Number/Name** (applies to detail or formula definitions only) The number and name of the G/L account selected by the associated source. Be certain to carefully review the G/L account(s) selected for this line definition. For formula line definitions, this column prints the formula defined. Use this column to verify that the formula you have keyed for this line definition is accurate.

CHAPTER 43

Generating and Printing Statements

43

Use the Generate/Print Statements option on the General Ledger Statements Menu (MENU GLSTMT) to print financial statements defined through Statement Definition (MENU GLSTMT) and edited through Edit and Compile Statements (MENU GLSTMT). You may request an individual statement, a run definition, or a print group, allowing one or many statements to print with a single request.

In addition to printing financial statements, you can print a statement preview. A statement preview is a printed document which shows the layout of a financial statement. This is useful to see what a statement will look like after it has been defined. You can also print a statement preview through Statement Definition (MENU GLSTMT).

NOTE: Account numbers do not have to be defined prior to running a statement preview.

Statement Preview

Prior to printing a statement preview, a statement definition must have been created through Statement Definition (MENU GLSTMT). In that option, line definitions are required, however, the individual accounts for each detail line and the exact formula for each formula line are not required to print the statement preview. Therefore, the format of a financial statement may be decided upon with ease since it is not necessary to define the accounts or formulas used for each line of the financial statement. A statement edit is also not required prior to printing a statement preview.

Financial Statement

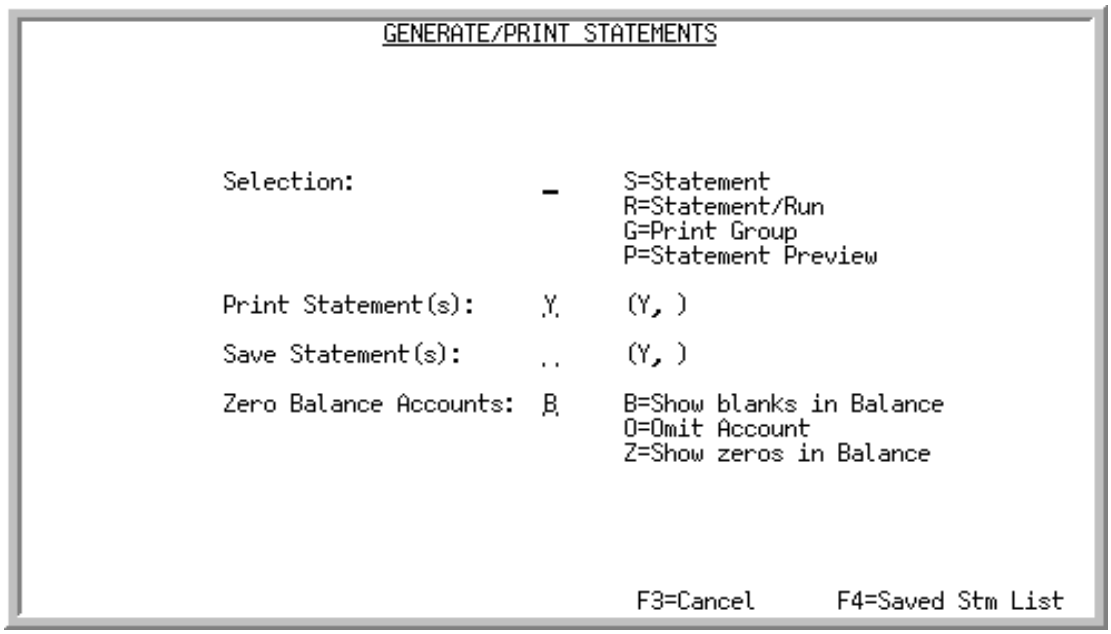
Prior to printing a financial statement or statements, a statement definition must have been defined through Statement Definition (MENU GLSTMT) for each statement being printed; the complete line definitions (including account selection and formula specifications) must have been keyed for the statement. A statement edit is required prior to printing statements.

Generate/Print Statements

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Generate/Print Statements Screen	Use to select the statement, statement run, or statement print group for which to print statements.
Print Statement Selection Screen	Use to specify the ID of the statement to print.
Print Statement/Run Screen	Use to specify the ID of the statement and run to print.
Print Statement Group Screen	Use to specify the print group to print.
Print Statement Preview Screen	Use to specify the ID of the statement for which to print a preview.
Print Group List Screen	Displays a list of existing print groups. Use to select a print group.
Enter Password Screen	Use to provide the password for secured statements.
Print Statements Screen	Use to provide the parameters of the statement.
Date Selections Screen	Use to specify the range of periods to include.
Statement Previews	Prints a preview of the statement layouts for income statements and balance sheets.
General Ledger Statement Cover Sheet	Prints a cover sheet for the statement with statement information.
Financial Statements	Prints an income statement or balance sheet based on the statement definition.
Statement Column Overflow Error Report	Prints column overflow amounts is there is not enough space on the statement.

Generate/Print Statements Screen



This screen appears after selecting option 20 - Generate/Print Statements (MENU GLSTMT). Use this screen to select the financial statements to print. You may select to print an individual financial statement, a statement run, or a statement print group. You may also select to print a statement preview, and have the option of saving statements once they have been printed.

Generate/Print Statements Screen Fields and Function Keys

Field/Function Key	Description
Selection	This field determines the statements to print or allows you to print a preview to view a statement prior to printing. Key S to print an individual statement (created through Statement Definition (p. 36-2). Key R to print a statement run (created through Statement Run Definition (p. 37-1)). Key G to print a statement print group (created through Statement Print Group Definition (p. 38-1)). Key P to print a statement preview. *Valid Values:* S, R, G, or P (A 1) Required

Generate/Print Statements Screen Fields and Function Keys

Field/Function Key	Description
Print Statement(s)	This field determines if the selected financial statements will be printed or generated (to be printed at a later time). Key Y to print the financial statements at this time. The financial statement may be printed after you have selected the accounts to be accumulated for each detail line definition, and have specified the formulas for each formula line definition. If changes have been made since the last printing, be sure to run Edit and Compile Statements prior to printing the financial statements. Leave this field blank to generate the statements, but print them at a later time. *Default Value:* Y *Valid Values:* Y or Blank. Must be Y if Save Statement(s) is blank (for printing types S, R, and G; both fields may be blank if printing a statement preview) (A 1) Optional
Save Statement(s)	This field is used to save the generated or printed statements; you must save generated statements and may save printed statements. Key Y to save the generated statements that are being generated, or printed. Saving generated statements will allow the following additional functions: • Statement reprint • Statement inquiry • Statement export to PC support (used by PC programs such as a worksheet) The statement, statement/run, or print group being saved will display on the Saved Statements Selection Screen (p. 44-3). Leave blank if you do not want to save statements that are being printed. You cannot leave this field blank if you are currently generating statements to be printed at a later time. *Valid Values:* Y or Blank. Must be Y if Print Statement(s) is blank [for printing types S, R, and G; both fields may be blank if printing a statement preview (P)] (A 1) Optional

Generate/Print Statements Screen Fields and Function Keys

Field/Function Key	Description
Zero Balance Accounts	Use this field to specify how accounts with a zero balance will print on the statement. Key B if you want to leave blanks for accounts with a zero balance. Key O if you want accounts with a zero balance to be omitted from printing on the statement. Key Z if you want to print zeros for accounts with a zero balance. NOTE: If you are reprinting a saved statement, the value for the saved statement stored in the GL Statement Run Request Control File (GLRCT) will be used and any value specified in this field will be ignored. *Default Value:* B (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
F4=Stm List	Press F4=STM LIST to display a list of existing saved statements, from which you can select statements for reprint. The Saved Statements Selection Screen (p. 44-3) appears.
Enter	Press ENTER to confirm your selections. One of the following screens appears: • Print Statement Selection Screen (p. 43-6) if you selected to print a statement (S) • Print Statement/Run Screen (p. 43-8) if you selected to print a statement/run (R) • Print Statement Group Screen (p. 43-10) if you selected to print a statement print group (G) • Print Statement Preview Screen (p. 43-12) if you selected to print a statement preview (P)

Print Statement Selection Screen

This screen appears after selecting type S (Statement) and pressing ENTER on the Generate/Print Statements Screen (p. 43-3). Use this screen to select the statement to print.

Print Statement Selection Screen Fields and Function Keys

Field/Function Key	Description
Statement ID	Use this field to select the statement for which a financial statement (Income Statement, Balance Sheet, or Cash Flow Statement) will print. Key the statement ID of the statement to print. If you do not recall the ID of the statement, press F4=STM LIST to display a list of existing statements. *Valid Values:* Any valid statement that has been created through Statement Definition Maintenance (A 6) Required
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement List Screen (p. 36-6) appears. Use the Statement List Screen to choose a statement if you do not recall the ID of the statement you want to select.
F12=Previous	Press F12=PREVIOUS to return to the Generate/Print Statements Screen (p. 43-3) without selecting a statement.

Print Statement Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after specifying a statement. If you entered a statement (or selected a statement on the Statement List Screen (p. 36-6)) in which you are not the owner and the statement is secured, the Enter Password Screen (p. 43-16) appears. If you entered a statement (or selected a statement on the Statement List Screen) in which you are the owner, the Print Statements Screen (p. 43-17) appears.

Print Statement/Run Screen

This screen appears after selecting type R (Statement/Run) and pressing ENTER on the Generate/Print Statements Screen (p. 43-3). Use this screen to select the statement ID and run ID to print.

Print Statement/Run Screen Fields and Function Keys

Field/Function Key	Description
Statement Id	Use this field to select the statement for which a financial statement (Income Statement, Balance Sheet, or Cash Flow Statement) will print. Key the statement ID of the statement to print. If you do not recall the ID of the statement, press F4=STM LIST to display a list of existing statements. *Valid Values:* Any valid statement that has been created through Statement Definition (p. 36-2) (A 6) Required
Run Id	Use this field to select the run definition for the statement selected. Key the run ID of the statement/run to print. If you do not recall the ID of the run, press F6=RUN LIST to display a list of existing run definitions. *Valid Values:* Any valid run definition that has been created through Statement Run Definition (p. 37-1) for the statement keyed in the **Statement Id** field (A 6) Required

Print Statement/Run Screen Fields and Function Keys

Field/Function Key	Description
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement List Screen (p. 36-6) appears. Use the Statement List Screen to choose a statement if you do not recall the ID of the statement you want to select.
F6=Run List	Press F6=RUN LIST to display a list of existing statement runs. The Statement Run List Screen (p. 37-4) appears. If a **Statement Id** was entered and you pressed this key, the Statement Run List Screen (p. 37-4) displays existing runs for that statement ID only. If the **Statement Id** was left blank and you pressed this key, the Statement Run List Screen (p. 37-4) displays all statement runs.
F12=Previous	Press F12=PREVIOUS to return to the Generate/Print Statements Screen (p. 43-3) without selecting a statement/run.
Enter	Press ENTER after specifying a **Statement Id** and **Run Id**. If you entered a statement [or selected a statement on the Statement List Screen (p. 36-6)] in which you are not the owner and the statement is secured, the Enter Password Screen (p. 43-16) appears. If you entered a statement [or selected a statement on the Statement List Screen (p. 36-6)] in which you are the owner, the Print Statements Screen (p. 43-17) appears.

Print Statement Group Screen

This screen appears after selecting type G (Print Group) and pressing ENTER on the Generate/Print Statements Screen (p. 43-3). Use this screen to select the Print Group you want to print.

Print Statement Group Screen Fields and Function Keys

Field/Function Key	Description
Print Group	Use this field to select the print group for which financial statements will print. Key the print group ID of the statements you want to print. If you do not recall the ID of the group, press F4=GROUP LIST to display a list of existing print groups. *Valid Values:* Any valid print group that has been created through Statement Print Group Definition Maintenance (A 6) Required
F4=Group List	Press F4=GROUP LIST to display a list of existing print groups. The Print Group List Screen (p. 43-14) appears. Use the Print Group List Screen to choose a print group if you do not recall the ID of the group you want to select.
F12=Previous	Press F12=PREVIOUS to return to the Generate/Print Statements Screen (p. 43-3) without selecting a print group.

Print Statement Group Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after specifying a print group. If you entered a print group [or selected a print group on the Print Group List Screen (p. 43-14)] in which you are not the owner and the group is secured, the Enter Password Screen (p. 43-16) appears. If you entered a print group (or selected a print group on the Print Group List Screen (p. 43-14) in which you are the owner, the Print Statements Screen (p. 43-17) appears.

Print Statement Preview Screen

This screen appears after selecting type P (Statement Preview) and pressing ENTER on the Generate/ Print Statements Screen (p. 43-3). Use this screen to select the statement for which the statement preview will print.

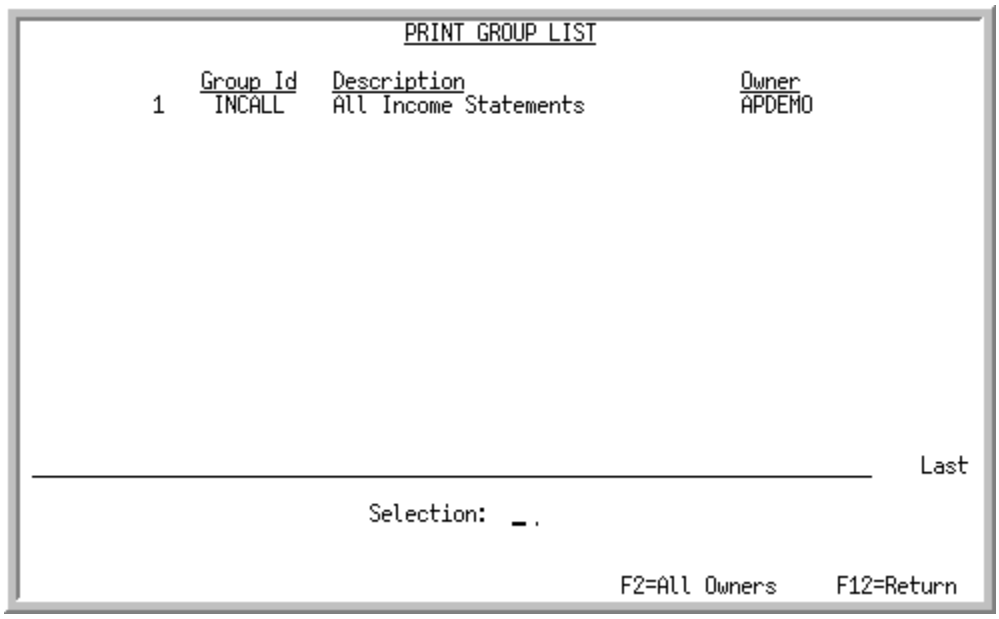
Print Statement Preview Screen Fields and Function Keys

Field/Function Key	Description
Statement Id	Use this field to select the statement for which the preview will print. Key the statement ID of the statement preview to print. If you do not recall the ID of the statement, press F4=STM LIST to display a list of existing statements. *Valid Values:* Any valid statement that has been created through Statement Definition Maintenance (A 6) Required
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement List Screen (p. 36-6) appears. Use the Statement List Screen to choose a statement if you do not recall the ID of the statement you want to select.
F12=Previous	Press F12=PREVIOUS to return to the Generate/Print Statements Screen (p. 43-3) without selecting a statement.

Print Statement Preview Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after specifying a statement to print the statement preview. Processing will begin immediately. If you select a statement in which you are not the owner and which is secured, the Enter Password Screen (p. 43-16) appears. The password associated with the statement must be entered before processing of the preview will begin.

Print Group List Screen



This screen appears after pressing F4=STM LIST from the Print Statement Group Screen (p. 43-10). Use this screen to select the print group for which financial statements will print.

NOTE: A print group displays on this screen only if **Show in List** is Y on the Print Group Header Screen (p. 38-7); otherwise, it only displays for the owner.

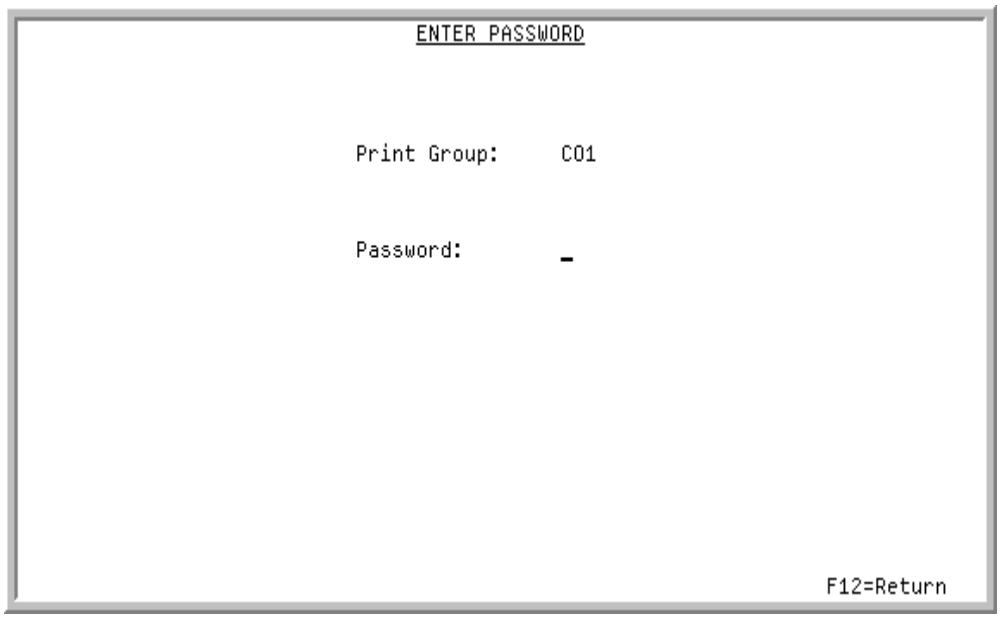
Print Group List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This number is used to reference the group ID that you want to change or delete. The corresponding reference number of the group you want to select is keyed in the **Selection** field on the bottom portion of this screen. Display
Group Id	This column displays the group identification codes of existing print groups created through this option for all owners, or for groups created by you only. Display
Description	This column displays the description of existing print groups created through this option. Display
Owner	This field represents the owner of the print group. You may toggle between displaying print groups by all owners, or print groups created by you (the current user ID). Display

Print Group List Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an existing print group to change or delete. Key the reference number corresponding to the print group you want to select. (N 2,0) Optional
F2=All Owners / F2=This Owner	The F2=ALL OWNERS / F2=THIS OWNER is used to toggle between displaying the print groups created by all owners, or the print groups created by you (the current user ID). NOTE: A print group displays on this screen only if **Show in List** is defined as Y on the Print Group Header Screen (p. 38-7); otherwise, it displays only if unless you are the owner.
F12=Return	Press F12=RETURN to return to the Print Statement Group Screen (p. 43-10) without selecting a print group to change or delete.
Enter	Press ENTER after selecting a print group. The Print Statements Screen (p. 43-17) will display.

Enter Password Screen

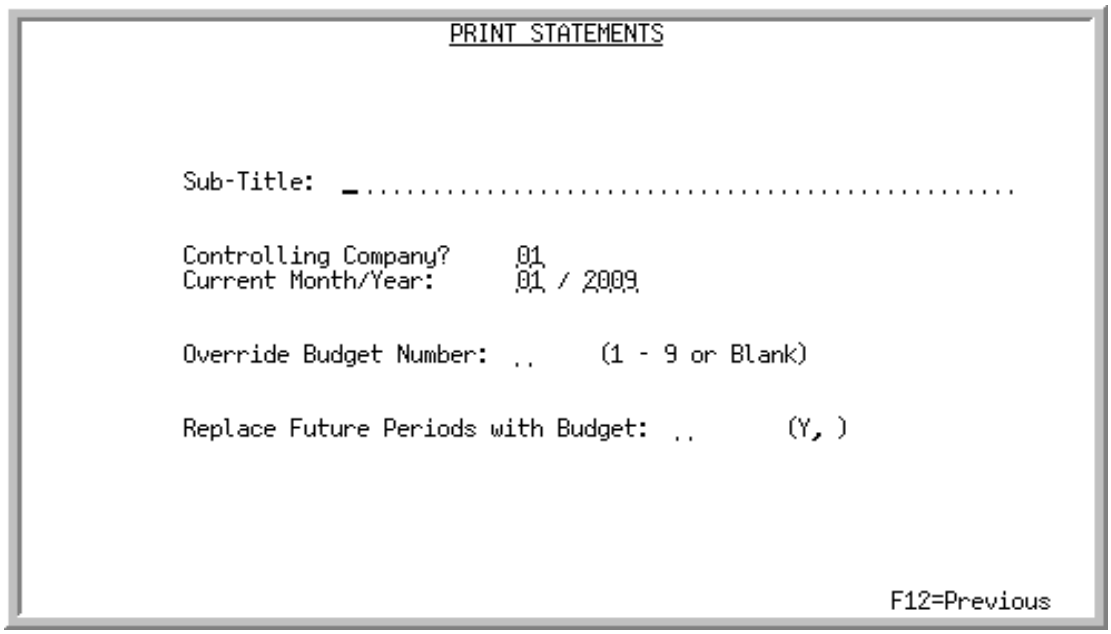


This screen appears if you selected a statement or a statement print group for which you are not the owner and the statement is secured. Use this screen to enter the password to access the statement you selected. This screen will not appear if you are the owner of the selected statement.

Enter Password Screen Fields and Function Keys

Field/Function Key	Description
Statement Id/Print Group	The identifier of either the statement or print group that you selected. Display
Password	The password for this statement definition or print group. Since you are not the owner of this statement or print group, enter the password required to access the statement or print group. Passwords for statements are established by the owner of the statement through Statement Definition Maintenance; passwords for print groups are defined through Statement Print Group Definition Maintenance. *Valid Values:* The password for this statement definition or print group (A 4) Required
F12=Return	Press F12=RETURN to return to the previous screen if you do not know the password associated with the statement or print group.
Enter	Press ENTER after you have entered the password. The Print Statements Screen (p. 43-17) appears.

Print Statements Screen



This screen appears after pressing ENTER from the Print Statement Selection Screen (p. 43-6), Print Statement/Run Screen (p. 43-8), or Print Statement Group Screen (p. 43-10) if you are the owner of the statement or print group selected. If you are not the owner, this screen appears after entering the statement/print group's password on the Enter Password Screen (p. 43-16).

Use this screen to determine the characteristics of the financial statement.

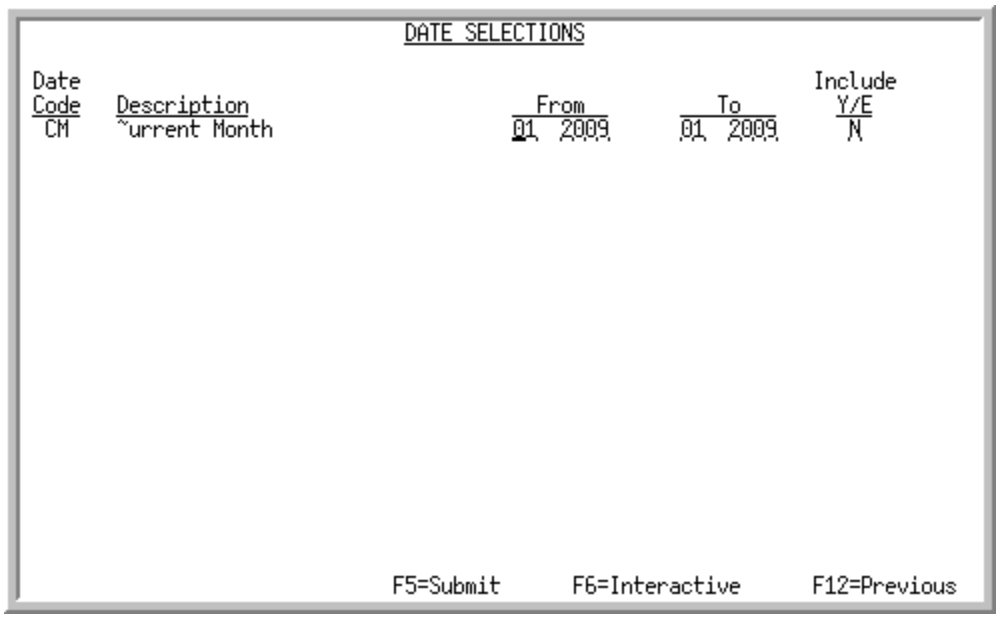
Print Statements Screen Fields and Function Keys

Field/Function Key	Description
Sub-Title	This is the sub-title to print on the financial statement(s). Key the sub-title that describes the statement or group of statements being printed. For example, For Period Ending May 20XX. (A 50) Required
Controlling Company	This field appears only if more than one company is defined for General Ledger and the statement(s) being printed are multiple company statements, meaning that more than one company was entered when creating statements through Statement Definition Maintenance. This field is used to control date and period information. Key the company for which date and period information will print. (N 2,0) Required

Print Statements Screen Fields and Function Keys

Field/Function Key	Description
Current Month/Year	The current month and year to be printed on the financial statement. This value is used to calculate all other date ranges used to generate statements being printed. Key the current month and year for General Ledger. *Default Value:* The month and year immediately following the last period closed *Valid Values:* For the month, if you are using 12 period accounting: 1 - 12, 14; 13 period accounting: 1 - 14;for the year: A valid G/L fiscal year. (N 2,0 / N 4,0) Required
Override Budget Number	This is the budget number used to calculate the amounts for budget columns. If a value is entered here, it will override the budget numbers in the column definition for the statements being printed. Key the budget number (1 - 9) to calculate the amounts for budget columns. Leave blank to use the budget number defined through column definition in Statement Definition Maintenance. *Valid Values:* 1 - 9, or Blank. Must contain a value of 1 - 9 if the Replace Future Periods with Budget field is set to Y. (A 1) Optional
Replace Future Periods with Budget	This field determines if actual columns will be replaced with budgeted columns. Key Y if you want to replace all actual columns with a future date (after current month/year) with budget information. If you key Y, **Override Budget Number** must contain a value of 1 - 9. Leave blank if you do not want actual columns with a future date replaced with budget information. *Valid Values:* Y or Blank (A 1) Optional
F12=Previous	Press F12=PREVIOUS to return to the previous screen without saving information entered on this screen.
Enter	Press ENTER to confirm your selections. The Date Selections Screen (p. 43-19) appears.

Date Selections Screen



This screen appears after pressing ENTER on the Print Statements Screen (p. 43-17). Use this screen to specify the range of periods for which financial information will be printed on the Income Statement, Balance Sheet, or Cash Flow Statement.

Date Selections Screen Fields and Function Keys

Field/Function Key	Description
Date Code	This field displays the date code associated with the columns on the statement. This code is used by Distribution A+ to calculate the default period selection values when printing statements through this option. The date code displayed here is determined through column definition in Column Definition Detail Screen - Actual (p. 36-33). Display
Description	This field displays the description of the date code as defined through Default Statement Date Codes (MENU GLSTMT). Display

Date Selections Screen Fields and Function Keys

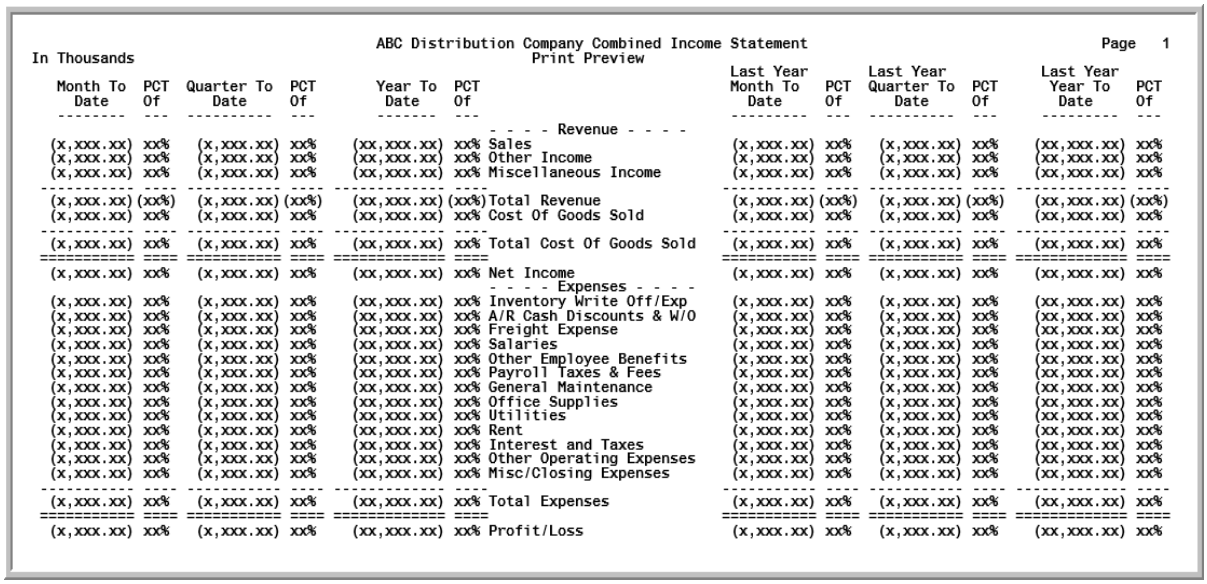
Field/Function Key	Description
From	This is the first period (calendar month and year) which will be reported in the indicated column on the statement. Financial information in periods greater than or equal to this period and less than or equal to the period specified in the **To** field are reported in the corresponding column on the statement. NOTE: If using 12 period accounting and you want to print the year-end adjustment period (period 14) for the specified column, specify period 14 in this field and leave the **To** field blank. When using 12 period accounting, you cannot specify period 14 with a range of periods. When using 13 period accounting, you may specify period 14 with a range of periods. If you indicate that you do not want to print the year-end adjustment period (period 14) in the **Include Y/E** field, and you specify period 14 when selecting the periods for this column, period 14 will not be included in the column on the financial statement. Key the from month/year to be used for calculating actual and budget column amounts that have the date code that matches the date code associated with the date range. NOTE: If the from and to date range is for the same period, you will print only the monthly transactions. Use a range of dates for accumulated year-to-date figures. *Default Value:* The month and year entered on the Print Statements Screen (p. 43-17) *Valid Values:* For the month, if you are using 12 period accounting: 1 - 12, 14; 13 period accounting: 1 - 14; for the year: a valid G/L fiscal year (N 2,0 / N 4,0) Required

Date Selections Screen Fields and Function Keys

Field/Function Key	Description
To	This is the last period (calendar month and year) reported on the financial statement. When printing a Balance Sheet, this is the period through which financial information is reported. When printing an Income Statement, financial information for periods in and before the period specified in this field and for periods greater than or equal to the period specified in the **From** field are reported in the corresponding column on the Income Statement. When printing a cash flow statement, the dates are used if the lines require. Key the **To** month/year to be used for calculating actual and budget column amounts that have the date code that matches the date code associated with the date range. NOTE: If the from and to date range is for the same period, you will print only the monthly transactions. Use a range of dates for accumulated year-to-date figures. *Default Value:* The month and year entered on the Print Statements Screen (p. 43-17) *Valid Values:* For the month, if you are using 12 period accounting: 1 - 12, 14; 13 period accounting: 1 - 14; for the year: a valid G/L fiscal year (N 2,0 / N 4,0) Required
Include Y/E	This column is used to determine if year-end adjustments (period 14) should be included in the corresponding column on the financial statement for actual columns (not budgeted or total columns) where applicable (i.e., the range of periods includes the last period of the fiscal year). Key Y to show year-end adjustments for the actual columns for this financial statement. For Income Statements, you must have selected a range of periods which begins, ends, or contains the last accounting period of the fiscal year. Key N if you do not want to include year-end adjustments (period 14) for the actual columns on this financial statement, even if the range of periods begins, ends, or contains period 14. *Default Value:* N (A 1) Required
F5=Submit	Press F5=SUBMIT to submit the generation or print of statements to a batch subsystem. You will be able to use your workstation while the job is processing.
F6=Interactive	Press F6=INTERACTIVE to process the generation or print of statements interactively. You will not be able to use your workstation until the job has finished processing.
F12=Previous	Press F12=PREVIOUS to return to the Print Statements Screen (p. 43-17).

Statement Previews

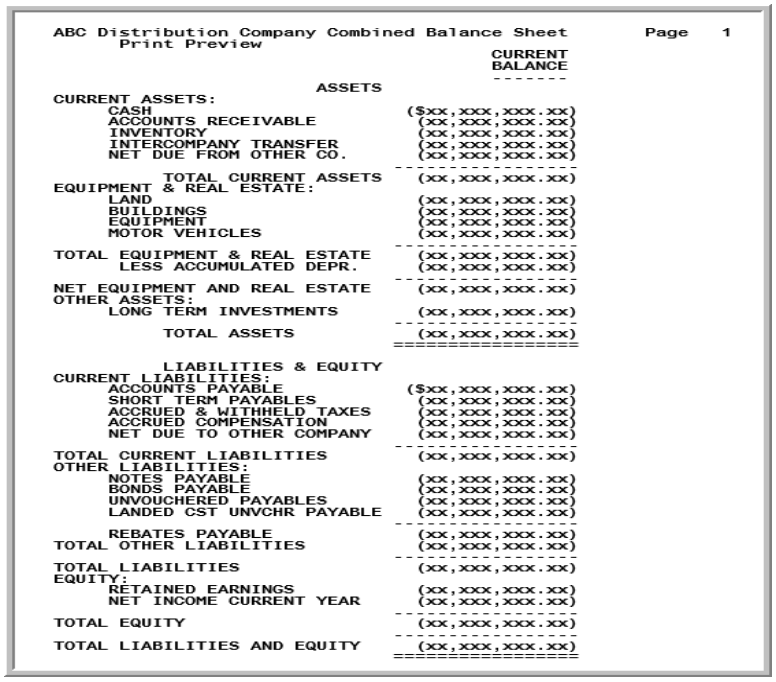
Income Statement



ABC Distribution Company Combined Income Statement — Page 1
In Thousands — Print Preview

Month To Date	PCT Of	Quarter To Date	PCT Of	Year To Date	PCT Of		Last Year Month To Date	PCT Of	Last Year Quarter To Date	PCT Of	Last Year Year To Date	PCT Of
						- - - - Revenue - - - -						
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Sales	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Other Income	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Miscellaneous Income	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	(xx%)	(x,xxx.xx)	(xx%)	(xx,xxx.xx)	(xx%)	Total Revenue	(x,xxx.xx)	(xx%)	(x,xxx.xx)	(xx%)	(xx,xxx.xx)	(xx%)
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Cost Of Goods Sold	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Total Cost Of Goods Sold	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Net Income	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
						- - - - Expenses - - - -						
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Inventory Write Off/Exp	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	A/R Cash Discounts & W/O	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Freight Expense	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Salaries	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Other Employee Benefits	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Payroll Taxes & Fees	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	General Maintenance	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Office Supplies	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Utilities	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Rent	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Interest and Taxes	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Other Operating Expenses	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Misc/Closing Expenses	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Total Expenses	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%
(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%	Profit/Loss	(x,xxx.xx)	xx%	(x,xxx.xx)	xx%	(xx,xxx.xx)	xx%

Balance Sheet



ABC Distribution Company Combined Balance Sheet — Page 1
Print Preview

	CURRENT BALANCE
ASSETS	
CURRENT ASSETS:	
CASH	($xx,xxx,xxx.xx)
ACCOUNTS RECEIVABLE	(xx,xxx,xxx.xx)
INVENTORY	(xx,xxx,xxx.xx)
INTERCOMPANY TRANSFER	(xx,xxx,xxx.xx)
NET DUE FROM OTHER CO.	(xx,xxx,xxx.xx)
TOTAL CURRENT ASSETS	(xx,xxx,xxx.xx)
EQUIPMENT & REAL ESTATE:	
LAND	(xx,xxx,xxx.xx)
BUILDINGS	(xx,xxx,xxx.xx)
EQUIPMENT	(xx,xxx,xxx.xx)
MOTOR VEHICLES	(xx,xxx,xxx.xx)
TOTAL EQUIPMENT & REAL ESTATE	(xx,xxx,xxx.xx)
LESS ACCUMULATED DEPR.	(xx,xxx,xxx.xx)
NET EQUIPMENT AND REAL ESTATE	(xx,xxx,xxx.xx)
OTHER ASSETS:	
LONG TERM INVESTMENTS	(xx,xxx,xxx.xx)
TOTAL ASSETS	(xx,xxx,xxx.xx)
LIABILITIES & EQUITY	
CURRENT LIABILITIES:	
ACCOUNTS PAYABLE	($xx,xxx,xxx.xx)
SHORT TERM PAYABLES	(xx,xxx,xxx.xx)
ACCRUED & WITHHELD TAXES	(xx,xxx,xxx.xx)
ACCRUED COMPENSATION	(xx,xxx,xxx.xx)
NET DUE TO OTHER COMPANY	(xx,xxx,xxx.xx)
TOTAL CURRENT LIABILITIES	(xx,xxx,xxx.xx)
OTHER LIABILITIES:	
NOTES PAYABLE	(xx,xxx,xxx.xx)
BONDS PAYABLE	(xx,xxx,xxx.xx)
UNVOUCHERED PAYABLES	(xx,xxx,xxx.xx)
LANDED CST UNVCHR PAYABLE	(xx,xxx,xxx.xx)
REBATES PAYABLE	(xx,xxx,xxx.xx)
TOTAL OTHER LIABILITIES	(xx,xxx,xxx.xx)
TOTAL LIABILITIES	(xx,xxx,xxx.xx)
EQUITY:	
RETAINED EARNINGS	(xx,xxx,xxx.xx)
NET INCOME CURRENT YEAR	(xx,xxx,xxx.xx)
TOTAL EQUITY	(xx,xxx,xxx.xx)
TOTAL LIABILITIES AND EQUITY	(xx,xxx,xxx.xx)

The Income Statement Preview and the Balance Sheet Preview show the layout of a financial statement, but do not show any specific account information. Since specific account information is not reported on the preview, all monetary amounts are reported as X's using the defined edit to the defined number of decimal places.

To determine if the definition of a financial statement is adequate prior to defining the accounts or formulas used for each line of the financial statement, use the previews for the Income Statement and Balance Sheet.

To print a statement preview, you are required to key only descriptions and control information during Statement Definition Maintenance. Control information includes spacing, new page, underlines, and edits for each line definition. The following are not required for the associated type of line definition:

- **Detail Line Definition**: You are not required to select any accounts to print for the detail line definition.
- **Formula Line Definition**: You are not required to specify a complete formula for the formula line definition; however, you must key at least one value. It is recommended that you key a single-digit constant on the formula line. Change this constant to the actual formula after you have printed the Statement Preview and have decided the definition of your financial statements.

NOTE: Refer to Statement Listing (p. 36-111) which prints all of the column and line criteria defined for the selected statement(s) through Statement Definition (MENU GLSTMT).

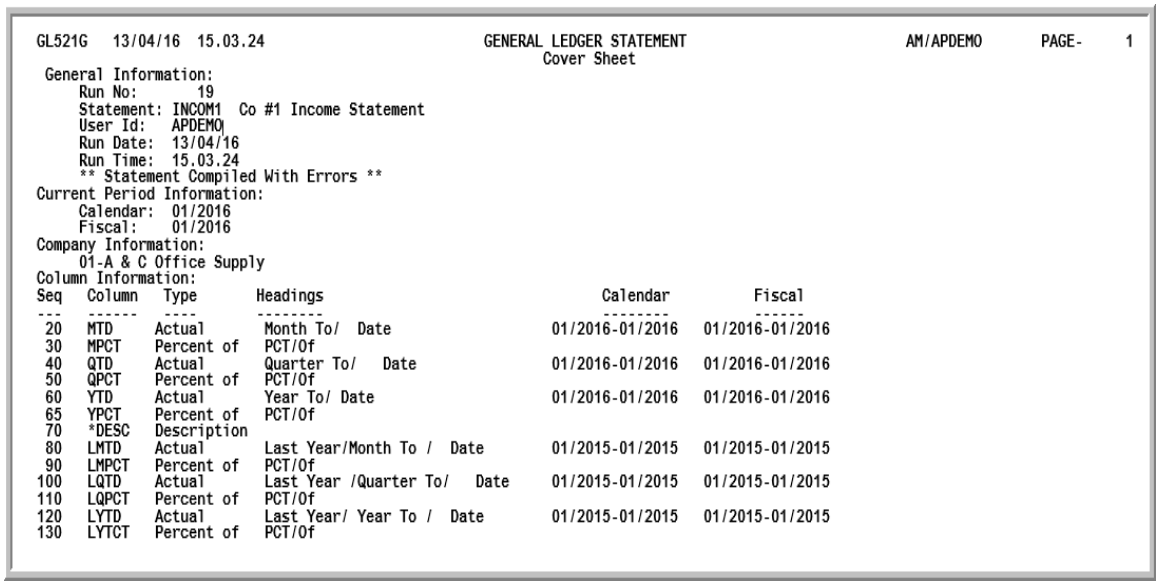
Statement Preview - Income Statement and Balance Sheet Fields

Report/Listing Fields	Description
Title	The first line of the financial statement being previewed is the title line. For the Balance Sheet sample, the title is **ABC Distribution Company Combined Balance Sheet**. For the Income Statement sample, the title is **ABC Distribution Company Combined Income Statement**. The title was keyed during Statement Definition Maintenance.
Sub-title	The second line of the financial statement is the sub-title line, if one was keyed. The sub-title was keyed on the Print Statements Screen (p. 43-17).
(Columns)	The sample Balance Sheet has 2 columns defined to print on the financial statement; the sample Income Statement has 13. There must be at least one column defined and there are 99 available. The number of columns, **Column Headings**, **Type**, and **Date Code** are defined through Statement Definition Maintenance. The **Type** of the column may be defined as actual, budget (one of nine budgets), calculated, or formula. The **Date Code** may be defined as current, quarter-to-date, or year-to-date.
(Heading Line Definitions)	The financial statements may include heading line definitions. For the Balance Sheet sample, heading lines are **Assets**, **Current Assets:**, **Equipment & Real Estate:**, etc. For the Income Statement sample, heading lines are **Revenue**, and **Expenses**. No monetary values are printed in any column for heading line definitions. The purpose of this type of line definition is to describe the following sub-section of detail, formula, or total line definitions printed on the financial statement.

Statement Preview - Income Statement and Balance Sheet Fields

Report/Listing Fields	Description
(Detail Line Definition)	The financial statements also include detail line definitions. The values in each column are spaced, edited, and underlined as part of the detail line definition. It is not required for G/L Accounts to have been specified for detail line definition when printing the Statement Preview. For the Balance Sheet sample, detail lines are **Cash**, **Accounts Receivable**, **Land**, **Motor Vehicles**, etc. For the Income Statement, detail lines are **Sales**, **Cost of Goods Sold**, **Inventory Write Off/Exp**, etc.
(Total Line Definition)	Financial Statements may also include total line definitions. Since this is the statement preview, **X**'s are printed in all monetary columns. The values in each column are spaced, edited, and underlined as defined for this total line definition. There are 9 levels of total lines available. For the Balance Sheet sample, total lines are **Total Current Assets**, **Total Equipment & Real Estate**, **Total Assets**, etc. For the Income Statement, total lines are **Total Revenue**, **Total Cost of Goods Sold**, **Net Income**, etc.
(Formula Line Definition)	Formula line definitions may also be defined for this financial statement. Since this is the statement preview, **X**'s are printed in all monetary columns. The values in each column are spaced, edited, and underlined as defined for this formula line when printing the preview. It is required, however, to have keyed at least one value (a single-digit constant is recommended) on the formula line for this formula line definition. For the Balance Sheet sample, one formula line exists as **Net Equipment & Real Estate**.

General Ledger Statement Cover Sheet



```
GL521G   13/04/16  15.03.24                    GENERAL LEDGER STATEMENT                          AM/APDEMO       PAGE-     1
                                                      Cover Sheet
 General Information:
     Run No:        19
     Statement: INCOM1  Co #1 Income Statement
     User Id:   APDEMO
     Run Date:  13/04/16
     Run Time:  15.03.24
     ** Statement Compiled With Errors **
Current Period Information:
     Calendar:  01/2016
     Fiscal:    01/2016
Company Information:
     01-A & C Office Supply
Column Information:
Seq   Column   Type       Headings                                Calendar          Fiscal
---   ------   ----       --------                                --------          ------
 20   MTD      Actual     Month To/  Date                  01/2016-01/2016   01/2016-01/2016
 30   MPCT     Percent of PCT/Of
 40   QTD      Actual     Quarter To/   Date               01/2016-01/2016   01/2016-01/2016
 50   QPCT     Percent of PCT/Of
 60   YTD      Actual     Year To/ Date                    01/2016-01/2016   01/2016-01/2016
 65   YPCT     Percent of PCT/Of
 70   *DESC    Description
 80   LMTD     Actual     Last Year/Month To /  Date       01/2015-01/2015   01/2015-01/2015
 90   LMPCT    Percent of PCT/Of
100   LQTD     Actual     Last Year /Quarter To/   Date    01/2015-01/2015   01/2015-01/2015
110   LQPCT    Percent of PCT/Of
120   LYTD     Actual     Last Year/ Year To /  Date       01/2015-01/2015   01/2015-01/2015
130   LYTCT    Percent of PCT/Of
```

This cover sheet prints each time you print a General Ledger Statement. This cover sheet provides the following information about the statement:

- Run number
- Statement title
- User ID of the user printing the statement
- Run date and time
- Whether the statement was compiled with errors
- Current fiscal and calendar period information
- Company number and name
- Column information

Financial Statements

Income Statement

13/04/16 — A & C Office Supply Income Statement — January Reports — Page 1

Month To Date	PCT Of	Quarter To Date	PCT Of	Year To Date	PCT Of		Last Year Month To Date	PCT Of	Last Year Quarter To Date	PCT Of	Last Year Year To Date	PCT Of
						- - - - Revenue - - - -						
328,888.93	99%	328,888.93	99%	328,888.93	99%	Sales	267,604.19	100%	267,604.19	100%	267,604.19	100%
						Other Income						
2,623.40	1%	2,623.40	1%	2,623.40	1%	Miscellaneous Income						
331,512.33		331,512.33		331,512.33		Total Revenue	267,604.19		267,604.19		267,604.19	
131,880.41	40%	131,880.41	40%	131,880.41	40%	Cost Of Goods Sold	103,930.14	39%	103,930.14	39%	103,930.14	39%
131,880.41	40%	131,880.41	40%	131,880.41	40%	Total Cost Of Goods Sold	103,930.14	39%	103,930.14	39%	103,930.14	39%
199,631.92	60%	199,631.92	60%	199,631.92	60%	Net Income	163,674.05	61%	163,674.05	61%	163,674.05	61%
						- - - - Expenses - - - -						
						Inventory Write Off/Exp						
						A/R Cash Discounts & W/O						
						Freight Expense						
						Salaries						
						Other Employee Benefits						
						Payroll Taxes & Fees						
1,534.14		1,534.14		1,534.14		General Maintenance	600.00		600.00		600.00	
762.59		762.59		762.59		Office Supplies	1,368.00	1%	1,368.00	1%	1,368.00	1%
433.63		433.63		433.63		Utilities	375.00		375.00		375.00	
						Rent						
						Interest and Taxes						
						Other Operating Expenses						
						Misc/Closing Expenses						
2,730.36	1%	2,730.36	1%	2,730.36	1%	Total Expenses	2,343.00	1%	2,343.00	1%	2,343.00	1%
196,901.56	59%	196,901.56	59%	196,901.56	59%	Profit/Loss	161,331.05	60%	161,331.05	60%	161,331.05	60%

Balance Sheet

13/04/16 — A & C Office Supply Balance Sheet — January Reports — Page 1

	CURRENT BALANCE
ASSETS	
CURRENT ASSETS:	
CASH	$1,027,497.85
ACCOUNTS RECEIVABLE	371,586.13
INVENTORY	316,492.16
INTERCOMPANY TRANSFER	(35,977.29)
DUE FROM COMPANY 2	
TOTAL CURRENT ASSETS	1,679,598.85
EQUIPMENT & REAL ESTATE:	
LAND	250,000.00
BUILDINGS	250,000.00
EQUIPMENT	50,000.00
MOTOR VEHICLES	200,000.00
TOTAL EQUIPMENT & REAL ESTATE	750,000.00
LESS ACCUMULATED DEPR.	
NET EQUIPMENT AND REAL ESTATE	750,000.00
OTHER ASSETS:	
LONG TERM INVESTMENTS	
TOTAL ASSETS	2,429,598.85
LIABILITIES & EQUITY	
CURRENT LIABILITIES:	
ACCOUNTS PAYABLE	$101,888.58
SHORT TERM PAYABLES	260,394.90
ACCRUED & WITHHELD TAXES	
ACCRUED COMPENSATION	
DUE TO COMPANY 2	
TOTAL CURRENT LIABILITIES	362,283.48
OTHER LIABILITIES:	
NOTES PAYABLE	500,000.00
BONDS PAYABLE	
UNVOUCHERED PAYABLES	357,372.75
LANDED CST UNVCHR PAYABLE	
REBATES PAYABLE	
TOTAL OTHER LIABILITIES	857,372.75
TOTAL LIABILITIES	1,219,656.23
EQUITY:	
RETAINED EARNINGS	1,013,041.06
NET INCOME CURRENT YEAR	196,901.56
TOTAL EQUITY	1,209,942.62
TOTAL LIABILITIES AND EQUITY	2,429,598.85

NOTE: If there is not enough space for the values on the statement, asterisks (***) will print in the column and the Statement Column Overflow Error Report (p. 43-29) will be generated.

The financial statement(s) are the final product of the statement definition. The financial statement(s) will contain an Income Statement, Balance Sheet, or Cash Flow Statement depending on the statement definition created through Statement Definition Maintenance.

Financial statement(s) are printed after printing the Statement Previews (p. 43-22) which is used to determine if the financial statement is adequate for your financial reporting.

All G/L Account financial information is reported on the financial statement(s); all monetary amounts are reported using the control, account, and formula information specified through Statement Definition Maintenance. Control information includes spacing, new page, underlines, and edits for each line. This must be specified for heading, total, detail, and formula line definitions. Account information indicates which accounts are accumulated for each detail line of the financial statement. These specifications must be made for each detail line definition. Formulas are used to calculate a value based on constants, detail lines, total lines, or other formula lines. A complete formula must be keyed when specifying formula line definitions on the financial statement(s).

NOTE: Refer to Statement Listing (p. 36-111) which prints all of the column and line criteria defined for the selected statement(s) through Statement Definition (MENU GLSTMT).

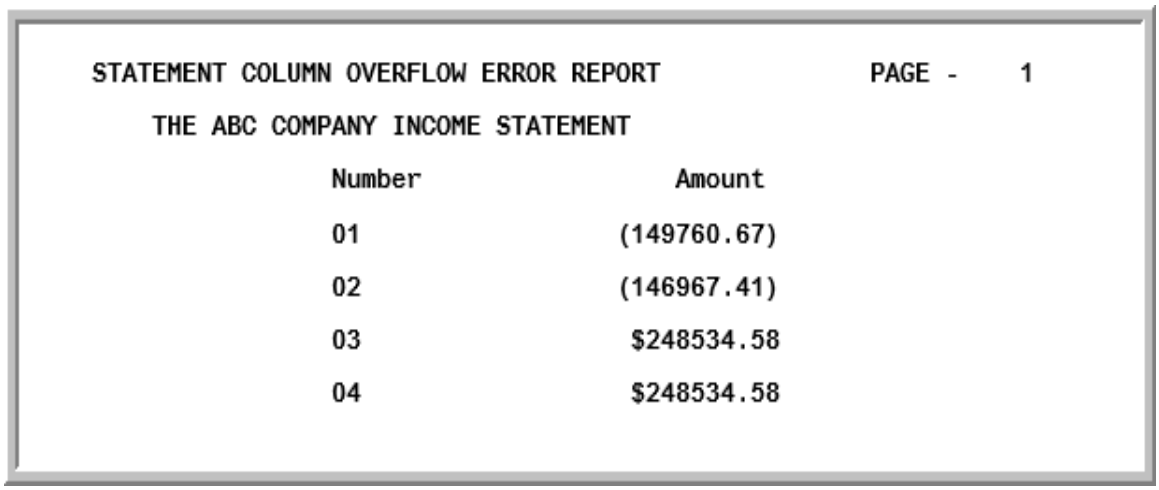
Financial Statement(s) - Income Statement and Balance Sheet Fields

Report/Listing Fields	Description
Title	The first line of the financial statement is the title line. The title was keyed during Statement Definition Maintenance. For the Balance Sheet sample, the title is **A & C Office Supply Balance Sheet**. For the Income Statement sample, the title is **A & C Office Supply Income Statement**. The title was keyed during Statement Definition Maintenance.
Sub-title	The second line is the sub-title of the financial statement. The sub-title was keyed on the Print Statements Screen (p. 43-17). For these reports, the sub-title is **January Reports**.
Column	There must be at least one column defined to print on the financial statement; up to 99 columns may be defined. The number of columns, **Column Headings**, **Type**, and **Date Code** are defined through Statement Definition Maintenance. The **Type** of the column may be defined as actual, budget, (one of nine budgets), calculated, or formula. The **Date Code** may be defined as current, quarter-to-date, or year-to-date. The sample Balance Sheet has 2 columns defined to print on the financial statement; the sample Income Statement has 13.

Financial Statement(s) - Income Statement and Balance Sheet Fields

Report/Listing Fields	Description
Heading Line Definition	The financial statements may include heading line definitions. No monetary values are printed in any column for heading line definitions. The purpose of this type of line definition is to describe the following sub-section of detail, formula, or total line definitions printed on the financial statement. For the Balance Sheet sample, heading lines are **Assets**, **Current Assets:**, **Equipment & Real Estate:**, etc. For the Income Statement sample, heading lines are **Revenue**, and **Expenses**.
Detail Line Definition	G/L Accounts must be specified for this detail line definition.The monetary values for each G/L Account selected for this detail line definition are printed. The values in each column are spaced, edited, and underlined as part of the detail line definition. For the Balance Sheet sample, detail lines are **Cash**, **Accounts Receivable**, **Land**, **Motor Vehicles**, etc. For the Income Statement sample, detail lines are **Sales**, **Cost of Goods Sold**, **Inventory Write Off/Exp**, etc.
Total Line Definition	Financial statements may also include total line definitions. The values for all detail line or total line definitions of a lower level are accumulated in total line definitions of a higher level. In this case, the total line definition is the lowest level total definition line (e.g. T1); therefore, the values for each of the preceding detail line definitions are accumulated and printed on this total line. There are 9 levels of total lines available. The values in each column are spaced, edited, and underlined as defined for this total line definition. For the Balance Sheet sample, total lines are **Total Current Assets**, **Total Equipment & Real Estate, Total Assets,** etc. For the Income Statement sample, total lines are **Total Revenue**, **Total Cost of Goods Sold**, **Net Income**, etc.
Formula Line Definition	Formula line definitions may also be defined for this financial statement. The result of the formula keyed on the formula line is printed. The values in each column are spaced, edited, and underlined as defined for this formula line definition. For the Balance Sheet sample, one formula line exists as **Net Equipment & Real Estate.**

Statement Column Overflow Error Report



```
STATEMENT COLUMN OVERFLOW ERROR REPORT              PAGE -    1
    THE ABC COMPANY INCOME STATEMENT
              Number                  Amount
              01                  (149760.67)
              02                  (146967.41)
              03                   $248534.58
              04                   $248534.58
```

This report prints only if there is not enough space for the values to print on the financial statement. Instead, on the financial statement, asterisks (***) will print in the column(s) and this report will print showing you the actual monetary values.

CHAPTER 44

Working with Saved Statements

44

Use the Work with Saved Statements option to review and/or select statements that have been saved through Generate/Print Statements (MENU GLSTMT). Through this option, you can inquire on, print, export, or delete statements.

You also may use this option to manipulate characteristics of a statement, allowing you to view different displays of the same statement. This is useful for verifying data, analyzing data, and evaluating data online. Any changes you make to a statement through this option are not updated in any other option. The changes you make affect this option only, allowing you to change a statement's presentation for viewing and analysis purposes.

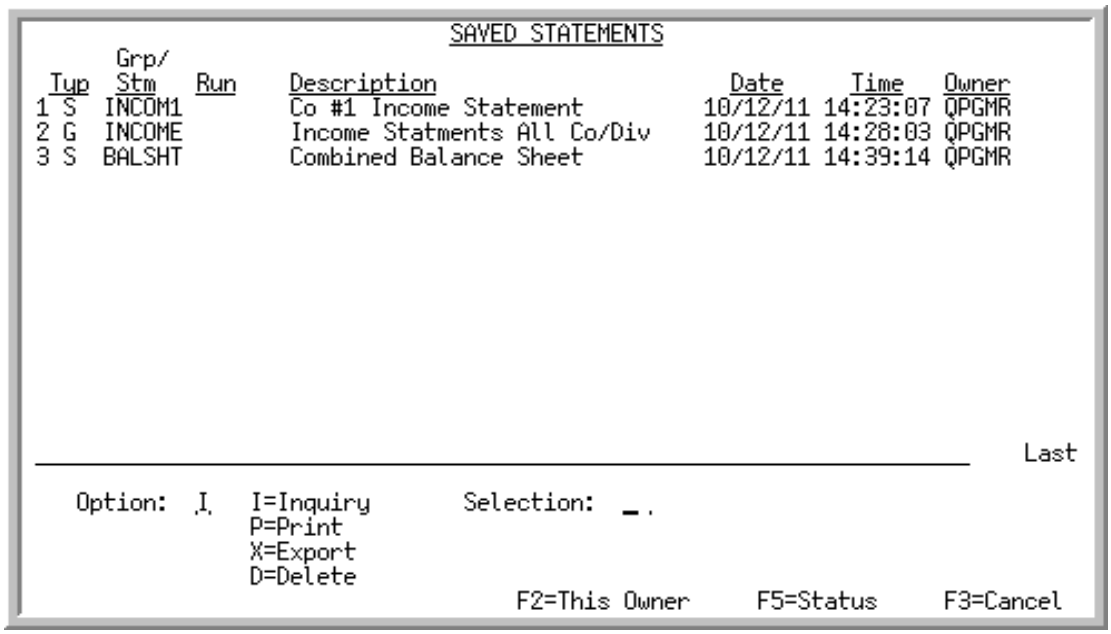
Work with Saved Statements

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Saved Statements Selection Screen	Use to select a statement, statement run, or print group for inquiry, printing, exporting, or deleting.
Saved Statements Message Screen	Indicates that the selected message has been changed from its original definition.
Print Group Screen	Displays a list of statements and statements runs within the selected print group. Use to select a statement from the group.
Saved Statements Password Screen	Use to enter the password to access the selected statement.
Statement Inquiry Screen	Use to specify the default characteristics for a statement inquiry.

Title	Purpose
Column Selection Screen	Use to select the columns to display for a statement inquiry.
Statement Display Screen	Displays the statement for online review.
Column Amounts Screen	Displays the column amount for a selected statement line.
Account Display Screen	Displays detailed account information for a selected column.
Statement Export Screen	Use to specify parameters for a statement export.

Saved Statements Selection Screen



This screen appears after selecting option 21 - Work with Saved Statements from the General Ledger Statements Menu (MENU GLSTMT) or after you press F4=SAVED STM LIST on the Generate/Print Statements Screen (p. 43-3)).

Statements which have previously been generated/printed, and which were designated as being saved, are displayed on this screen. Use this screen to select a statement for reprint. You can limit the list to statements owned (created) and saved by you, or you can display all non-secured saved statements by all owners.

NOTE: You can only select a statement or group of statements if the status is "complete" (see F5=STATUS). Additionally, if you select a statement that has been changed since saved statement generation, the Saved Statements Message Screen (p. 44-8) will display informing you that this statement may no longer match its definitions.

NOTE: Refer to CHAPTER 45: *Purging Saved Statements* to remove saved statements.

Saved Statements Selection Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This is the number that is used to reference the corresponding statement, statement run, or statement print group. This number is keyed in the **Selection** field on the lower portion of the screen when selecting a saved statement to reprint. Display
Typ	The type you selected to print. One of the following is displayed: • S - Statement • R - Statement/Run • G - Print Group Display
Grp/Stm	This field displays either the saved **Group ID** (if a print group was selected for print) or **Statement ID** (if an individual statement or statement/run was selected for print). Display
Run	If a statement/run was selected for print, this field displays the run ID (the statement for which the run was created is displayed in the **Grp/Stm** field). Display
Description	This is the description of the saved statement. Display
Date	The date the statement was generated through this option displays in this field. Display
Time	The time the statement was generated through this option displays in this field. Display
Owner	The **Owner** field toggles with the **Status** field using the F5=STATUS / F5=OWNER function key. If the screen currently displays **Owner**, this is the user ID of the user who created the statement. You may display the statements created by all owners, or the statements created only by your user ID. Press F2=ALL OWNERS / F2=THIS OWNER to toggle between **All Owners**, and **This Owner**. Display

Saved Statements Selection Screen Fields and Function Keys

Field/Function Key	Description
Status	The **Status** field toggles with the **Owner** field using the F5=STATUS / F5=OWNER function key. One of the following two statuses will be displayed: • Building - the job has not finished processing, it is either pending or generating NOTE: If the job has finished processing but Building still displays as the status, you must exit this option and then re-enter the option to refresh the screen. • Complete - the job has finished processing (the job must be completed before the statement can be selected). Only saved statements with the status of Complete are available for selection; a statement may still be processing if you submitted the job to batch instead of running it interactively. Display
Option	Use this field to specify the function you want to perform with the saved statement (**Typ** is S), statement/run (**Typ** is R), or print group (**Typ** is G). Key I to inquire on an individual statement, statement/run, or statement in a print group. You will be able to tailor the presentation of a statement and select individual lines for a more detailed analysis on subsequent screens. Key P to print an individual statement, statement/run, or entire print group. Key X to export the data of an individual statement, statement/run, or statement in a print group to an ASCII delimited text file. The export file will be created in the GLEXP folder with the extension .TXT. If the GLEXP folder does not exist, it will be automatically created in the **Generic Report Prompt IFS Path** field specified on the File Export Options Screen of PC File Export Options (MENU XAFILE/MENU EXMAIN). Key D to delete an individual statement, statement/run, or entire print group. Deleting removes the statement, statement/run, or print group from displaying on this screen; it does not delete the statement, statement/run, or print group from Distribution A+. *Default Value:* I *Valid Values:* I, P, X, or D (A 1) Required

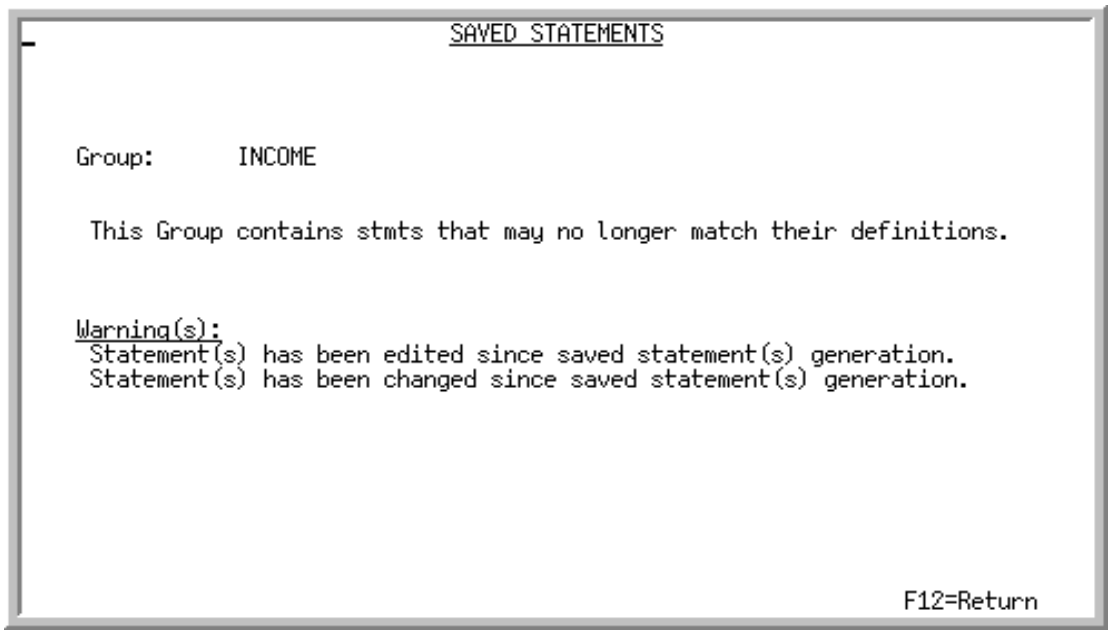
Saved Statements Selection Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select the statement, statement/run, or print group to inquire on, print, export, or delete (depending on your response in the **Option** field). Key the reference number of completed statements (preceding the **Typ** field on the top portion of this screen) of the statement, statement/run, or print group to select. *Valid Values:* A reference number corresponding to the statement you want to select. (N 2,0) Required
F2=All Owners / F2=This Owner	Use the F2=ALL OWNERS / F2=THIS OWNER function key to toggle between displaying the statements created and saved by all owners, or the statements created and saved by you only (the current User ID). The owner of the saved statement is determined by the owner of the actual statement and/or print group.
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
F5=Status/F5=Owner	Use the F5=STATUS / F5=OWNER function key to toggle between displaying the owner of the saved statement or the current status of the saved statement.
F12=Return	Press the F12=RETURN function key to return to the previous screen without selecting a saved statement.

Saved Statements Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections. If you do not own the statement selected, you will be prompted (by a pop-up window) to enter the password associated with statement before the selected function will be performed. If you are the owner of the statement and you selected to • inquire on a print group, the Print Group Screen (p. 44-9) appears. • inquire on a statement or statement run, the Statement Inquiry Screen (p. 44-13) appears. • print a print group, statement, or statement run, processing will immediately begin and no subsequent screens appear. When processing is done, the message: "Your reprint request has been processed" appears. • export a print group, the Print Group Screen (p. 44-9) appears. After making your selections on that screen, the Statement Export Screen (p. 44-25) appears. • export a statement or statement/run, the Statement Export Screen (p. 44-25) appears. • delete a print group, statement, or statement run, processing will immediately begin and no subsequent screens appear. When processing is done, the message: "Your delete request has been processed" appears. NOTE: If you press ENTER and the new data does not match the original information, the Saved Statements Message Screen (p. 44-8) appears.

Saved Statements Message Screen



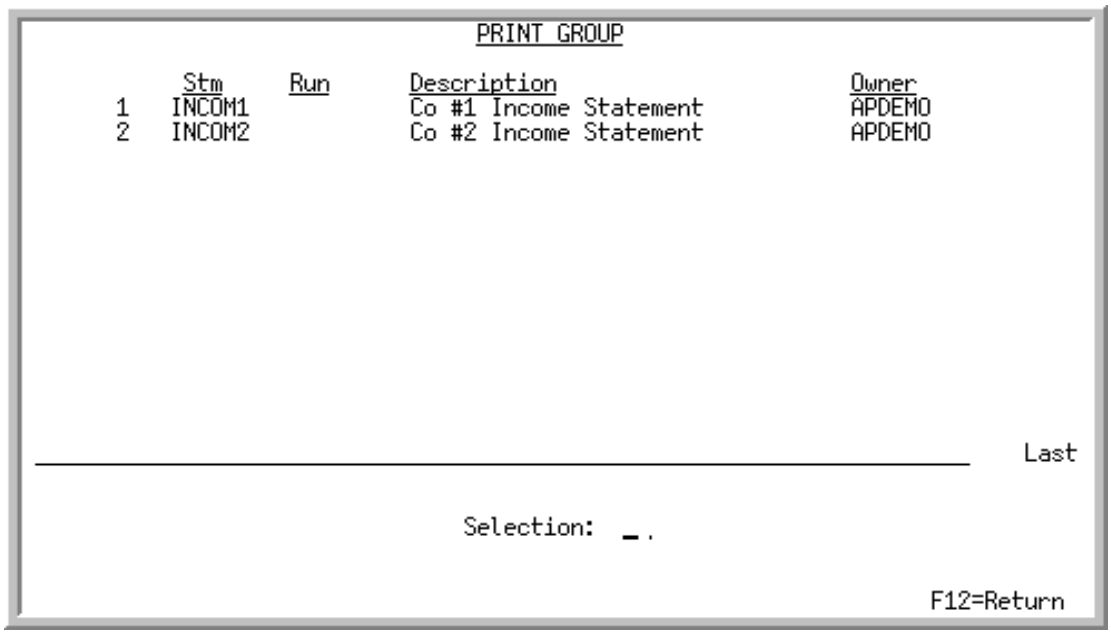
This screen appears if a statement selected to work with has been changed from its original definition.

This screen informs you that the statement you selected no longer matches its definitions. Warning message(s) also may be displayed indicating such things as: “Statement(s) has been edited since saved statement(s) generation,” or “Statement(s) has been changed since saved statement(s) generation.”

Saved Statements Message Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to cancel the option and return to the previous screen.
Enter	Press the ENTER key to continue with the function you are performing.

Print Group Screen



This screen appears after pressing ENTER on the Saved Statements Selection Screen (p. 44-3), if you selected a print group (**Typ** G) to inquire on (**Option** is I) or export (**Option** is X). The top portion of this screen displays the statements and statement/runs within the print group you selected. The description of the statement and the owner of the statement display as well.

Use this screen to select a statement within a print group for further processing.

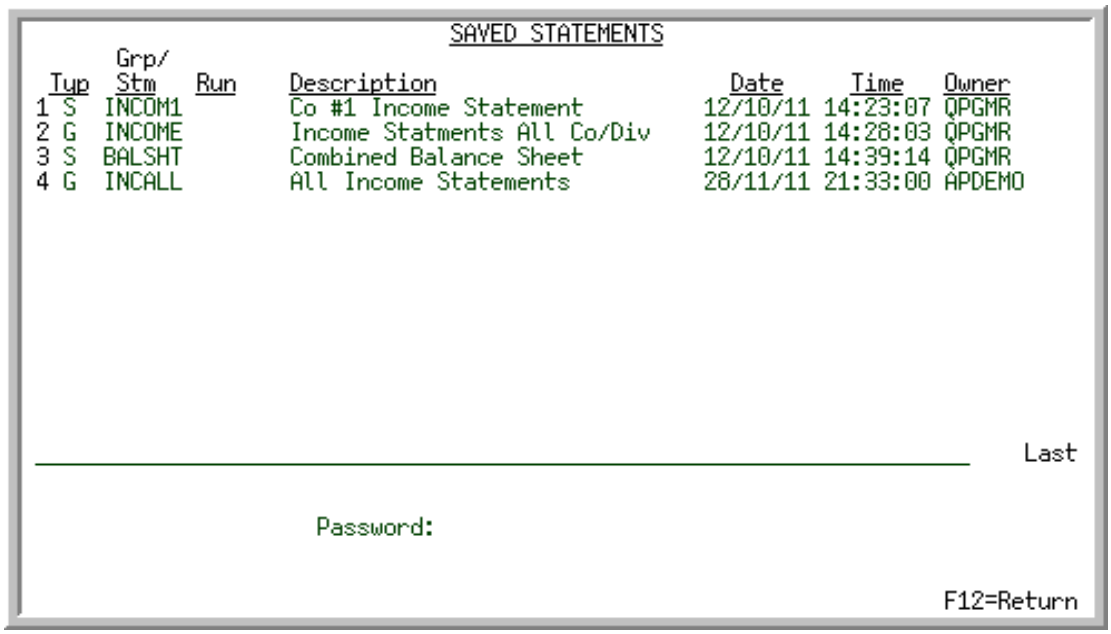
Print Group Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This is the number that is used to reference the corresponding statement, statement run, or statement print group. This number is keyed in the **Selection** field on the lower portion of the screen when selecting a saved statement to reprint. Display
Stm	This field displays either the saved Group ID (if a print group was selected for print) or Statement ID (if an individual statement or statement/run was selected for print). Display
Run	If a statement/run was selected for print, this field displays the run ID (the statement for which the run was created is displayed in the **Stm** field). Display

Print Group Screen Fields and Function Keys

Field/Function Key	Description
Description	This is the description of the saved statement. Display
Owner	The **Owner** field is the user ID of the user who created the statement. Display
Selection	Use this field to select the statement that you want to select within the print group for further processing. Key the reference number (preceding the **Stm** field) of the statement to select. *Valid Values:* Any reference number corresponding to the statement that you want to select within the print group (N 2,0) Required
F12=Return	Press the F12=RETURN function key to return to the Saved Statements Selection Screen (p. 44-3) without selecting a statement.
Enter	Press the ENTER key after you have selected a statement in the print group. If you do not own the statement selected and it has been protected with a password, the Saved Statements Password Screen (p. 44-11) displays to enter the password associated with statement before the statement will be reprinted. If you are the owner of the statement selected, the Statement Inquiry Screen (p. 44-13) appears if you are inquiring on this statement. If you are the owner of the statement selected, the Statement Export Screen (p. 44-25) appears if you are exporting data associated with this statement.

Saved Statements Password Screen



This screen appears after pressing ENTER on the Saved Statements Selection Screen (p. 44-3), if you selected a statement or print group owned by someone else and secured with a password.

Use this screen to enter the password required to continue processing.

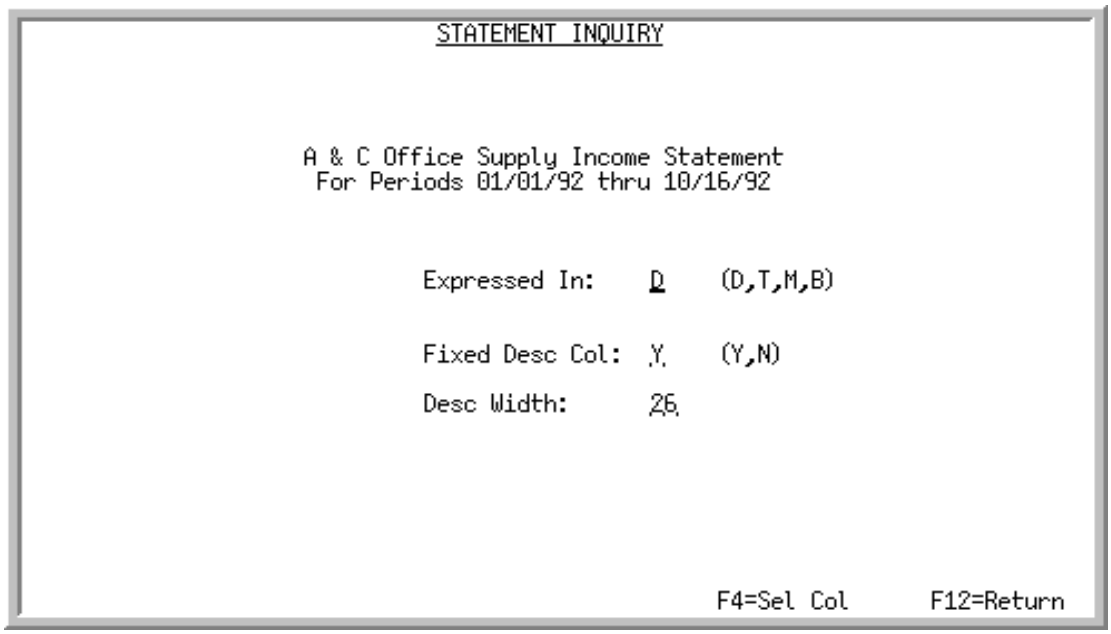
Saved Statement Password Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This is the number that is used to reference the corresponding statement, statement run, or statement print group. This number is keyed in the **Selection** field on the lower portion of the screen when selecting a saved statement to reprint. Display
Grp/Stm	This field displays either the saved Group ID (if a print group was selected for print) or Statement ID (if an individual statement or statement/run was selected for print). Display
Run	If a statement/run was selected for print, this field displays the run ID (the statement for which the run was created is displayed in the **Stm** field). Display
Description	This is the description of the saved statement. Display

Saved Statement Password Screen Fields and Function Keys

Field/Function Key	Description
Owner	The **Owner** field is the user ID of the user who created the statement. Display
Password	Use this field to enter the password assigned to this statement on the Statement Password Screen (p. 36-9). select the statement that you want to select within the print group for further processing. Key the password assigned to this statement. The password is a non-displayed entry field, meaning that when entering the password you will not be able to see the password being keyed. (A 4) Required
F12=Return	Press the F12=RETURN function key to return to the Saved Statements Selection Screen (p. 44-3) without entering a password.
Enter	Press the ENTER key after you have keyed the appropriate password selected a statement in the print group. If you do not own the statement selected, you will be prompted (by a pop-up window) to enter the password associated with statement before the statement will be reprinted. If you are the owner of the statement selected, the Statement Inquiry Screen (p. 44-13) appears if you are inquiring on this statement. If you are the owner of the statement selected, the Statement Export Screen (p. 44-25) appears if you are exporting data associated with this statement.

Statement Inquiry Screen



This screen appears after pressing ENTER on the Saved Statements Selection Screen (p. 44-3), if you selected a statement (**Typ** is S) or statement/run (**Typ** is R) to inquire on (**Option** is I). This screen also may be accessed from the Print Group Screen (p. 44-9).

Use this screen to select the default characteristics of this statement.

Statement Inquiry Screen Fields and Function Keys

Field/Function Key	Description
(Statement Title)	This line displays the title of the statement as defined through Statement Definition Maintenance (MENU GLSTMT). Display
(Statement Sub-Title)	This line displays the sub-title of the statement as defined through Generate/Print Statements (MENU GLSTMT). Display

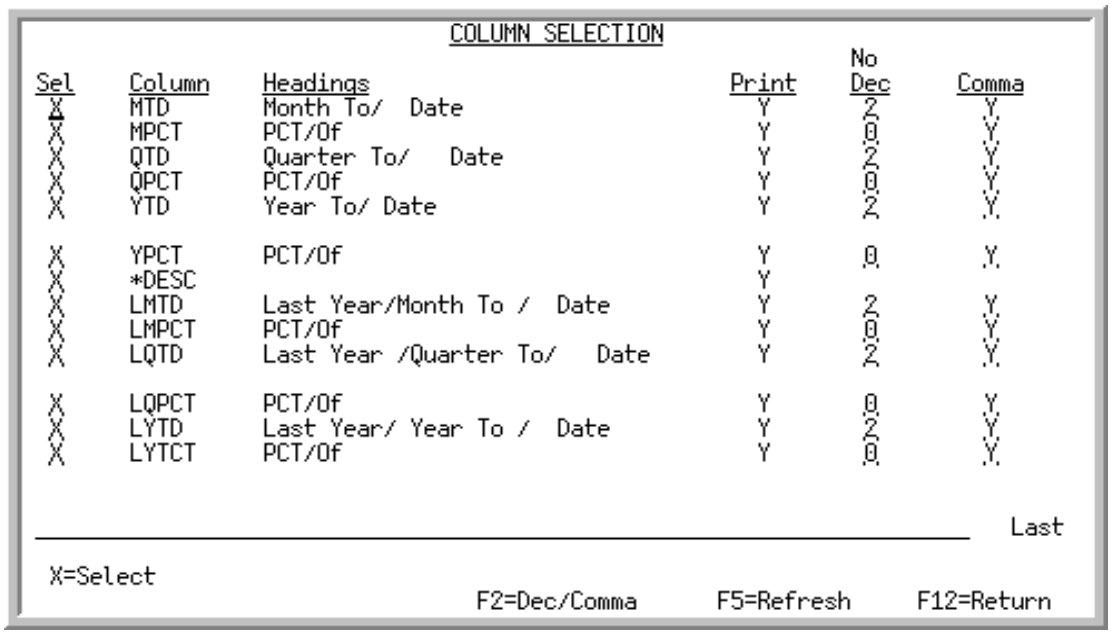
Statement Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Expressed In	All monetary values are expressed on this financial statement in the value you key here. You may accept or override the default displayed. Key D to express monetary values in dollars. Key T to express monetary values in thousands of dollars. Key M to express monetary values in millions of dollars. Key B to express monetary values in billions of dollars. *Default Value:* The value defined through Statement Definition Maintenance (MENU GLSTMT); this value may or may not have been overridden *Valid Values:* D, T, M, or B (A 1) Required
Fixed Desc Col	Use this field to define where the description column will be displayed on a presented statement. Key Y to display the description column on the left hand side of the statement which will be presented online. The remainder of the columns will be displayed to the right of the description column with the ability to shift them left or right. Key N to display the description column the same as the other columns. The entire display will then allow the shifting of the data to the left or right. *Default Value:* Y (A 1) Required
Desc Width	This field determines the amount of space allocated for the description column. You may decrease the amount of characters allotted for this column to increase the positions available for displaying column values. Accept or override the default displayed. If you blank out this field, the value assumed in this field will be the defined description column width. *Default Value:* The value defined through Statement Definition Maintenance (MENU GLSTMT); this value may or may not have been overridden. *Valid Values:* Cannot be greater than 21. (N 2,0) Required
F4=Sel Col	Press the F4=SEL COL function key to display the Column Selection Screen (p. 44-16). The Column Selection Screen allows you to select the columns to be presented online.
F12=Return	Press the F12=RETURN function key to return to the Saved Statements Selection Screen (p. 44-3).

Statement Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections. The Statement Display Screen (p. 44-18) appears.

Column Selection Screen



This screen appears after pressing F4=SEL COL on the Statement Inquiry Screen (p. 44-13). The columns defined in this statement through Statement Definition Maintenance display on this screen. You can use this screen to select the columns for online presentation [that is, appear on the Statement Display Screen (p. 44-18)], along with the display of amounts in the columns (number of decimals and use of commas).

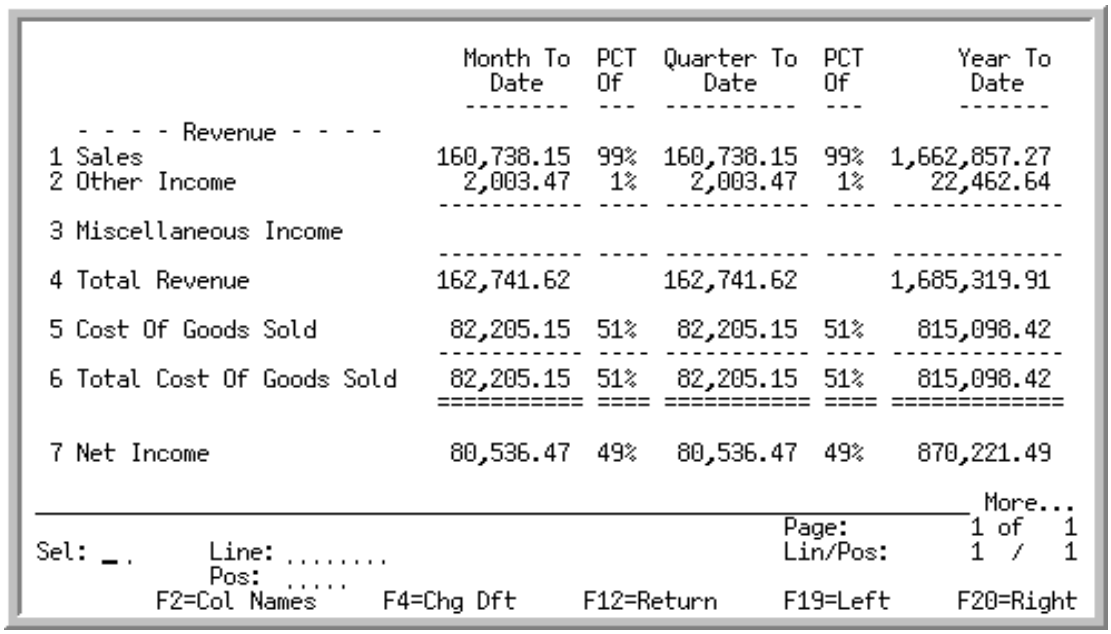
Column Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field determines the columns to display online on the Statement Display Screen (p. 44-18). Accept the default of X displayed (X indicates that the column will be displayed), or blank this field out if you do not want to include this column in the display. *Default Value:* X *Valid Values:* X or blank (A 1) Required
Column	The column name defined during column definition. Display
Headings	The column headings (up to 3) defined during column definition. Each line of heading is separated with a slash (/). Display

Column Selection Screen Fields and Function Keys

Field/Function Key	Description
Print	Indicates by Y or N if the column will print on the statement. Display
No Dec	Indicates the number of decimals used when editing values in the given column. You may toggle from display mode to change this field by using the F2=DEC/COMMA / F2=COL SELECT function key. *Default Value:* The value established for the statement through Statement Definition (MENU GLSTMT). *Valid Values:* 0, 1, or 2 Display / (N 1,0)
Comma	Indicates if values will be edited with commas inserted. A Y indicates that commas will be inserted in values; blank indicates that commas will not be inserted in values. You may toggle from display mode to change this field by using the F2=DEC/COMMA / F2=COL SELECT function key. *Default Value:* The value established for the statement through Statement Definition (MENU GLSTMT). *Valid Values:* Y or blank Display / (A 1)
F2=Dec/Comma / F2=Col Select	The screen currently allows you to select the columns for display only. The F2=DEC/COMMA / F2=COL SELECT function key may be used to allow you to change the number of decimals to be used, and specify if commas will be inserted in the values to display online. Press the F2=DEC/COMMA / F2=COL SELECT function key to toggle between these two modes. When the screen currently allows you to select columns for display, press F2=DEC/COMMA to change the number of decimals and insertion of commas. When the screen allows you to change the number of decimals and insertion of commas, press F2=COL SELECT to select the columns for display.
F5=Refresh	Press the F5=REFRESH function key to refresh the screen and convert the column values back to the defaults defined in the statement or statement/run.
F12=Return	Press the F12=RETURN function key to confirm your selections and return to the Statement Inquiry Screen (p. 44-13), where you may then press ENTER to display the statement on the Statement Display Screen (p. 44-18).

Statement Display Screen



This screen appears after pressing ENTER on the Statement Inquiry Screen (p. 44-13). The top portion of this screen presents the statement online, allowing you to view different versions of the statement for analysis purposes. Use the bottom portion of the screen to move the statement around on the screen and to toggle between displaying column names and column headings. You also may select a given line for more detailed analysis.

NOTE: Values on this screen that do not fit in their allotted space are depicted as ******. You may view these values in their entirety on the Column Amounts Screen (p. 44-21).

Statement Display Screen Fields and Function Keys

Field/Function Key	Description
(Statement Display)	The rows and columns defined by the user for the specific statement are displayed as they were designed. Each line is prefaced by a reference number to be used in the **Sel** field to select a line for review.
Sel	Use this field to select a line for detailed analysis. Key the reference number (preceding the line heading on the top portion of the screen) of the line in which you want to view detailed information. The Column Amounts Screen (p. 44-21) appears. (N 2,0) Optional

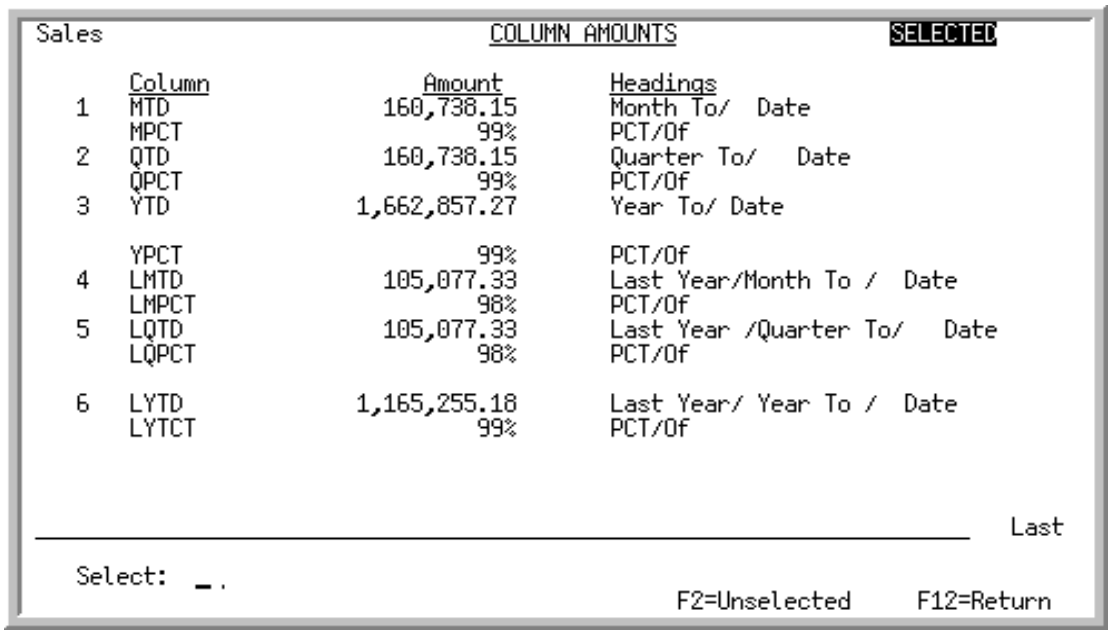
Statement Display Screen Fields and Function Keys

Field/Function Key	Description
Line	This field allows you to control the data displayed on this screen. Two functions may be performed through this field: Line Control and Page Control. • Line Control Use line control to move the data up or down to a specific line, or up or down a given number of lines. Key any value 0-9, + or -. For example, key +2 to move the data down (or forward) 2 lines; key -5 to move the data up (or backward) 5 lines; key 10 to advance the display to line 10. • Page Control Use page control to move the data up or down to a specific page, or up or down a given number of pages. Key any value P, 0-9, + or -. Page control values must always begin with P. For example, key P+2 to advance the display 2 pages; key P-5 to advance the display backward 5 pages; key P10 to advance the display to page 10. Refer to the **Page** field to see the total number of pages in the statement. **More...** will also display if another page exists; do not assume that there are no subsequent pages if ***End of Report*** displays. *Valid Values:* Line: 0-9, + or 0-9, -; Page: P 0-9, + or P 0-9, - (A 7) Optional
Pos	This field allows you to control the data displayed on the screen by shifting it right or left. The data can be shifted to a given position, shifted to the right a given number of positions, or shifted to the left a given number of positions. Key any value 0-9, + or -. For example, key +2 to advance the display to 2 positions to the right; key -5 to advance the display back 5 positions to the left; key 10 to advance the display to be positioned starting in position 10. *Valid Values:* 0-9, + or 0-9, - (A 4) Optional
Page	This field continuously informs you what page of the statement is currently being displayed and the total number of pages in the statement. Display
Lin/Pos	This field continuously informs you what line you are on and the position of the screen (i.e., if the screen is directly at the left margin, the position would be 1). Display

Statement Display Screen Fields and Function Keys

Field/Function Key	Description
F2=Col Names / F2=Col Heads	Use the F2=COL NAMES / F2=COL HEADS function key to toggle between displaying the column names or column headings. The screen currently displays column headings. Press F2=COL NAMES to display column names instead. The screen displays column names. Press F2=COL HEADS to display column headings instead.
F4=Chg Dft	Press the F4=CHG DFT function key to return to the Statement Inquiry Screen (p. 44-13) to change the defaults for a different presentation of the statement.
F12=Return	Press the F12=RETURN function key to return to the Saved Statements Selection Screen (p. 44-3) to perform a different function on the same statement or another statement.
F19=Left	Press the F19=LEFT function key to scroll the display an entire screen to the left, since not all data can be displayed on the screen due to space allocation.
F20=Right	Press the F20=RIGHT function key to scroll the display an entire screen to the right, since not all data can be displayed on the screen due to space allocation.
Enter	Press ENTER after making a selection to display the Column Amounts Screen (p. 44-21) for more details.

Column Amounts Screen



This screen appears after selecting a line for detailed analysis on the Statement Display Screen (p. 44-18). This screen displays the Column Amounts for the selected line. All columns display on this screen regardless if the lines were selected or not. In addition to allowing you to view detailed line information, this screen allows you to view an entire value (depicted as ******) that does not fit in its allocated space on the Statement Display Screen (p. 44-18). You also may use this screen to select a column for detailed account analysis.

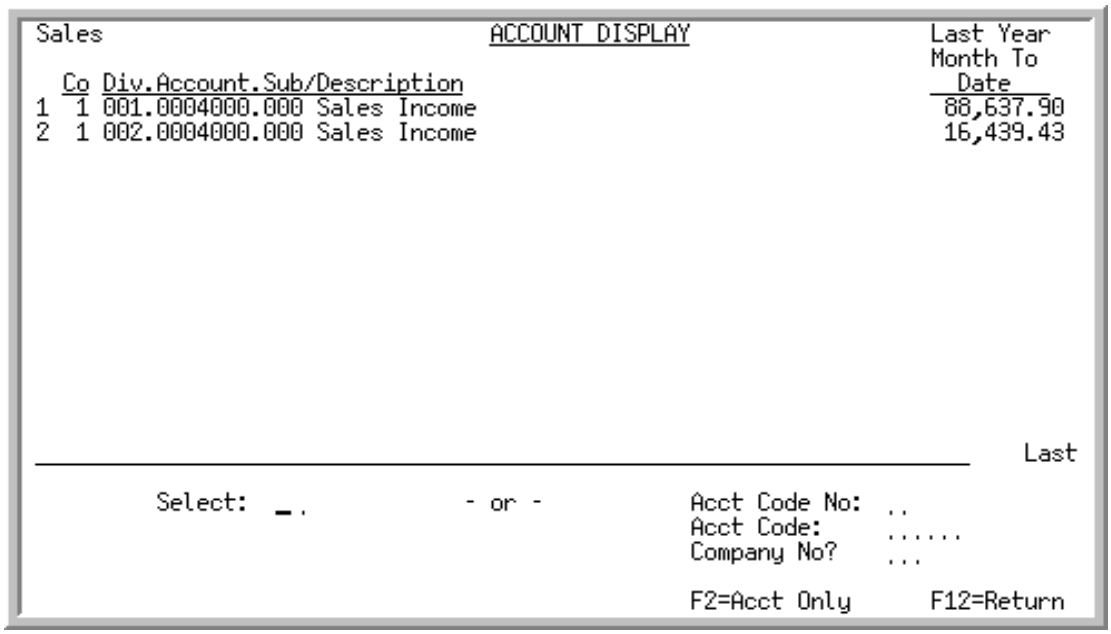
Column Amounts Screen Fields and Function Keys

Field/Function Key	Description
(Column Display)	The columns defined by the user for the specific statement are displayed as they were designed. Each line is prefaced by a reference number to be used in the **Sel** field to select a line for review. Display
Select	The **Select** field displays on this screen only if an Actual or Budget column was selected. This field allows you to select a column for detailed account analysis. Key the reference number (preceding the column heading on the top portion of the screen) of the column you want to select. The Account Display Screen (p. 44-23) will display. (N 2,0) Optional

Column Amounts Screen Fields and Function Keys

Field/Function Key	Description
F2=Unselected / F2=All / F2=Selected	Use the F2=UNSELECTED / F2=ALL / F2=SELECTED function key to toggle between displaying unselected columns, all columns, or only those columns selected on the Column Selection Screen (p. 44-16).
F12=Return	Press the F12=RETURN function key to return to the Statement Display Screen (p. 44-18).
Enter	Press the ENTER key after selecting a column for which you want to view detailed account analysis. The Account Display Screen (p. 44-23) appears.

Account Display Screen



This screen appears after selecting a column on the Column Selection Screen (p. 44-16). Detailed account information displays on this screen for review (amounts on this screen are always displayed in the currency of the company.) Each account number for the selected line in the statement and the values associated with the selected column are listed. Use this screen to select an account to inquire on, or summarize the data displayed on this screen by limiting it to a specific company and/or account code.

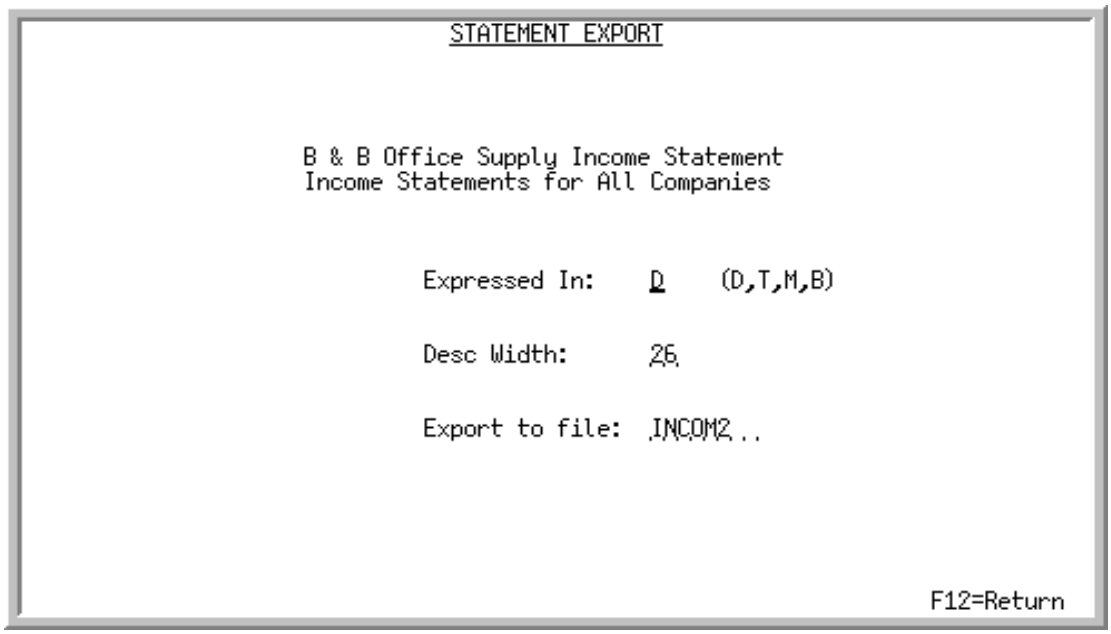
Account Display Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number assigned to reference a specific account number to be used in the **Select** field. Display
Co	The company to which the account number in the transaction was posted. Display
Account Number/ Description	The individual G/L account numbers and descriptions to which the transaction was posted. Display
(Amount)	The monetary amount of the column value that was charged to the specific G/L account number. Display

Account Display Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select an account for detailed analysis. Key the reference number (preceding the account on the top portion of this screen) of the account you want to select. The Detail Transactions By Account Screen (p. 10-7), located in the General Ledger Inquiry (MENU GLMAIN), appears showing the transactions that occur within the selected account number. (N 2,0) Optional
Acct Code No	Use this field to display an account summarization, limiting the display to the account code number entered in this field. Key the account code number of the account for which you want information displayed on this screen. *Valid Values:* 1 - 5, as defined through G/L Accounts Maintenance (MENU GLFILE) (N 1,0) Optional
Acct Code	This field is used to enter the account code for which accounts will display. Only accounts that carry this given account code in the **Acct Code No** field will be displayed on this screen. *Valid Values:* Any account code defined for the account code number through Account Codes Maintenance (MENU GLFILE) (A 5) Optional
Company No	Use this field to select the company number for which accounts will display. If a company number is entered, only those accounts associated with the company entered will be displayed on the Statement Display Screen (p. 44-18). (N 2,0) Optional
F2=Acct Only / F2=Desc Only / F2=Acct/Desc	Use the F2=ACCT ONLY / F2=DESC ONLY / F2=ACCT/DESC function key to toggle between displaying the account and description, account only, or description only.
F12=Return	Press the F12=RETURN function key to return to the Column Amounts Screen (p. 44-21).
Enter	If you selected an account for analysis, press ENTER to confirm your selection. The Detail Transactions By Account Screen (p. 10-7), located in the General Ledger Inquiry (MENU GLMAIN), appears.

Statement Export Screen



This screen appears after pressing ENTER on the Print Group Screen (p. 44-9), if you selected a print group (**Type** G) to export on the Saved Statements Selection Screen (p. 44-3). If you selected a statement (**Type** S) or statement/run (**Type** R), this screen appears after you press ENTER on the Saved Statements Selection Screen (p. 44-3).

Use this screen to enter the parameters of the statement you are exporting.

Statement Export Screen Fields and Function Keys

Field/Function Key	Description
Statement Title	This line displays the title of the statement as defined through Statement Definition (MENU GLSTMT). Display
Statement Sub-Title	This line displays the sub-title of the statement as defined through Generate/ Print Statements (MENU GLSTMT). Display

Statement Export Screen Fields and Function Keys

Field/Function Key	Description
Expressed In	All monetary values are expressed on this financial statement in the value you key here. You may accept or override the default displayed. Key D to express monetary values in dollars. Key T to express monetary values in thousands of dollars. Key M to express monetary values in millions of dollars. Key B to express monetary values in billions of dollars. *Default Value:* The value defined through Statement Definition (MENU GLSTMT); this value may or may not have been overridden *Valid Values:* D, T, M, or B (A 1) Required
Desc Width	This field determines the amount of space allocated for the description column. You may decrease the amount of characters allotted for this column to increase the positions available for displaying column values. Accept or override the default displayed. If you blank out this field, the value assumed in this field will be the defined description column width. *Default Value:* The value defined through Statement Definition(MENU GLSTMT); this value may or may not have been overridden. *Valid Values:* Cannot be greater than 21. (N 2,0) Required
Export to File	This field represents the name of the ASCII delimited text file to which data from the selected statement will be exported. Key the name of the file. The name you key in this field is placed in the **GLEXP** folder on the System i, and will have the extension of TXT. The **GLEXP** folder will be created in the folder structure identified in the **Generic Report Prompt IFS Path** field on the File Export Options Screen of PC File Export Options (MENU XAFILE/MENU EXMAIN). *Default Value:* The first six characters of the statement; the last two characters are reserved for the group ID, if there is one *Valid Values:* Any file name that follows the MSDOS naming conventions; first character must be A-Z only (A 8) Required
F12=Return	Press the F12=RETURN function key to cancel the export process and return to the Saved Statements Selection Screen (p. 44-3) or Print Group Screen (p. 44-9), depending on the type of statement you selected for export.

Statement Export Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections and begin the export process. The data of the selected statement will be exported to the ASCII delimited file (you specified in the **Export to File** field). The text delimited file is then placed in the GLEXP folder on the System i, and will have the extension of TXT. When the export process has completed, you will be returned to the Saved Statements Selection Screen (p. 44-3) or Print Group Screen (p. 44-9), depending on the type of statement you selected for export.

CHAPTER 45

Purging Saved Statements

45

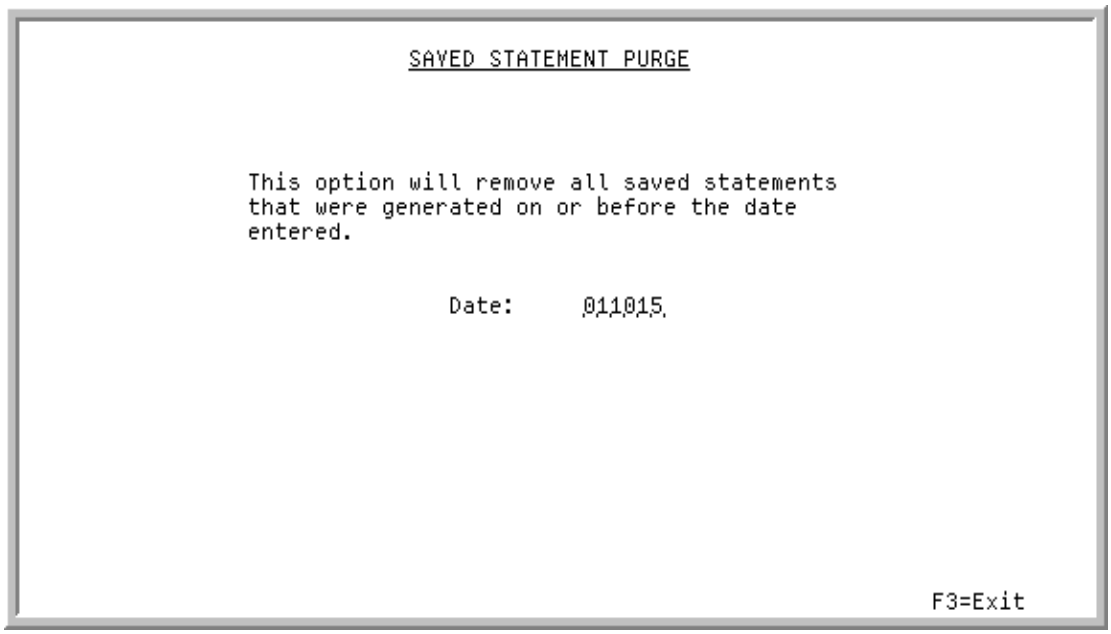
Use the Purge Saved Statements option on the General Ledger Statements Menu (MENU GLSTMT) to remove statements that were saved through the Generate/Print Statements option (MENU GLSTMT). Statements are purged based on a date you specify. Statements generated on or before the specific date will be purged.

Purge Saved Statements

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Saved Statement Purge Screen	Use to specify the date to use to purge statements.

Saved Statement Purge Screen



This screen appears after selecting option 22 -Purge Saved Statements (MENU GLSTMT). Use this screen to select the date which determines the saved statements to remove.

Saved Statement Purge Screen Fields and Function Keys

Field/Function Key	Description
Date	Use this field to determine which saved statements will be removed. Saved statements that were generated on or before the date entered in this field will be removed. *Default Value:* The date displayed is dependent upon today's date and the **Maximum Number of Days to Save Statements** selected through G/L Options Maintenance (p. 18-1)); calculated as: Today's Date (-) Maximum Number of Days *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
F3=Exit	Press F3=EXIT to return to the menu without purging statements.
Enter	Press ENTER to remove the statements generated on or before the date entered. When you press ENTER, processing begins, you are returned to the menu, and saved statements are removed.

CHAPTER 46

Searching for Statement Print Groups

46

Use the Statement Print Group Search option on the General Ledger Statements Menu (MENU GLSTMT) to search for and view all occurrences of a statement or statement/run in print groups. You can also use this option to remove a statement from all print groups.

Statement Print Group Search

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Statement Print Group Search Screen	Use to limit the search by statement or run ID.
Enter Password	Use to enter the password to access secure groups.
Print Groups Screen	Displays all print groups with which as statement is associated.

Statement Print Group Search Screen

This screen appears after selecting the option 23 - Statement Print Group Search (MENU GLSTMT). Use this screen to find all occurrences of a given statement or statement run within print groups.

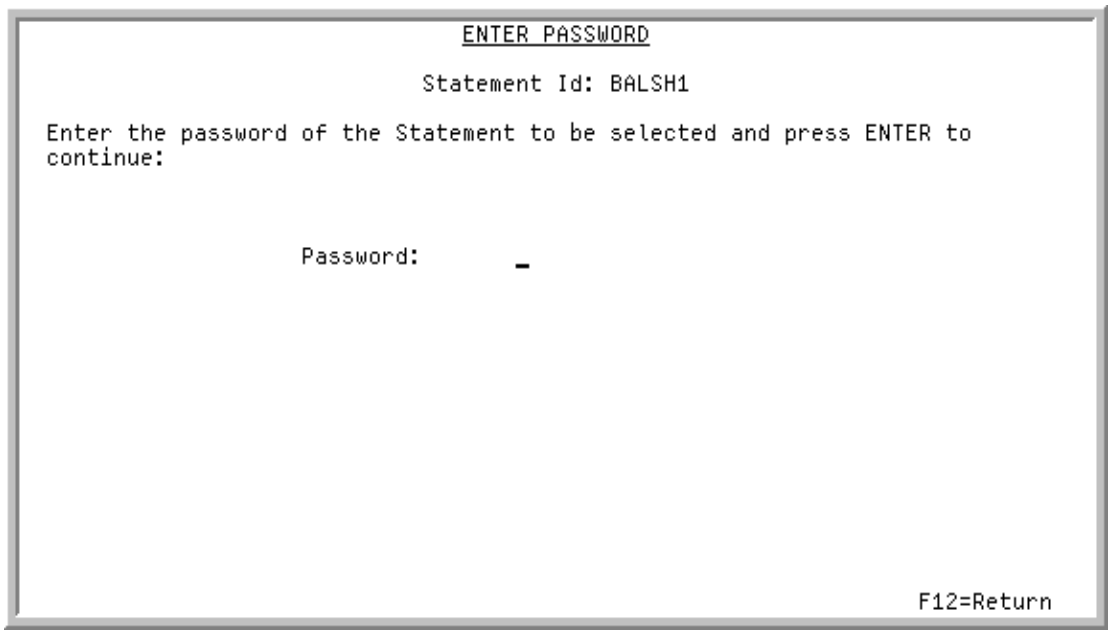
Statement Print Group Search Screen Fields and Function Keys

Field/Function Key	Description
Statement ID	Use this field to locate all occurrences within a print group for a specific statement. Key the statement ID for which all of its occurrences within print groups will be displayed. Press F4=STM LIST if you do not know the name of the statement you wish to locate. (A 6) Required
Run ID	Use this field to locate all occurrences within a print group for a specific run definition. Key the run ID for which all of its occurrences within print groups will be displayed. Press F6=RUN LIST if you do not know the name of the run ID you wish to locate. (A 6) Optional
F3=Exit	Press F3=EXIT to exit this option and return to the menu.

Statement Print Group Search Screen Fields and Function Keys

Field/Function Key	Description
F4=Stm List	Press F4=STM LIST to display a list of existing statements. The Statement List Screen (p. 36-6) appears. Use the Statement List Screen to choose a statement if you do not recall the ID of the statement you want to select.
F6=Run List	Press F6=RUN LIST to display existing runs for a the specified statement ID. The Statement Run List Screen (p. 37-4) appears. If you do not specify a statement ID, the Run List Screen will display all statement runs.
Enter	Press ENTER to confirm your entries. The Print Groups Screen (p. 46-5) appears.

Enter Password

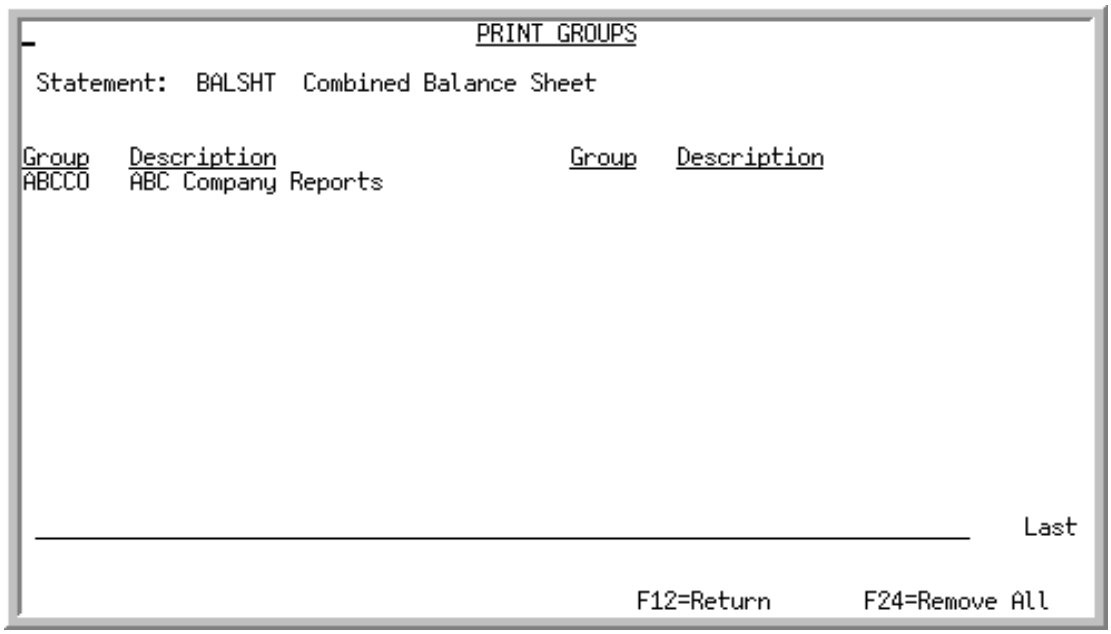


This screen appears after pressing ENTER on the Statement Print Group Search Screen (p. 46-2) if you selected **Statement Id** in which you are not the owner, and the group is secured. Use this screen to enter the password for the statement being researched.

Enter Password Screen Fields and Function Keys

Field/Function Key	Description
Password	This field is used to enter the password that was assigned to the print group if you are not the print group's owner and the owner selected to use a password. Key the password of the print group you want to research. This field is a non displayed field; meaning you will not see the password as it is keyed. (A 4) Required
F12=Return	Press F12=RETURN to return to the Statement Print Group Search Screen (p. 46-2) if you do not know the password assigned to the print group.
Enter	Press ENTER after entering the password. The Print Groups Screen (p. 46-5) appear.

Print Groups Screen



This screen appears after pressing ENTER on the Statement Print Group Search Screen (p. 46-2), Statement List Screen (p. 36-6), or Statement Run List Screen (p. 37-4). Use this screen to review all the occurrences of a given statement or statement run within print groups. You can also use this screen to remove all occurrences of this statement through the use of the F24=REMOVE ALL.

Print Groups Screen Function Keys

Field/Function Key	Description
Statement ID	The statement identification code and description of the selected statement. Display
Group Description	These columns display the group identification codes and their descriptons of existing print groups. Display
F12=Return	Press F12=RETURN to return to the previous screen.
F24=Remove All	Press F24=REMOVE ALL to remove all occurrences of the statement or statement run from print groups. NOTE: You will not be allowed to delete a statement if it is in a run definition; you must first delete the run definition. You will be allowed to delete a statement if it is in a print group, however, you will receive a warning message.

APPENDIX A

Commonly Used Functions in G/L

A

This section discusses the following commonly used functions:

- Keying Account Numbers
- Using the G/L Account Search

Keying Account Numbers in G/L

You can enter an account number in one of three ways:

1. Enter the entire account number using the Data Entry Separator (usually a period) to separate segments. You do not need to key leading zeros for any segments. For example, to enter account number 001.0002.0003.0000004, key 1.2.3.4 in the **Account No** field. After you press ENTER, the screen will display the full account number in the **Account No** field: 001.0002.0003.0000004

   NOTE: If you are unsure of the number of segments and size of each segment in your G/L account number, use the heading above the account number for reference. For example, if the heading was Div.Dept.Cost.Account, you know that the first segment (Division) is three digits long because the word "Div" in the heading contains three letters. The same is true for the department, cost center, and account segments.

2. If default values have been keyed, you can enter the account by only keying the remaining segments. For example, if you have set up a default value for Division 001 and Department 0002, you will see a line above the account number heading which looks like this:

   Dft: 001.0002.____._______

   To enter account number 001.0002.0003.00000004, key only the missing Cost Center and Account number segments in the **Account No** field like this: 3.4

   After you press ENTER, the account number line will display the full account number: 001.0002.0003.0000004

3. Enter the Short Name for the account. For example, if the Short Name for the Division 1 Phone Expense Account is PHON1, key PHON1 in the **Acct No** field. After you press ENTER, the two description lines for this account display directly below the account number unless the user is a Restricted User.

Using the G/L Account Search

When searching for accounts throughout General Ledger, you can use search words, an account mask, or account type. This section describes each kind of search.

Search Words

You can use search words to help you find accounts when you don't know the account number. Each search word can be up to five characters long and must represent a separate word in the account description. The search routine defines a word as any string of characters followed by a blank. To minimize the system search time:

- key the most unique word from the account description in the first search word (keyword).
- make the keyword as long as possible.
- use additional words to limit the number of accounts displayed by the search when the keyword alone displays too many items.

NOTE: Up to five characters may be keyed for any word when searching. The word TELEPHONE might be keyed as "TEL" or "TELEP". The more characters you key, the more exact the search will be. Do not enter one word as part of two search words. (Entering TELEP HONE will cause a blank search screen.)

If you change any of the search words, the search will start over. Blanking out a word will cause all the remaining words to shift left. After keying the search words, press ENTER. A list of general ledger accounts that match the search criteria displays on the G/L Account Search Screen (p. 11-7).

If you use search words when segment defaults are active, the search routine will automatically construct a mask to further limit the number of accounts displayed by the search.

Account Mask

You can use an account mask to search for or select account numbers. The length of the mask is always the same length as the account number. It has the same number of segments and segment lengths. It looks the same as an account number except an X may be substituted in place of any one or more digits of the account number.

Substituting an X in a certain position in the mask indicates a "wild card" for that position. An X in position 1 of the mask indicates that all accounts with any value (0-9) in position 1 will be displayed.

Placing a number in a certain position in the mask indicates that only accounts with this number will be displayed. For example, a 2 in position 1 indicates that only those accounts with a 2 in position 1 will be displayed. Any account with a 0, 1, 3, 4, 5, 6, 7, 8, or 9 in that position will not be displayed for the search.

NOTE: The data entry separator (usually a period) must be keyed for masks.

Example:

Assume that your account number has 3 segments:

- Division (3 long)
- Account Number (7 long)
- Sub-account Number (3 long)

To display all account numbers in division 1, use 01.XXXXXXX.XXX as your account mask. Only accounts with a 01 in position 1 and 2 will be displayed. X's in positions 3 through 8 indicate "wild cards" (or any digits) for these positions.

Or, assume that you want to display all telephone expense accounts in your company for all divisions. Assume your telephone expense accounts have a 5 in the next-to-last position.

The mask, XX.XXXXXXX.X5X will display all accounts in all divisions with a 5 in the next-to-last position.

The mask 01.XXXXXXX.X5X will display all accounts in division 1 with a 5 in the next-to-last position.

To reduce keystrokes when keying masks, you skip keying of the digits for any segment in your account number. Zero or X will automatically be inserted for the left-most digits in each segment. If all the digits for a segment are not keyed, and the left-most digit in the segment is a number (0-9) then zeros are inserted for the left-most digits in that segment.

Example:

Assume that your account number has 3 segments:

- Division (3 long)
- Account Number (7 long)
- Sub-account Number (3 long)

To avoid keying 6 zeros for the account number segment, Key: XXX.1.XXX

Zeros will automatically be inserted as follows: XXX.0000001.XXX

Six zeros were inserted into the second segment because a number (1) was keyed for this segment. Nothing was inserted for the first and third segment because all the characters were keyed for these segments.

If all the digits for a segment are not keyed and you want them to be replaced with Xs, key: 001.X1.X

X's will automatically be inserted as follows: 001.XXXXXX1.XXX

NOTE: X's were inserted into the second and third segments because the left-most position keyed in that segment was an X.

You can also use search words and account type with a mask to further limit accounts by description.

Account Type

Use an account type search when you need to identify run a general ledger account search by account.
Key

- A for asset accounts
- L for liability accounts
- E for expense accounts
- I for income accounts
- Q for equity accounts

Leaving the account type blank will not limit the accounts displayed based on account type.

Glossary

Account Code

A code used to categorize general ledger accounts. Account codes may be used when selecting accounts for financial statements or G/L reports. You may use up to five levels of account codes for each G/L account. For example, you may want to set up an account code of "PAYR" for a payroll account. In G/L Account Master Maintenance (MENU GLFILE), you may set up five different account codes for each account. Account codes are created and maintained through Account Codes Maintenance (MENU GLFILE) and are assigned to general ledger accounts through G/L Account Master Maintenance (MENU GLFILE).

Account Mask

An account entry feature that can be used to activate the search for a general ledger account number. The length of the mask is always the same as the length of the account number, and the mask has the same number of account segments and segment lengths. In the mask, however, an X may be substituted for one or more digits of the account number. Substituting an X in a certain position in the mask indicates a "wild card" for that position. An X in position 1 of the mask indicates that all accounts with any value (0-9) in that position will be displayed. Placing a number in a certain position in the mask indicates that only accounts with that number in that position will be displayed. For more information about using account masks, refer to "Account Mask" on page 2.

Account Segment

A user-defined portion of the general ledger account number that reflects how your organization's accounts are arranged. For example, if the account number for your organization is broken down by division, account, and sub-account, then your account segments would be defined as follows:

- Segment 1 = Division
- Segment 2 = Account
- Segment 3 = Sub-account

If you are operating in a multi-company environment, the company does not need to be a segment of the account number. Each company has its own set of general ledger accounts within Distribution A+.

You may use from one to five segments in your account number, each segment from one to 15 digits, and the sum of all the segment lengths less than or equal to 25.

The number and length of account segments are defined through G/L Options Maintenance (MENU GLFIL2). However, the number of account segments selected cannot be changed once you begin using General Ledger.

Account Type A code that indicates how this account in used in preparing financial statements. The account type may be any of the following:

- A - Asset account
- L - Liability account
- E - Expense account
- I - Income account
- Q - Equity account

Adjusting Entries Manual adjusting transactions that are similar to regular entries, except that you key a transaction type of A (meaning adjusting entry) when entering the transaction. Transactions with a transaction type of A appear separately from regular transactions in General Ledger transaction inquiries and reports.

Audit Number A unique number assigned to each General Ledger Transaction Post Journal that indicates the sequence in which the transactions included in the journal have been posted to the general ledger. Retaining a copy of the Transaction Post Journal for each posting, sequenced by audit number, enables you to maintain a written record of your various journal entries, sequenced by transaction.

Balance Sheet A financial statement that shows the financial position of a business by summarizing assets, liabilities, and owners' equity at a specific date.

Cash Flow Statement A financial statement designed to provide information about the cash receipts, cash payments, investment activities, and financing activities of a business. This statement is useful for evaluating the solvency of the business.

Consolidated Statement A single financial statement that combines balance sheet or income statement account information for two or more companies, in a multi-company environment.

Data Entry Separator The character keyed between account segments when entering the account number. The data entry separator indicates where one account segment ends and the next one begins. The data entry separator allows you to omit leading

zeros and key only significant digits when entering general ledger account numbers.

The data entry separator is defined on the G/L Account Number Set-up Screen in G/L Options Maintenance (MENU GLFIL2).

Date Code A feature that eliminates the need to key date ranges when printing financial statements. Date codes are used during column definition when defining statements through Statement Definition (MENU GLSTMT). When you print statements through Generate/Print Statements (MENU GLSTMT), Distribution A+ calculates the dates based on the date code parameters. Date codes are defined and maintained through Default Statement Date Codes (MENU GLSTMT).

Default Segment Value The default value for one or more segments of a G/L account number that will be used when keying the account number on the Transaction Entry Screen through Transaction Entry (MENU GLMAIN). When defaults are used, you are required to key in only the account segments for which no default values have been defined. Default segment values are defined on the Default Segment Value Screen through Transaction Entry. You may change the defaults at any time while you are entering transactions.

Distribution Account A single account number used to represent two or more (up to 20) accounts. Distribution accounts allow you to update multiple accounts with a single transaction. Each account in the distribution is assigned a percentage of the total transaction amount. The amount determined by the percentage is posted to each distributed account. Nothing is posted to the control distribution account.

Distribution accounts may be created for two levels:

- The first level may comprise any combination of up to 20 general ledger accounts or distribution accounts. The total percentage must be 100 percent.
- The second level of accounts is used when the first level contains distribution accounts. This second level may contain up to 20 general ledger accounts, but may not contain any distribution accounts.

Drill-down History An auditing tool that allows for display of the following information when you display journal entries in the G/L Inquiry (MENU GLMAIN):

- Detailed transactions and amounts associated with a journal entry
- On-line source document (i.e., sales order history, receipt history, check history, etc.)

The ability to drill-down and display detailed information relating to a journal entry is provided for the following types of journals:

- Sales Journal
- Inventory Journal
- Purchase Journal
- Cash Disbursements Journal
- Cash Receipts Journal
- Transfer Journal
- International Currency Journal (if International Currency is installed)

Whether drill-down history is kept for the Sales, Purchase, Cash Disbursements, and Case Receipts journals is determined by your entries in General Ledger Company Options (MENU GLFIL2).

External Account Group A method of identifying a group of accounts to summarize when defining financial statements. Grouping accounts under one name (group ID) allows you to use the group instead of keying in each individual account number.

G/L Interface A cross-application function that defines how accounts in the general ledger are updated by information transferred from the following modules during normal processing activities:

- Order Entry
- Accounts Receivable
- Inventory Accounting
- Purchasing
- Accounts Payable

When setting up the G/L interface, you specify which accounts should be updated for each type of transaction and the level of detail to be used for account selection.

Income Statement A report used to evaluate the performance of a business by matching its revenue and related expenses for a particular accounting period. Net income or net loss is shown.

Journal A record of current transactions. A separate journal is generated for each journal type each time you post transactions through Post Transactions (MENU GLMAIN). Journals are also generated when transactions from normal processing activities in other modules, such as Order Entry, are updated to the general ledger through the general ledger interface.

Journal Number A five-character number assigned to each transaction group when the group is posted. The journal number is a combination of the journal type and a sequential number from 001 to 999. A separate General Ledger Transaction

Post Journal is generated for each journal type, and the sequential number is incremented for each transaction group posted. A separate sequential number is assigned to reversing entries generated from a transaction group.

Journal Reference Number

An identifier that is automatically assigned to each detail transaction within a journal at posting time. The journal reference number consists of two 5-character segments, such as GJ001-00001. The first segment is called the journal number; the second segment is called the sequence number.

Journal Type

Each type of transaction affecting General Ledger results in a specific journal type entry. Each of the following journal types used in General Ledger will result in a separate Transaction Post Journal:

- CD - Cash Disbursements Report
- CJ - Miscellaneous Cash Journal
- CR - Cash Receipts (Register) Journal
- GJ - General Journal
- IJ - Inventory Journal
- IC - International Currency Journal
- PJ - Purchase Journal
- SJ - Sales Journal
- TJ - Inter-company Transfer Journal

For detailed information about how transactions for each journal type are generated, refer to the description of the Post Transactions option (MENU GLMAIN).

Manual Transactions

Transactions that are keyed into General Ledger through Transaction Entry (MENU GLMAIN), rather than being created from another Distribution A+ module through the General Ledger Interface. Entering manual transactions is a three-step process that includes entering the transaction, editing/listing the transactions entered, and posting transactions to the general ledger. The four types of manual transactions that you may key are: regular entries, reversing entries, adjusting entries, and year-end adjusting entries.

Normal Balance

A code that indicates if the default transaction type for the account is a debit or a credit. During General Ledger transaction processing, if you do not specify whether a transaction is a debit or a credit, the normal balance specified for the account is used. During report printing, values that are the opposite of the normal balance for the account will print with an edit code of DR (debit) or CR (credit). The normal balance for an account is assigned through G/L Accounts Master Maintenance (MENU GLFILE) and can be changed at any time.

Posting Date

The date to be used to select the fiscal period to which the transaction should be posted when a manual transaction is updated to the general ledger through Post Transactions (MENU GLMAIN). Fiscal periods are defined through Fiscal Calendar Maintenance (MENU GLFIL2). Transactions may be posted to any open or temporarily closed fiscal period, but not to a fiscal period that has been permanently closed. The posting date may or may not be the same as the transaction date.

Recurring Transactions

Journal transactions that are repeated periodically and that update the same accounts for the same dollar amount. A monthly rent payment would be a recurring transaction. Recurring transactions can be created as regular transaction entries or from a template group.

Regular Entries

Manual transactions that are posted to the general ledger throughout the month to record business transactions. These do not include any adjusting or reversing entries. Regular entries are identified as transaction type J (meaning regular journal entry).

Report Separator

The character printed between account segments on general ledger reports. The report separator indicates where one segment of the account number ends and the next segment begins. The report separator may or may not be the same character as that defined as the data entry separator. For example, you may define a period as the data entry separator, and a hyphen as the report separator. The report separator is defined on the G/L Account Number Set-up Screen in G/L Options Maintenance (MENU GLFIL2).

Reversing Entries

Manual transactions that allow you to post a regular transaction to the period specified by the posting date, and post the reverse of that transaction to the future period specified by the reversing date. Both the posting date and the reversing date are specified for a transaction group, and reversing entry debits and credits must balance for a transaction group.

Example:

Assume that the estimated telephone expense for period 01 is $100.00. To debit the Telephone Expense Account and credit the Accounts Payable Account for period 01 and at the same time reverse these entries for period 02, you would make the following reversing entries:

Account	Amount	D/C	Period
100 - (Tel Exp)	100.00	D	01
105 - (A/P)	100.00	C	01

The following entries will be posted:

Example:

Account	Amount	D/C	Period
100	100.00	D	01
105	100.00	C	01
100	100.00	C	02
105	100.00	D	02

Reversing entries are identified as transaction type R (meaning reversing entry). If you do not enter a transaction type of R, no reversing entry will be posted in the future period.

Run Definitions An optional feature that allows you to define different views of the same financial statement (i.e., one for each division, if you have multi-divisional companies). Run definitions are created and maintained through Run Definition Maintenance (MENU GLSTMT).

Sequence Number A five-digit number that represents the sequence of a general ledger transaction in a transaction group. The sequence number of the first transaction in a group is always 00001, and the number is incremented by 1 for each transaction in the group (i.e., for the same journal number).

Short Name A feature that allows you to enter a short, easily remembered, unique account name in place of the G/L account number when referencing an account. For example, if you define a short name of "PHONE" for your telephone expense account, you can then enter "PHONE" rather than the full telephone expense account number whenever you are working with that account. Short names are defined through G/L Account Master Maintenance (MENU GLFILE) and may be used in place of account numbers anywhere in General Ledger.

Segment Value See account segment.

Standard Transactions Journal transactions that are repeated periodically and that update the same accounts for different dollar amounts. Monthly telephone and electric bills would be standard transactions. Standard transactions can be created as regular transaction entries or from a template group.

Statement Definition The set of information required to print one financial statement (balance sheet, income statement, or cash flow statement). When setting up a financial statement, you indicate the information to print, which general ledger accounts to use, and how the statement should be formatted. Financial statements are set up and printed using the options on MENU GLSTMT.

Statement Print Groups — An optional feature that allows you to print multiple statements and/or run definitions by keying a single Print Group ID. Statement print groups are created and maintained through Statement Print Group Definition Maintenance (MENU GLSTMT).

Template — See Transaction Group Template.

Transaction — One action (debit or credit) made to a G/L account.

Transaction Edit — The process by which a transaction group is verified (prints a listing of your entries) and validated (indicates errors made during transaction entry). A transaction group may not be posted until it has successfully passed the transaction edit.

Transaction Entry — The process of keying detailed transactions into a transaction group.

Transaction Group — One or more transactions sharing a common company, posting date and, optionally, a common reversing date. The total debit amounts in a group must equal the total credit amounts for that group. Additionally, a transaction group must be entered, edited, and posted before the transaction information is available to G/L.

Transaction Group Status — When inquiring on a transaction group, the status of the group may display as any of the following:

- ACTIVE - the group is in process and has not been edited
- EDITED - the group has been edited successfully
- POSTING - the group is in the process of being posted
- IN USE -ws - the group is currently being used at another workstation, identified with the workstation ID ws

Transaction Group Template — A transaction group that has been defined specifically for the purpose of being copied to create a new transaction group. The use of transaction group templates reduces keying when entering standard transactions or recurring transactions. Once a transaction group template is created, it can be copied any number of times. Transaction group templates are created through Transaction Entry (MENU GLMAIN) in the same manner as regular transaction groups. Transaction group templates are copied to create new transaction groups through Create Transactions from Templates (MENU GLMAIN). After you create the new transaction group, you may modify it as needed. The new transaction group can then be edited and posted.

Transaction Post — The process by which general ledger account balances are debited/credited based on the detail transactions in a transaction group.

Transaction Source — A reference that indicates where the transaction originated. For example, the transaction may be from an opening entry, cash receipts, miscellaneous cash, or a sales journal. When keying transactions, a transaction source is required only if **Transaction Source Required** is set to Y in G/L Options Maintenance (MENU GLFIL2).

Transfer Account — A type of account used in multi-company environments. When a transfer account is updated to the general ledger, General Ledger will automatically generate entries to associated accounts in another company and update corresponding accounts between the two companies.

Year-end Adjusting Entries — Manual transactions used to post to the year-end adjustment period in General Ledger. This is the 14th period of the fiscal year. The fiscal year posted to is that of the posting date and the General Ledger fiscal calendar. Year-end adjusting entries are identified as transaction type Y (meaning year-end adjusting entry).

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