

GENERAL LEDGER

Release 6.0.020

April 2008



Copyright © 2008 Infor.

All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or its affiliates and subsidiaries.

All other trademarks listed herein are the property of their respective owners.

Contents

PREFACE.....	III
CHAPTER I	
GENERAL LEDGER	1
CHAPTER 2	
GL JOURNAL ENTRIES.....	13
CHAPTER 3	
GL BUDGETS	57
CHAPTER 4	
GL ALLOCATIONS.....	93
CHAPTER 5	
GL INQUIRIES	133
CHAPTER 6	
GL INTERLINK INTRODUCTION.....	115
CHAPTER 7	
GL REPORTS	162
CHAPTER 8	
GL MAINTENANCES.....	233
CHAPTER 9	
GL END-OF-PERIOD	319
CHAPTER 10	
GL TERMINOLOGY	323
INDEX	351

Welcome to TakeStock

Welcome to *TakeStock*®, the product that provides information management to the wholesale distribution marketplace through the use of leading-edge technology! *TakeStock* is one of the first products to marry the needs of the distribution industry with the tremendous advances that are now taking place in the world of computers. *TakeStock* is designed to operate using client/server architecture in the increasingly familiar Windows® environment.

TakeStock takes advantage of these technical advances to provide a full-featured software solution for asset management, financial management, and customer service that is presented in an intuitive, easy to use, graphical format. *TakeStock* does exactly what the name implies—accounts for the current conditions and assists the distributor in directing a course of company profitability. *TakeStock* is designed with the features most requested by distributors.

Efficient Access—Lookups let you easily locate the customer, vendor, item, or any other information without memorizing codes.

Productivity Tools—The Filter Manager and Template Manager, for example, let you select just the data you want to view or print, then the system remembers frequently used selections by letting you save your filters and templates to use over and over.

Flexible Operation—*TakeStock* lets you access several functions at once. For example, while entering a customer order, you can quickly enter an address change using the Maintenance icon to access the CUSTOMER Table from order entry.

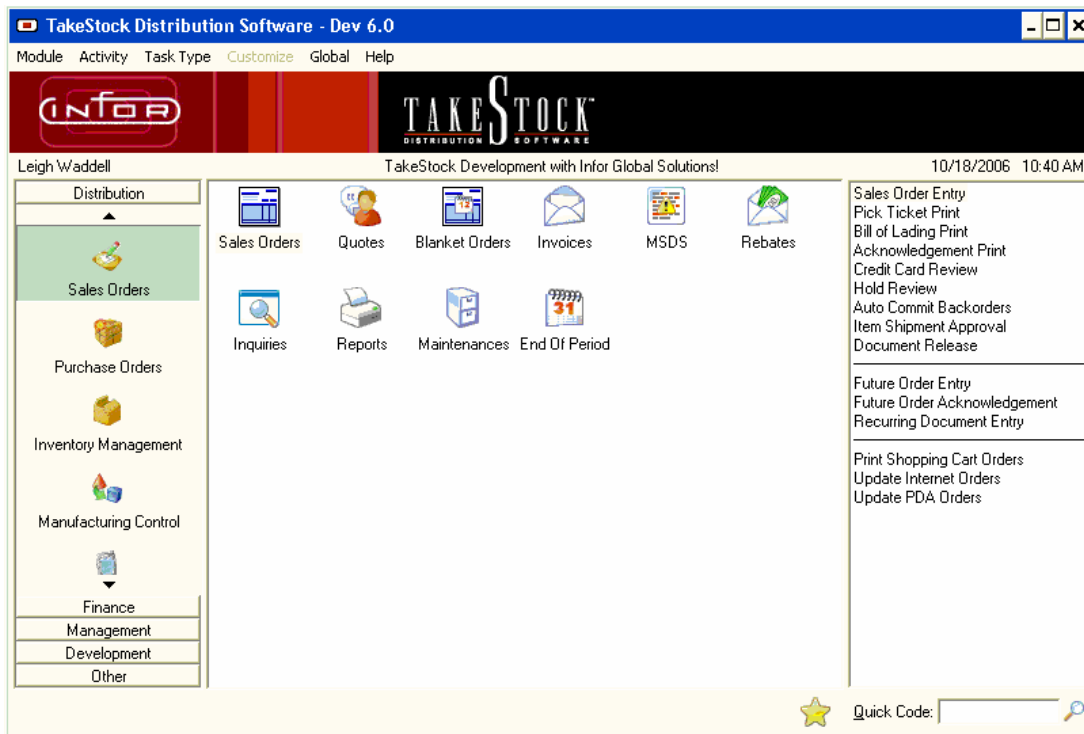
Better Communication—The Notes Manager lets you maintain notes on customers, vendors, items, and even individual sales orders. Must Read notes are automatically displayed. Having a central place for everyone to share information improves communication all around.

Secured Information—Log-in codes can be associated with up to twenty different security groups to let you tailor access to menus or specific programs. *TakeStock* supports security at program level throughout the system and at field level for costs.

As we continue to find further ways to expand *TakeStock's* capabilities, we welcome your suggestions. Our goal is to provide the solutions you need for mission-critical business information.

TakeStock Main Menu

Once you sign on to *TakeStock*, the system displays the *TakeStock* main menu:



From this menu, you can open any of the *TakeStock* modules using several methods:

- Select the desired module from the Module menu on the menu bar.
- Click the appropriate module menu button.
- Type in the code for the module in the *Quick Code* box, and press **Enter**.

The module codes are:

SO	Sales Orders	IM	Inventory Management
PO	Purchase Orders	SA	Sales Analysis
AR	Accounts Receivable	AP	Accounts Payable
SM	System Management	GL	General Ledger
SF	Sales Force InterLink	MC	Manufacturing Control
EI	EDI InterLink	ED	e-distribution

Additional codes can be set up by your system administrator.

TakeStock—The Basics

The TakeStock Basics users guide covers many system-wide types, features and procedures that you may find useful while working through the system. You can access this manual from the TakeStock Basics bookmark on the TakeStock PDF Library page. Use this guide for information on the following:

System Topics

Menu Bar Options	Other Menu Conventions	Buttons and Special Keys
------------------	------------------------	--------------------------

System Features

TakeStock provides additional functionality through system features. Some of these features are listed below:

Lookup	Filters	Templates
Updates	Print Setup	Notes Manager
Customer QuickSearch	Document QuickSearch	Item QuickSearch
Bin Allocation	Lot Allocation	Serial Number Allocation
Stock Reservations	Help	

System Procedures and Instructions

The procedures below to provide step-by-step instructions to complete any of the following tasks:

Creating Suggested POs

Creating Suggested Transfers

Creating Suggested Production Orders

How to select print and update options

How to Break a Stock Reservation

How to Enter a Stock Reservation

About Your TakeStock User Guide




This user guide is one in a series of manuals that document *TakeStock*. Each major component (module) within *TakeStock* is presented in a separate user guide. In addition, there is online Help to assist you.

Each user guide includes these elements:

Element ...	Provides ...
Table of Contents	A listing of all chapters and the major topics included in each.
Preface	A welcome and general introduction.
Introduction	An overview of the functions the module and submodules. Any prerequisites for using the module, interactions with other modules and the entire system, policies and procedures, processing flow diagram, and overall processing information.
Separate chapters for each major sub-menu	A discussion of the sub-modules included in <i>Manufacturing Control</i> , includes an overview of the menu and detailed instructions for using each menu selection.
Terms	A Glossary of Terms and Calculations is provided in Appendix A to list and detail the definition of terms, concepts, and calculations used in <i>TakeStock</i> . Other parts of the appendix may offer specialized information that is related to the module.
Index	An index of topics, terms, fields, menu items, and other information in the user guide, including page numbers for quick reference.

Conventions Used in this Manual

Please review the following conventions used in this manual. Understanding these convention will make the manual much easier to use.

Convention ...	Purpose ...
➔	Indicates a series of selections you are to make to reach a menu item. Example: You reach this menu item by choosing <i>Inventory Management</i> ➔ <i>Physical Inventory</i> ➔ <i>Print Count Sheets/Capture Quantities</i> .
<i>italics</i>	Indicates the name of a program or a field. Example: For <i>Item</i> , select an item from the drop-down list.
bold	Indicates emphasis. Example: Use this command only when you want to delete.
Buttons	Indicates a command button, checkbox, or radio button you can click. Buttons are shown in bold type and a different type face. Example: Choose Ok to save your selections.
 TIP:	Indicates important information or a note about a specific step or process.
 HINT:	Example: ➤  TIP: If you choose Print/Updt before Ok , the report is produced without saving your current settings. You must choose the Ok button to save new or modified settings.
TABLES	Indicates a table that contains multiple records, such as the ITEM TABLE or CUSTOMER TABLE. Example: During the update, the GL information is written to the LEDGER TABLE.

General Ledger

The TakeStock General Ledger (GL) system addresses the needs of wholesaler distributors by providing the ability to account for every cent of each transaction throughout the system, whether these transactions originated in the General Ledger or were posted from other modules such as Sales Orders, Accounts Receivable, Accounts Payable, and so on. The new system also provides the ability to report on the companies' performance through the production of financial statements.

A word about Security

Field level security is available throughout various General Ledger programs. For example: In the *Journal Entry* program, the *Period* field is secured so that only specific users are able to perform prior period or future period entries. Security is also available by center segment so that you can only enter journals for your company's branch.

The following the fields have security provided for Journal Entries: Account Number, Center, and Period.

Functional security is also provided for transaction limit and account balance limit.

General Ledger includes 8 sub-modules:



Journal
Entries

The Journal Entries menu allows you to enter, correct, and post general, reversing, and recurring journal entries from *TakeStock*.



Budgets

The budget process involves establishing a projected dollar amount for selected General Ledger accounts by period. The budget function provides a flexible environment for entering and maintaining company budgets. You have the ability to maintain multiple budgets that can be modified at anytime.



Allocations

Allocations provides you the ability to allocate account actual balances, budget figures, or specifically entered amounts to one or several other accounts. In other words, through the allocation process you can distribute (allocate) yearly budget figures for an account/profit center over subordinate account/profit centers. This is referred to as **Vertical Budgeting**. Vertical Budgeting is accomplished through the allocation process but the account/center information

uses budget figures only.



GL Interlink

The optional TakeStock GL InterLink (GI) integration allows GL journal entries produced from a payroll run to be imported directly into the TakeStock General Ledger module.



Inquiries

The *Inquiries* menu in *General Ledger* lets you select to sort and view information that you and other users have entered, as well as information generated by the system during routine processing. You can select the records on which to inquire by using a filter in combination with an inquiry.



Reports

Several standard reports are available, such as *Trial Balance*, *Journal Listings*, and *Budget Listings*. The *Trial Balance* and *Journal Listings* reports provide a printed audit trail for the transactions that are posted to GL. The *Budget Listing and Worksheet* report provides a means for you to review entries made into budgets.



Maintenances

Maintenances offers programs to select the controls that tailor General Ledger for the way your company does business, and set up and maintain information for processing business activity.



End-of-Period Close

End of Period (EOP) features include an on-line EOP Check List that you can customize. In the other TakeStock modules, sub-ledgers will continue to be used but post to a GL Detail Table at a register level with the Register ID included. Posting to GL from the module sub-ledgers is automatic when the register is updated and does not wait for the end of period close.

Chapter Contents

General Ledger	1
General Ledger Features	3
Flexible General Ledger Account Structure	3
Journals Features	5
Batch Posting	6
Budgets Features	7
Allocations Features	8
Standard Reports Features	9
Financial Reports Features	10
End of Period Features.....	11

General Ledger Features

The major feature sections of the General Ledger module are listed below:

Flexible General Ledger Account Structure

Within the General Ledger, you have the ability to define the Chart of Accounts that is needed to properly report financial activities in your company. The numbering scheme for the Chart of Accounts is represented by account number and center and may be alphanumeric, but is generally numeric.

You can define the structure of the account number as well as the center. All postings to the General Ledger use the established structure throughout the system. Transactions from other modules can also post to the appropriate account number and center (e.g.. Branch, Warehouse, Department).

Account Number Structure

The overall account identity in General Ledger is made up of two fields: Account Number and Center. The first part, account number, is normally used to identify the specific type of financial activity that a particular transaction happens to be, such as sales revenue, interest income, travel expense, administrative salary, and so on. The second part, center, is normally used to identify the portion or entity within the business organization to which the general ledger transaction is being charged (e.g. the business entity may be branch, warehouse, department, profit center, cost center, development project, and so on). You can further sub-divide the account number and center into segments.

General ledger transactions, including those coming from other TakeStock modules, are posted at the lowest center level of detail including branch, warehouse, department, and any center segments if you select them.

Account and Center Structure Table

	<u>Length</u>	<u>Required or Optional</u>
Account Number		
Base Account	4-20	Required
Account Segment 1	up to 15	Optional
Account Segment 2	up to 15	Optional
Total length	20 max	

Center

Branch	3	Optional
Warehouse	3	Optional
Department	3	Optional
Center Segment 3	up to 20	Optional
Center Segment 4	up to 20	Optional

Total length 20 max

Account Number

You can tailor the GL Account Number structure to consist of the base account number (required) and up to two additional account segments, which are optional. The GL account number structure can be as short as 4 characters (if only a 4-character base account number is selected) or up to a total length of 20 characters including segment separators.

Center

The Center is an optional alpha-numeric field of 1 to 20 characters in length (including segment separators). It can be subdivided into a maximum of 5 segments, including the pre-defined segments of branch, warehouse, and department. If branch, warehouse, or department is selected, each has a mandatory length of 3 characters. Only the established segments display during data entry.

Segment Sequence

You can specify Segments in both the account number and the center relative to the sequence in which the segments display within the respective structure. For example, if you select all three segments of the account number, you can specify that Account Segment 1 should be first, then the Base Account number, followed by Account Segment 2. You can also select segments in the center to display with Center Segment 1 first, then Branch, followed by Warehouse, then Department, and finally Center Segment 2.

Segment Separators

Segment Separators are used to separate the various segments within the Account Number and Center. Segment separators make a long account number or center structure easier to read and understand. All input fields for the Account Number and Center use pre-defined separators. Valid separators are (-, *, /, .).

Journals Features

All transactions that are posted into General Ledger have specific journal entry identifiers. These specific journal entry identifiers can come from another TakeStock module, can be imported from a foreign source, or can be entered directly into General Ledger. This identity, along with the company and period, provide you with the ability to distinguish from which module the journal entry posted and the type of activity the journal may contain, as well as, the ability to group common journal entries together.

Journal Entry program

You can use a single program when creating general, reversing, or recurring journal entries directly into General Ledger. You can make these entries in the immediate prior, current, or next periods. Providing you have the appropriate security level, you can also make journal entries in periods beyond the immediate, prior, or next.

Using the *Journal Entry* program, you can make journal entries that automatically reverse the entry in the next period and create a link between the original and the reversing entries. To reverse a journal entry that occurred in a prior period, you have the ability to copy the prior journal entry, but in reverse, to establish the link between the original and the reversing entries.

Another Journals feature allows you to setup and post recurring journal entries automatically, every month, and/or modify them manually prior to posting. You also have the option to automatically reverse a recurring journal entry.

Batch Posting

The new posting process for GL journal entries allows you to select whether journals should be processed by immediately posting or through a batch process.

If you run the General Ledger module in 'batch posting' mode, then each time you access the *Journal Entry* program, you can use the Lookup feature to review existing, un-posted journal entries or elect to create a new journal entry. From the Lookup, you can select one of the existing journal entries, access it, and add, change, or delete transactions; you can also select an un-posted journal entry and delete it.

The system treats each batch as essentially an un-posted journal entry. Therefore, each batch is uniquely identified by a combination of the Journal, and Entry Number of the transactions within the journal.

The *Batch Journal Posting* program is available to support the batch posting function. When you access the *Batch Journal Posting* program and enter the company code for which you want to post journal entries, the batch posting program looks for all batch journal entries that have been released for posting but have not yet been posted. Each of the released journal entries that meets the company criteria is then processed.

Before the batch journal entry can be posted, either the batch release or posting program must re-verify that all account numbers are valid and that each journal entry balances. If either check fails, the journal entry is not posted, but left as an un-posted batch not yet released. The system displays a warning message referring to each journal entry batch that failed the posting process and why.

The difference between **batch posting** and **immediate posting** is that releasing of a "batch-post journal entry simply prepares it ready for the batch posting program, but the releasing of an "immediate-post journal entry actually posts the journal entry without hesitation.

Budgets Features

The budget process involves establishing a projected dollar amount for selected General Ledger accounts by period. The budget function provides a flexible environment for entering and maintaining company budgets. You have the ability to maintain multiple budgets that can be modified at anytime.

The system stores budget history information for an unlimited number of years for inquiries and reports, and user-defined financial reports. You also have the ability to globally and individually maintain budget figures for current or future years for one or more account/centers.

You can make fixed or proportional changes to budgets. You can specify ranges of periods and accounts for budget modifications. Fixed changes can be made as an amount, percentage, or distribution amount. For proportional changes, you can base the distribution amount on a set amount, budget accounts and versions or actual accounts. For proportional changes, the distribution spread can be an even distribution or based on actual account values, budget accounts and version, or a distribution code.

Allocations Features

The allocation process provides the ability to establish an unlimited number of allocations for use in distributing account amounts or budget amounts among a number of account/center combinations and provides a method of creating and posting allocation journal entries.

Allocations provides you the ability to allocate account actual balances, budget figures, or specifically entered amounts to one or several other accounts. In other words, through the allocation process you can distribute (allocate) yearly budget figures for an account/profit center over subordinate account/profit centers. This is referred to as **Vertical Budgeting**. Vertical Budgeting is accomplished through the allocation process but the account/center information uses budget figures only.

You also have the ability to specify the range of figures to use. This includes figures from the current period, year to date figures, or figures from a range of periods.

You can distribute the allocation pool based on a fixed percentage/unit ratio or proportional percentages/unit ratios using a different account/center as the proportional source. If a distribution of the allocation results in a rounding discrepancy, you can specify where to post the discrepancy. You can select and post one or more allocations and preview the resulting journal entries prior to posting.

Standard Reports Features

Several standard reports are available, such as *Trial Balance*, *Journal Listings*, and *Budget Listings*. The *Trial Balance* and *Journal Listings* reports provide a printed audit trail for the transactions that are posted to GL. The *Budget Listing and Worksheet* report provides a means for you to review entries made into budgets.

Standard reports are also available that include listings of allocation and budget entries, journal transactions from GL and other modules, and various formats of a trial balance.

The *Allocation Listing* report provides you with a detailed list of all the parameters of an allocation.

You can select to print a budget in a budget listing or worksheet format. The *Budget Listing and Worksheet* report prints all periods on one report. The Budget Worksheet contains the same information as the Budget Listing, but the format of the report includes comparisons for actual vs. budget for the current year and/or last year with spaces for next year's budget.

Using the *Journal Listing* report, you can print any journal by any source for any range of periods or years. The Journal Listing shows an asterisk (*) if the period entered is different from the period posted. You also have the option to print only posted journals, only un-posted journals, or both.

Using the *Subledger Report*, you can print a report of the payroll transactions in the generic subledger table created by the system's register programs, such as the *GL Import Register* program.

You can print the *Trial Balance* report in summary or detail format and for any desired Center with both debit & credit activity, net activity, beginning and ending balance. You can print the *Trial Balance* for the current period and for prior or future periods as well. You can use the *Trial Balance* in a GL worksheet format for adjusting entries for end of period.

Report options for the Trial Balance include:

- Printing ending balances only for a range of periods.
- Printing for a specified period with a comparison to the same period last year or with the budget.
- Printing account balances above or below predefined limits (summary and detail format).
- Printing debit balances for credit accounts, vice versa (detail format only).
- Printing the percentage change in the account balance above or below predefined limits (summary and detail format for a range of accounts).
- A user-defined option for Trial Balance total breaks at any or all of the possible segment levels and account types.

Financial Reports Features

Using the Financial Reports feature you can setup, display, and print financial reports such as balance sheets and income statements (profit and loss). You have the ability to copy sections of layouts or other report layouts to create new financial statements. You can print all financial reports for a specific center or the entire company.

If you are running multiple companies, you can produce consolidated financial statements using the Financial Reports feature.

Financial Report Writer

The Financial Report Writer provides the ability to define and maintain financial reports. The company's financial data, drawn from current balances in the General Ledger accounts, can be arranged by row or column in a wide variety of formats. You can produce reports for specific centers in the company as well as for the total company.

Reports can be printed to a screen, printer, or file for later use in other reports. Financial reports' data and text can also be exported to a spreadsheet for further analysis.

The *Report Column Maintenance* and *Report Row Maintenance* programs are used to design the financial report formats for columns and rows. The *Report Group Maintenance* program is used to group center components, such as branches, departments, or user defined segments, for reporting purposes.

End of Period Features

End of Period (EOP) features include an on-line EOP Check List that you can customize.

In the other TakeStock modules, sub-ledgers will continue to be used but post to a GL Detail Table at a register level with the Register ID included. Posting to GL from the module sub-ledgers is automatic when the register is updated and does not wait for the end of period close.

The GL EOP Close checks whether the other modules have been closed for that period (AR, AP, SO, PO, MC, IM, and so on). The EOP increments the next period to the current period. No further entries are allowed to that period unless they are prior period journal entries.

Year End Close

You can close the fiscal year for each company. You can use a closing period for end-of-year journal entries from the auditors. The Year End Close function calculates the closing balance of each asset and liability account and the retained earnings account. These amounts become the opening balances of the accounts for the next year. Year-end balances for revenue and expense accounts are closed to retained earnings by this process and posted to a hidden period. All periods for the current year must be closed before the Year End Close can be processed.

Preliminary Close

The design of TakeStock General Ledger includes immediate or batch posting of journal entries entered directly into General Ledger, and journal posting of registers from originating modules as those registers are printed and updated. Consequently, there is no need for preliminary closes to print financial statements as was required by earlier versions of TakeStock.

End of Period Checklist

The following is a checklist of the procedures to close the end of a period in General Ledger. You should follow the procedures in the order presented to properly close a period.

	Procedure	Options	Required
1.	Enter any necessary journal entries.		Yes
2.	Post all journal entries: General (for batch-mode processing) Recurring, Reversing, and Allocating entries.		Yes
3.	Run the <i>Journal Listing</i> .		Yes
4.	Print the <i>Detail Trial Balance Report</i> (the balance should be zero).		Yes
5.	Create and print your Financial Statements (repeat as needed when		Yes

additional entries are made for the open period).

- | | | |
|----|---|-----|
| 6. | Enter any necessary journal entries (repeat as needed). | Yes |
| 7. | Perform the <i>GL End of Period Close</i> in <i>General Ledger</i> when all GL activity for the period is complete. | Yes |

GL Journal Entries

The Journal Entries menu allows you to enter, correct, and post general, reversing, and recurring journal entries from *TakeStock*. Entries for the Journal Entries menu are:

<i>Journal Entry</i>	The <i>GL Journal Entry</i> program consists of a common journal entry screen that is used for all Journals in the General Ledger module, including general journals (current, prior period, and future), recurring journals, and reversing journals.
<i>Recurring Entry</i>	Using the <i>GL Journal Entry</i> program in Recurring mode, you can enter recurring journal entries. <i>GL Journal Entry</i> consists of a common journal entry screen that is used for all Journals in the General Ledger module, including general journals (current, prior period, and future), reversing, and recurring journals.
<i>Post Journal Entries</i>	When the General Ledger module is operating in batch mode, the <i>Post Journal Entries</i> program allows you to post journal entries that have been released for posting.
<i>Post Allocating/Recurring Entries</i>	Using the <i>Post Allocating/Recurring Entries</i> program you can process all recurring journal entries that have been marked for release but not yet processed.

Chapter Contents

GL Journal Entries	13
Reversing Journal Entries	15
Journal Entry Overview	16
Journal Entries Menu Options	18
Journal Entry Templates Features	20
Additional Journal Entry Features	21
Journal Entry Posting Options	22
Prior Period Journal Entry	23
Future Period Journal Entry.....	23
Journal Entry.....	24
Save Journal Entry Template Dialog Box.....	28
Import Journal Entry Template Dialog Box.....	28
Copy Past Entry Dialog Box	29
How to enter general or reversing journal entry header information	30
How to enter detail information for general journal entries.....	32
Recurring Entry.....	37
How to enter a recurring journal entry	41
To enter detail information for recurring journal entries	42
Post Journal Entries	47
Post Journal Entries	47
Post Journal Entries Print	49
How to post journal entries in batch mode	50
Post Allocating/Recurring Entries	52
Post Allocating/Recurring Entries Print	54
How to post allocating/recurring journal entries	55

Reversing Journal Entries

You can generate a reversing journal in any one of three ways:

- The system processes a general journal entry or a recurring journal entry as a reversing entry when you select the **Reversing Entry** check box in the journal header information section of the *GL Journal Entry* screen. In this case, TakeStock automatically creates a second journal entry, using the journal and the reversal date/period that you enter using the Reversing tab folder when you create the original journal entry.
- You can also directly enter a reversing journal entry as an originating entry. To do this, create a journal entry using the *GL Journal Entry* program; in the Journal Type field in the header section of the screen, enter a Journal Type of REV. The *GL Journal Entry* screen format is identical to that of a general journal entry (such as GEN journal type) except that the **Reversing Entry** check box and *Reversing Options* dialog box are not displayed, since the journal entry being entered is the reversing journal entry.
- For a previously posted journal entry that needs to be reversed, copy the journal entry in reverse. This directly creates a reversing journal entry, and the *GL Journal Entry* screen displays as described in method #2.

Journal Entry Overview

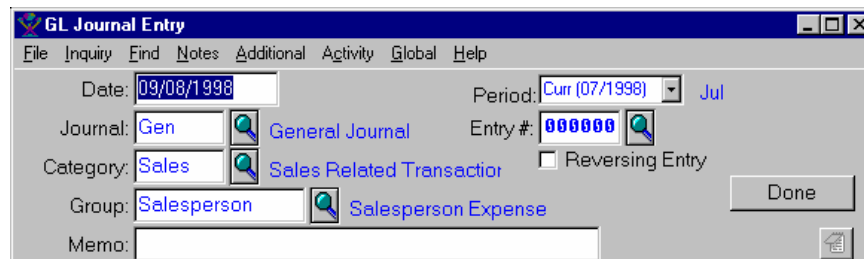
The *GL Journal Entry* program consists of a common journal entry screen that is used for all Journals in the General Ledger module, including general journals (current, prior period, and future), recurring journals, and reversing journals.

The *GL Journal Entry* program always works in a specific mode or activity. The mode determines the entry type that may be entered or edited. The different journal entries you can make are: General, Reversing, and Recurring.

Header and Detail Information

You can enter all information for a document on one screen. The *GL Journal Entry* program consists of 5 screen parts.

In the upper portion of the screen, you can enter journal header information.



The screenshot shows the 'GL Journal Entry' window with a menu bar (File, Inquiry, Find, Notes, Additional, Activity, Global, Help). The form contains the following fields and options:

- Date: 09/08/1998
- Period: Curr (07/1998) Jul
- Journal: Gen (with a magnifying glass icon and 'General Journal' text)
- Entry #: 000000 (with a magnifying glass icon)
- Category: Sales (with a magnifying glass icon and 'Sales Related Transaction' text)
- Group: Salesperson (with a magnifying glass icon and 'Salesperson Expense' text)
- ☐ Reversing Entry
- Done button
- Memo: (empty text box)

In the lower portion of the screen, the program uses tab folders to change the screen display for the different information to be entered.

The screenshot shows a software window titled "Journal Entry Overview". At the top, there are two tabs: "Lines" and "Reversing", with "Reversing" currently selected. Below the tabs, there are three input fields: "Control Amount:" with a value of "0.00", "Total DR:" with a value of "0.00", and "CR:" with a value of "0.00". Below these fields is a table with the following columns: "Account #", "Center", "Debit", "%", "Credit", "%", and an empty column. The table has 10 rows. Below the table, there are five buttons: "Add", "Insert", "Delete", "Print", and "Help". To the right of these buttons is a checkbox labeled "Post Now". At the bottom of the window, there is a text field with the label "Enter the date.".

Account #	Center	Debit	%	Credit	%	

The tab folders include:

- **Lines**, which is used to enter multi-line detail information for the specific journal transactions through an updateable browser.
- **Reversing**, which is used to enter reversing journal information.
- **Linked**, which is available when a link exists between an original entry and a reversing entry. This tab displays for the reversed entry you create.
- **Recurring**, which is used to enter recurring entry parameters. The Recurring folder is only available for recurring entry mode.

Journal Entries Menu Options

This section presets the standard menu options that are available from Journal Entries programs. Refer to the menu section of a program for specific menu options.

File

Menu Selection	Function
New	Creates a new GL document.
Delete	Deletes the current document. The system deletes line items and sets the header to deleted. The document prints on the register as an audit trail of document numbers assigned.
Preferences	Accesses the <i>Browse Columns</i> dialog box, which is used to set the tab order for the entry fields on the screen.
Import Template	Accesses <i>Import Template</i> dialog box, which is used to select the journal entry template to use to create journal entries.
Save Template	Accesses the <i>Save Template</i> dialog box, which is used to save and name the current journal entry as a template.
Delete Template	Deletes the journal entry template from the system.
Exit	Exits the current program.

Inquiry

Menu Selection	Function
Account Inquiry F5	Accesses the <i>Account Inquiry</i> to display account information.
Journal Inquiry	Accesses the <i>Journal Inquiry</i> to display information about existing journal entries.
Journal Entry Overview	Accesses a dialog box that displays line detail information about the journal entry.

Find

Menu Selection	Function
Journal Header Lookup	Opens the Lookup for journal header records.

Notes

Menu Selection	Function
Journal Entry	Opens the <i>Notes Manager</i> for the current document. If a note exists for a document, the Notes Manager will automatically open and display the note each time the document number is entered.

Additional

Menu Selection	Function
Maintain	Maintains records for the available fields on this screen.
Copy Past Entry	Accesses the <i>Copy Past Entry</i> dialog box, which is used to copy a prior

	posted journal entry as the starting point for a new journal entry.
Custom Fields-Header	Opens the <i>User Fields</i> dialog box to enter custom fields for the header information.
Custom Fields Detail	Opens the <i>User Fields</i> dialog box to enter custom fields for the detail line item information.
<u>Activity</u>	
Menu Selection	Function
Journal Entry	Changes to the <i>Journal Entry</i> program in Journal Entry mode.
Recurring	Changes to the <i>Journal Entry</i> program in Recurring Entry mode.
<u>Global</u>	
Menu Selection	Functions
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.
<u>Help</u>	
Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

Journal Entry Templates Features

To help save time and minimize entry errors, the *GL Journal Entry* program offers an optional new feature so that once a journal entry is keyed, you can save the structure of the journal entry as a 'template' by giving it a name. To create a journal entry template, select *File* → *Save Template* to access the *Save Journal Entry Template* dialog box from the *Journal Entry* screen. In the *Template* field, enter the name of the template and in the *Description* field, enter a description of the template.

At some later time, when you start to enter a new journal entry, you can simply click *File* → *Import Template* to request that an existing journal entry template be copied and used as the beginning point for the current journal entry. Then all you have to enter are the various dollar amounts into each transaction, since the journal entry's account numbers, centers, and memo data were copied from the template. The system assigns the next available journal entry number using the next sequential number as with entering any new journal entry.

Copying a Prior Journal Entry

Another new feature used to save time and minimize errors is the *Copy Past Entry* dialog box, which provides the ability to copy a prior posted journal entry as the starting point for a new journal entry. After you open the *GL Journal Entry* program, you can quickly and easily look for previous journal entries from the current or prior period, and highlight the entry and either copy the entry directly or copy the prior entry as a reversal. In either case, you can place the copied entry into the currently open *GL Journal Entry* screen, and the program updates the new Journal to either the default general Journal ('**GEN**'), or the reversing Journal ('**REV**'). As with any new journal entry, the system generates new and unique entry numbers. When copying a prior journal entry as a reversal, the system creates/updates the appropriate link information for the original journal entry and the reversing journal entry and displays this information on the **Linked** tab.

Additional Journal Entry Features

Automatic Balancing

When you enter a journal entry, you cannot post it until the total debits within the entry balance to the total credits within the entry.

To facilitate journal entry balancing, the Automatic Balancing feature allows you to enter transaction line information (account number, center, memo, and so on) for out of balance (the total debits do not equal the total credits) journal entries. Instead of entering a transaction amount, press **F9** to cause the out of balance amount to be placed into the transaction as a debit (if the credits were larger than the debits) or a credit (if the debits were larger than the credits). As a result of pressing the 'automatic balance' function key (**F9**), the entire journal entry balances.

Transaction Amount Limit Features

The Transaction Limit and Account Balance Limit features check journal entry transactions against their respective general ledger master accounts and verify that the transaction amounts do not exceed the Journal Transaction Limit for the account or cause the current account balance to exceed the Account Balance Limit for the account.

Transaction Limit

The system checks each journal entry transaction against its respective general ledger master account and verifies that the transaction amount does not exceed the Journal Transaction Limit for the account. If the account has an amount that is greater than zero and the transaction amount is greater than the amount in the account master record, then the system displays a warning message, requiring you accept the unusual condition. Functional security is available for this feature.

Account Balance Limit

The system checks each journal entry against its respective general ledger master account and verifies that the transaction amount does not cause the current account balance to exceed the Account Balance Limit for the account. If the account has an amount that is greater than zero and the transaction amount added to the existing account balance is greater than the amount in the account master record, then the system displays a warning message, requiring the you to accept the unusual condition. Functional security is available for this feature.

Journal Entry Posting Options

In the *GL Control Maintenance* program, the Journal Posting option controls the posting method for journal entries that are entered directly into the General Ledger module using the *GL Journal Entry* program.

For this option, you can select: Immediate posting, or Batch posting. Once selected, ALL journal entries that you enter using the *GL Journal Entry* program are controlled by this option.

The difference between “batch posting and “immediate posting is that when you release a “batch post journal entry, it simply prepares it for the *Post Journal Entries* program, but when you release an “immediate post journal entry, the journal entry actually posts at that time.

Immediate Posting

If the General Ledger module is operating under the ‘immediate posting’ method, you can click the **Post Now** checkbox on the *GL Journal Entry* program, and when you save the entry, the following processing occurs:

The journal entry is no longer available for change,

The system adds the transactions to the GL detail table,

The system updates each respective general ledger summary record for each account referenced within the journal entry with the corresponding transaction amount.

Batch Posting

If the general ledger module is running under the ‘batch posting’ method, you can click the **Mark for Posting** checkbox on the *GL Journal Entry* program, and when you save the entry, the following processing occurs:

The journal entry is saved and marked for posting for the *Post Journal Entries* program.

Since each batch is essentially an unposted journal entry, it is uniquely identified by a combination of the Journal, and Entry Number of the transactions within the journal entry.

The journal entry is still available for changes until you run the *Post Journal Entries* program for the journal entry.

Before the batch journal entry posts, the system re-verifies that all account numbers are valid and that each journal entry balances. If either check fails, the journal entry cannot post and is left as an unposted batch not yet released. The system automatically deselects the **Mark for Posting** check box on the *GL Journal Entry* screen and on the register, displays a warning message referring to each journal entry batch that failed the posting process.

Prior Period Journal Entry

Using the *GL Journal Entry* program, you can create a journal entry against any prior (or closed) fiscal period (regardless of the year) as defined in the *GL Control Maintenance* program provided you hold the proper functional security for General Ledger. The system requires that you confirm the entry by responding to an appropriate warning message. If you do not have additional security clearance, you can only create journal entries in the immediate prior, current, and next periods.

When a posting does occur to a prior closed period, the system creates the appropriate retained earnings and beginning balances journal entries in subsequent closed periods and automatically updates them at the time of the journal entry posting.

Future Period Journal Entry

Using the *GL Journal Entry* program, you can create a journal entry against any future fiscal period (any fiscal period beyond the current period) as long as that period is within the future period range defined in *GL Control Maintenance*. The system requires that you confirm the entry by responding to an appropriate warning message. If you do not have additional security clearance, you can only create journal entries in the immediate prior, current and next periods.

Journal Entry

The *GL Journal Entry* program consists of a common journal entry screen that is used for all journals in the General Ledger module, including general journals (current, prior period, and future) and reversing journals.

The *GL Journal Entry* program always works in a specific mode or activity. The mode determines the entry type that may be entered or edited. The different journal entries you can make are from this screen: General and Reversing. To create recurring journal entries, select *Activity* → *Recurring* from the menu bar or access the *GL Journal Entry* program in Recurring mode by selecting *General Ledger* → *Journal Entries* → *Recurring Entry*.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Done Saves the entered header and detail information for the journal entry and processes it if the **Post Now** or **Mark for Posting** checkbox is selected.

Date The date of the journal entry. The system displays the current date as the default. This field is a required entry for general or reversing journal entries.

Period The posting period for the journal entry. The system displays the current period as the default.

For General Ledger users with additional functional security clearance,


journal entries created via general journal entry are allowed against any future fiscal period (any fiscal period beyond the current period) as long as that period is within the future period range defined in *GL Control Maintenance* or against any prior (or closed) fiscal period (regardless of the year) as defined in *GL Control Maintenance* but only after you confirm the entry by responding to an appropriate warning message.

<i>Journal</i>	The journal to be used for this entry. The system displays GEN for the General Journal as the default. You can use the Lookup icon to select another journal.
<i>Entry #</i>	The number for the current journal entry. This value is dependant on the Journal selected. You can use the Lookup icon to select entry numbers that have not been posted. You can also set your system to automatically create this number when you press F9 and enter line information.
<i>Category</i>	The journal category for the entry. The system displays the category for the selected journal as the default. This field is a required entry.
Reversing Entry	Indicates that a reversing entry should be automatically generated. If this check box is selected, the system displays the Reversing options tab in the lower portion of the screen. For instructions for entering reversing journal entries, refer to the <i>How to enter reversing journal entry detail information</i> procedure.
<i>Group</i>	The journal group code for the entry. This value defaults from the Journal selected.
<i>Memo</i>	Any descriptive information for the journal entry. This is an optional field that defaults to each line item memo..

Lines Tab Information

<i>Control Amount</i>	The amount used to balance the entry and as a source for automatic distribution. The control amount is the amount that you intend the total debits to equal and the total credits to equal for this journal entry. As the you enter transactions, the total of all debits and the total of all credits are continually compared to the control amount with the differences being displayed in the <i>Total Dr</i> and <i>Total Cr</i> fields at the top of the Lines folder. All designated debit transactions must have a total percentage that equals 100, and all designated credit transactions must have a total percentage that equals 100.
<i>Account#</i>	The account number for the journal entry detail line. This field is a required entry.
<i>Center</i>	The center for the journal entry detail line. This field is a required entry.
<i>Debit</i>	The debit amount. This field is a required entry. When you are entering lines, you can press F9 from the appropriate <i>Debit</i> or <i>Credit</i> field in the browser to access the auto-balance feature, which will make the required debit or credit entry to balance the document lines.
<i>%</i>	Distribution percentage debit (optional field) - Used only for control amount distribution.
<i>Credit</i>	The credit amount. This field is a required entry. When you are entering lines, you can press F9 from the appropriate <i>Debit</i> or <i>Credit</i>

	field in the browser to access the auto-balance feature, which will make the required debit or credit entry to balance the document lines.
%	Distribution percentage credit (optional) - Used only for control amount distribution.
<i>Memo</i>	Note or memo for the transaction. This memo defaults from the header information.
Add	Adds a line in the browser in the lower portion of the screen.
Insert	Adds a line above the highlighted line in the browser in the lower portion of the screen.
Delete	Deletes the highlighted line in the browser in the lower portion of the screen.
Print	Prints the current journal entry. You can select to print anytime during journal entry. The print includes all data entered for the journal entry including the user's id, date and time of creation, company, fiscal period, journal identification information, control amount, account numbers, centers, debit and credit dollars, and any other relative journal information. If you print a recurring journal entry or a general journal entry that contains automatic reversing, the system produces two prints: one for the originating entry, and one that represents the reversing entries.
Post Now/ Mark for Posting	Click the Post Now checkbox if you want the journal entry to be saved and immediately posted or the Mark for Posting checkbox if you want the journal entry to be saved and marked for batch posting using the <i>Post Journal Entries</i> program.

 **TIP** The type of checkbox that the system displays is determined by the Journal Posting option in *GL Control Maintenance*. This option determines how to post journal entries that are entered using this program. You can select the Immediate Posting method or the Batch Posting method. Once selected, ALL journal entries entered using the *Journal Entry* program post by this method. The difference between "batch and "immediate is that releasing of a "batch post journal entry simply prepares it for the *Post Journal Entries* program, but the releasing of an "immediate post journal entry actually posts the journal entry without hesitation. For more details, refer to the *Journal Entry Posting Options* topic.

Reversing Tab Information

<i>Reversal Date</i>	The date the reversing entry is created. This is a required field.
<i>Reversal Period</i>	The period for the reversing entry. This defaults to the next fiscal period following the period of the journal entry being entered. This is a required field.
<i>Reversal Journal</i>	The journal for the reversing entry. This defaults to the Journal designated as the default Journal for reversing journal entries. This is a required field.
<i>Reversal</i>	The category for the reversing entry. This defaults to the journal

<i>Journal Category</i>	category defined for the Journal. This is a optional field.
<i>Reversal Journal Group</i>	The group for the reversing entry. This defaults to the journal group defined for the journal. This is a optional field.
<i>Memo</i>	Any descriptive information for the reversing journal entry. This is a optional field.

Linked Tab Information

<i>Date</i>	The date the journal entry was posted.
<i>Period</i>	The period the journal entry was posted.
<i>Journal</i>	The journal used when the journal entry was posted.
<i>Entry #</i>	The entry number (assigned by the system) when the journal entry was posted.
<i>Category</i>	<u>The journal category used when the journal entry was posted.</u>
<i>Group</i>	The journal group used when the journal entry was posted.
<i>Memo</i>	The memo used when the journal entry was posted.

Menus

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

How to enter general or reversing journal entry header information

How to enter detail information for general journal entries

Save Journal Entry Template Dialog Box

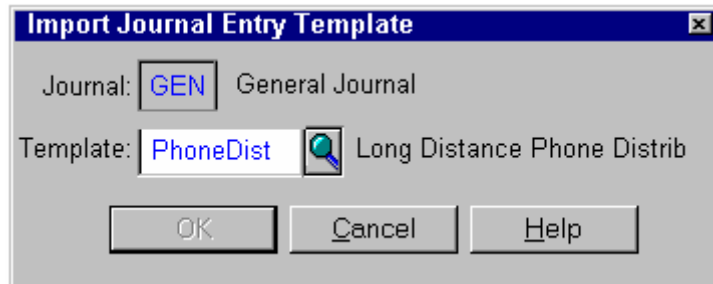


The dialog box titled "Save Journal Entry Template" has a blue title bar with a close button. It contains three input fields: "Journal:" with a dropdown menu showing "GEN" and the text "General Journal"; "Template:" with a text box containing "PhoneDist" and a magnifying glass icon; and "Description:" with a text box containing "Long Distance Phone Dist". At the bottom are three buttons: "OK", "Cancel", and "Help".

To create a journal entry template, select *File* → *Save Template* to access the Save Journal Entry Template dialog box. In the *Template* field, enter the name of the template and in the *Description* field, enter a description of the template.

Import Journal Entry Template Dialog Box

At some later time, when you start to enter a new journal entry, you can simply click *File* → *Import Template* to request that an existing journal entry template be copied and used as the beginning point for the current journal entry. Then all you have to enter are the various dollar amounts into each transaction, since the journal entry's account numbers, centers, and memo data were copied from the template. The system assigns the next available journal entry number using the next sequential number as with entering any new journal entry.



The dialog box titled "Import Journal Entry Template" has a blue title bar with a close button. It contains two input fields: "Journal:" with a dropdown menu showing "GEN" and the text "General Journal"; and "Template:" with a text box containing "PhoneDist", a magnifying glass icon, and the text "Long Distance Phone Distrib". At the bottom are three buttons: "OK", "Cancel", and "Help".

Copy Past Entry Dialog Box

Account	Center	Amount	Memo

Another feature used to save time and minimize errors is the *Copy Past Entry* dialog box, which provides the ability to copy a prior posted journal entry as the starting point for a new journal entry. After you open the *GL Journal Entry* program, you can quickly and easily look for previous journal entries from the current or prior period, and highlight the entry and either copy the entry directly or copy the prior entry as a reversal. In either case, you can place the copied entry into the currently open *GL Journal Entry* screen, and the program updates the new Journal to either the default general Journal ('**GEN**'), or the reversing Journal ('**REV**'). As with any new journal entry, the system generates new and unique entry numbers. When copying a prior journal entry as a reversal, the system creates/updates the appropriate link information for the original journal entry and the reversing journal entry and displays this information on the **Linked** tab.

How to enter general or reversing journal entry header information

The type of journal entry you enter depends on the type of Journal to which the entry posts. A general journal entry posts to a Journal that has a journal type of **GEN**. A reversing journal entry posts to a Journal that has a journal type of **REV**. To enter an originating reversing journal entry, in the Journal Type field in the header section of the screen, enter a Journal Type of **REV**.



TIP Each time you access the *GL Journal Entry* program, you can use the Lookup function to find existing unposted journal entries or you can create a new journal entry. If you select the Lookup, you can access an existing unposted journal entry and add, change, or delete transactions, delete the journal entry entirely or release it for posting.

1. Access the *GL Journal Entry* program. The complete path is *General Ledger* → *Journal Entries* → *Journal Entry*. The system displays the *Journal Entry* screen in Journal Entry mode as the default.

2. From the Activity menu option, select the type of document you want to enter. Available choices are: **Journal Entry** and **Recurring**.

Note: When you select a document type, the required header information varies slightly.

- ◆ For recurring journal entries, the system does not require you to enter the date or period.
3. In the upper portion of the screen, enter the header information for the journal entry. Use the table below to guide you in your entries.

<i>Date</i>	The date of the journal entry. The system displays the current date as the default. This field is a required entry for general or reversing journal entries. For recurring journal entries, this field is not displayed
<i>Period</i>	<p>The period for the journal entry. The system displays the current period as the default.</p> <p>For General Ledger users with additional functional security clearance, journal entries created via general journal entry are allowed against any future fiscal period (any fiscal period beyond the current period) as long as that period is within the future period range defined in GL Control Maintenance or against any prior (or closed) fiscal period (regardless of the year) as defined in GL Control Maintenance but only after you confirm the entry by responding to an appropriate warning message.</p>
<i>Journal</i>	The journal to be used for this entry. The system displays GEN for the General Journal as the default. You can use the Lookup icon to select another journal.
<i>Entry #</i>	The number for the current journal entry. This value is dependant on the Journal selected. You can use the Lookup icon to select entry numbers that have not been posted. You can also set your system to automatically create this number when you press F9 and enter line information.
<i>Category</i>	The journal category for the entry. The system displays the category for the selected Journal as the default. This field is a required entry.
Reversing Entry	Indicates that a reversing entry should be automatically generated. If this check box is selected, the system displays the Reversing options tab in the lower portion of the screen. For instructions for entering reversing journal entries, refer to the <i>How to enter reversing journal entry detail information</i> procedure.
<i>Group</i>	The journal group code for the entry. This value defaults from the journal selected.
<i>Memo</i>	Any descriptive information for the journal entry. This is an optional field.

4. Select the **Notes** icon to access the Notes Manager, which is used for standard note entry for Journals.
5. Click the **Done** button to save the header information you have entered, or enter the detail information for the document.

How to enter detail information for general journal entries

1. In the lower portion of the *GL Journal Entry* screen, you can access a series of tab folders to enter specific document detail information. Available tab folders are: **Lines**, **Reversing**, and **Linked** (when a link exists between an original entry and a reversing entry).

The system displays these tabs based on the activity you selected when entering the document header information.

The first tab folder is the **Lines** tab; it is available for all modes or types of journal entries.

[illegible]

2. In the lower portion of the screen, use the **Lines** tab to enter document information for the general journal entry.
3. (optional entry) In the *Control Amount* field, enter the amount used to balance the entry and as a source for automatic distribution. The control amount is the amount that you intend the total debits to equal and the total credits to equal for this journal entry. As the you enter transactions, the total of all debits and the total of all credits are continually compared to the control amount with the differences being displayed in the *Total Dr* and *Total Cr* fields at the top of the **Lines** folder. All designated debit transactions must have a total percentage that equals 100, and all designated credit transactions must have a total percentage that equals 100.

**TIP Distribution of the Control Amount**

If the current journal entry has a control amount, you have the following additional options:

- Enter one or more transactions including account number, center, memo, debit/credit designation, and so on, leave the transaction amount equal to zero, but enter a percentage that indicates the percentage of the control amount that this transaction should receive. Then you can distribute debits and credits.
 - For both debit and credit distributions, if one or more specific transactions have been entered containing dollar amounts prior to the distribution request, the system subtracts the keyed debit and credit dollars from the control amount (arriving at two separate amounts to be distributed) and distributes the respective remaining amounts to the designated transactions.
 - If you change the control amount after you enter the transaction lines, any amounts entered are automatically changed based on percentages.
4. Use the **Add** or **Insert** buttons to add journal entry lines. You can double click a detail line to edit it. Refer to the table below to guide you in your entries. When you are entering lines, you can press **F9** from the appropriate *Debit* or *Credit* field in the browser to access the auto-balance feature, which will make the required debit or credit entry to balance the document lines.

<i>Account #</i>	The account number for the journal entry detail line. This field is a required entry.
<i>Center</i>	The center for the journal entry detail line. This field is a required entry.
<i>Debit</i>	Debit Amount in either debit dollars or credit dollars. This field is a required entry.
<i>%</i>	Distribution percentage debit (optional field) - Used only for control amount distribution.
<i>Credit</i>	Credit amount in either debit dollars or credit dollars. This field is a required entry.
<i>%</i>	Distribution percentage credit (optional) - Used only for control amount distribution.
<i>Memo</i>	Note or memo for the transaction.

5. Now you can select:
- The **Delete** button to delete the highlighted line in the browser in the lower portion the screen. If you are in batch mode, then the deleted journal entry prints on the Journal Entry Posting register.
 - The **Print** button to print the current journal entry. You can select to print anytime during journal entry. The print includes all data entered for the journal entry including the user's id, date and time of creation, company, fiscal period, journal identification information, control amount, account numbers, centers, debit and credit dollars, and any other relative journal information. If you print a recurring journal entry or a general journal entry that contains automatic reversing, the system produces two prints: one for the originating entry, and one that represents the reversing entries.

- Click the **Post Now** checkbox if you want the journal entry to be saved and immediately posted or the **Mark for Posting** checkbox if you want the journal entry to be saved and marked for batch posting using the *Post Journal Entries* program.



TIP The type of checkbox that the system displays is determined by the Journal Posting option in *GL Control Maintenance*. This option determines how to post journal entries that are entered using this program. You can select the Immediate Posting method or the Batch Posting method. Once selected, ALL journal entries entered using the *Journal Entry* program post by this method. The difference between “batch and “immediate is that releasing of a “batch post journal entry simply prepares it for the *Post Journal Entries* program, but the releasing of an “immediate post journal entry actually posts the journal entry without hesitation. For more details, refer to the *Journal Entry Posting Options* topic.

- Click the **Done** button to save the information you have entered or continue with step 8 for reversing entry options if you are creating a reversing journal entry.

To Enter Reversing Journal Entry Information

- Select the **Reversing** tab to enter information for the reversing entry.

The screenshot shows the 'GL Journal Entry' window with the 'Reversing' tab selected. The window contains the following fields and values:

- Date: 03/15/1998
- Period: 03/1998 (March, 1998)
- Journal: SALES (Sales Journal)
- Category: SALES (Sales Related Trai)
- Group: SALESPERSON (Salesperson Expense)
- Entry #: 00002
- Reversing Entry: ☒
- Memo: This is a memo
- Reversal Date: 04/14/98
- Period: 04/1998
- Journal: SALES
- Category: SALES
- Group: SALESPERSON
- Memo: this is a memo

- Enter information in the following fields. Use the table below to guide in your entries.

<i>Reversal Date</i>	The date the reversing entry is created. This field is a required entry.
<i>Period</i>	The period for the reversing entry. This defaults to the next fiscal period following the period of the journal entry being entered. This field is a required entry.
<i>Journal</i>	The journal for the reversing entry. This defaults to the journal designated as the default journal for reversing journal entries. This field is a required entry.

<i>Category</i>	The category for the reversing entry. This defaults to the journal category defined for the Journal. This field is an optional entry.
<i>Group</i>	The group for the reversing entry. This defaults to the journal group defined for the Journal. This field is an optional entry.
<i>Memo</i>	Any descriptive information for the reversing journal entry. This field is an optional entry.



TIP Refer to the Reversing Journal Entries topic for more information about reversing journal entries.

10. Select the **Linked** tab to display information for the original and reversing entries.

The screenshot shows the 'GL Journal Entry' window with the 'Linked' tab selected. The window has a menu bar with 'File', 'Inquiry', 'Find', 'Notes', 'Additional', 'Activity', 'Global', and 'Help'. The main area contains fields for Date (03/15/1998), Period (03/1998, March, 1998), Journal (SALES, Sales Journal), Entry # (00008), Category (SALES, Sales Related Tra), Group (TAX, Tax transactions), and Memo. A 'Reversing Entry' checkbox is also present. Below these fields are three tabs: 'Lines', 'Reversing', and 'Linked'. The 'Linked' tab is active, showing a second set of fields: Date (03/15/98), Period (03/1998, March, 1998), Journal (sales, Sales Journal), Entry # (00002), Category (SALES, Sales Related Transactions), Group (SALESPERSON, Salesperson Expenses), and Memo (This is a memo).

12. The system displays the **Linked** journal tab folder only when a link exists between an original entry and a reversing entry. The screen displays the following fields:

<i>Date</i>	The date the journal entry was posted.
<i>Period</i>	The period the journal entry was posted.
<i>Journal</i>	The journal used when the journal entry was posted.
<i>Entry #</i>	The entry number (assigned by the system) when the journal entry was posted.
<i>Category</i>	The journal category used when the journal entry was posted.
<i>Group</i>	The journal group used when the journal entry was posted.

Memo The memo used when the journal entry is posted.

13. Click the **Done** button to save the journal entry and process if the **Post Now** or **Mark for Posting** checkbox is selected.

Recurring Entry

Using the *GL Journal Entry* program in Recurring mode, you can enter recurring journal entries. *GL Journal Entry* consists of a common journal entry screen that is used for all Journals in the General Ledger module, including general journals (current, prior period, and future), reversing, and recurring journals.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

- Done** Saves the entered header and detail information for the journal entry and processes it if the **Post Now** or **Mark for Posting** checkbox is selected.
- Journal** The journal to be used for this entry. The system displays **GEN** for the General Journal as the default. You can use the **Lookup** icon to select another journal.
- Entry #** The number for the current journal entry. This value is dependant on the Journal selected. You can use the **Lookup** icon to select entry numbers that have not been posted. You can also set your system to automatically create this number when you press **F9** and enter line information.
- Category** The journal category for the entry. The system displays the category for the selected Journal as the default. This field is a required entry.
- Reversing Entry** Indicates that a reversing entry should be automatically generated. If this check box is selected, the system displays the **Reversing** options tab in

the lower portion of the screen. For instructions for entering reversing journal entries, refer to the *To enter reversing journal entry detail information* procedure.

<i>Group</i>	The journal group code for the entry. This value defaults from the Journal selected.
<i>Memo</i>	Any descriptive information for the journal entry. This is an optional field.

Lines Tab Information

<i>Control Amount</i>	The amount used to balance the entry and as a source for automatic distribution. The control amount is the amount that you intend the total debits to equal and the total credits to equal for this journal entry. As the you enter transactions, the total of all debits and the total of all credits are continually compared to the control amount with the differences being displayed in the <i>Total Dr</i> and <i>Total Cr</i> fields at the top of the Lines folder. All designated debit transactions must have a total percentage that equals 100%, and all designated credit transactions must have a total percentage that equals 100%.
<i>Account#</i>	The account number for the journal entry detail line. This field is a required entry.
<i>Center</i>	The center for the journal entry detail line. This field is a required entry.
<i>Debit</i>	Debit Amount in either debit dollars or credit dollars. This field is a required entry. When you are entering lines, you can press F9 from the appropriate <i>Debit</i> or <i>Credit</i> field in the browser to access the auto-balance feature, which will make the required debit or credit entry to balance the document lines.
<i>%</i>	Distribution percentage debit (optional field) - Used only for control amount distribution.
<i>Credit</i>	Credit amount in either debit dollars or credit dollars. This field is a required entry. When you are entering lines, you can press F9 from the appropriate <i>Debit</i> or <i>Credit</i> field in the browser to access the auto-balance feature, which will make the required debit or credit entry to balance the document lines.
<i>%</i>	Distribution percentage credit (optional) - Used only for control amount distribution.
<i>Memo</i>	Note or memo for the transaction.
Add	Adds a line in the browser in the lower portion the screen.
Insert	Adds a line above the highlighted line in the browser in the lower portion the screen.
Delete	Deletes the highlighted line in the browser in the lower portion the screen.
Print	Prints the current journal entry. You can select to print anytime during journal entry. The print includes all data entered for the journal entry including the user's id, date and time of creation, company, fiscal period,

journal identification information, control amount, account numbers, centers, debit and credit dollars, and any other relative journal information. If you print a recurring journal entry or a general journal entry that contains automatic reversing, the system produces two prints: one for the originating entry, and one that represents the reversing entries.

**Post Now/
Mark for
Posting**

Click the **Post Now** checkbox if you want the journal entry to be saved and immediately posted or the **Mark for Posting** checkbox if you want the journal entry to be saved and marked for batch posting using the *Post Journal Entries* program.

TIP The type of checkbox that the system displays is determined by the Journal Posting option in *GL Control Maintenance*. This option determines how to post journal entries that are entered using this program. You can select the Immediate Posting method or the Batch Posting method. Once selected, ALL journal entries entered using the *Journal Entry* program post by this method. The difference between “batch and “immediate is that releasing of a “batch post journal entry simply prepares it for the *Post Journal Entries* program, but the releasing of an “immediate post journal entry actually posts the journal entry without hesitation. For more details, refer to the *Journal Entry Posting Options* topic.

Reversing Tab Information

<i>Reversal Date</i>	The date the reversing entry is created. The default is today’s date. This is a required entry.
<i>Period</i>	The period for the reversing entry. This defaults to the next fiscal period following the period of the journal entry being entered. This is a required entry.
<i>Journal</i>	The journal for the reversing entry. This defaults to the Journal designated as the default Journal for reversing journal entries. This is a required entry.
<i>Journal Category</i>	The category for the reversing entry. This defaults to the journal category defined for the Journal. This is an optional entry.
<i>Journal Group</i>	The group for the reversing entry. This defaults to the journal group defined for the journal. This is an optional entry.
<i>Memo</i>	Any descriptive information for the reversing journal entry. This is an optional entry.

Recurring Tab Information

Release	In the Release section of the form, indicate how you want to release this recurring journal entry. The default selection is Manual . Select the Manual radio button to indicate that this recurring entry must be specifically released by the user each time to be subject to any period processing, or the Automatic radio button to indicate TakeStock is to automatically release and process this recurring entry based on the current period.
Mark for Release	Indicates that a particular recurring entry is to be selected for release and posting to General Ledger the next time the <i>Post Allocating/Recurring Journal Entries</i> program is executed.

Although normally only used for manual recurring entries, clicking this checkbox could force an automatic entry to be processed. Multiple entries may be clicked and 'queued' for processing at any given time. Once selected, the check box stays selected until either you turn it off by clicking it again, or the *Post Allocating/Recurring Entries* program processes the entry.

Reset Amounts to Zero

Indicates that transaction amounts should be reset to zero, then you can enter the figures desired for each account. This is an optional checkbox and is available for manual recurring entries only.

Cutoff Basis

In the Cutoff Basis section of the form, indicate the cut-off date, number of postings for the cut off, or that no cut off exists for this recurring entry. Select the **Period** radio button enter a cutoff period in the period field, the **# of Postings** radio button and enter the number of postings for the cutoff, or the **No Cutoff** radio button to indicate that no cut off exists for this recurring entry.

Periods to Post

In the Periods to Post section of the form, indicate the periods in which the recurring entry posts. The number of periods (checkboxes) shown is based on whether the 'Standard # of Periods' is selected and specified in *GL Control Maintenance*. Otherwise, the system displays all 13 periods. The labels on the periods are based on the default record for *Accounting Period Maintenance*.

Linked Tab Information

<i>Date</i>	The date the journal entry was posted.
<i>Period</i>	The period the journal entry was posted.
<i>Journal</i>	The journal used when the journal entry was posted.
<i>Entry #</i>	The entry number (assigned by the system) when the journal entry was posted.
<i>Category</i>	The journal category used when the journal entry was posted.
<i>Group</i>	The journal group used when the journal entry was posted.
<i>Memo</i>	The memo used when the journal entry as posted.

Menus

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

How to enter a recurring journal entry

How to enter a recurring journal entry

A journal entry is considered a recurring journal entry any time you begin journal entry and select a Journal that has a journal type of 'R'.



TIP Each time you access the *GL Journal Entry* program, you can use the Lookup function to find existing un-posted journal entries or you can create a new journal entry. If you select the Lookup, you can access an existing un-posted journal entry and add, change, or delete transactions, delete the journal entry entirely, or release it for posting.

1. Access the *GL Journal Entry* program. The complete path is *General Ledger* → *Journal Entries* → *Recurring Entry*. The system displays the *Journal Entry* screen in Recurring mode as the default.

2. In the upper portion of the screen, enter the header information for the journal entry. Use the table below to guide you in your entries.

Journal The journal to be used for this recurring entry. The system displays **REC** for the General Ledger as the default. You can use the **Lookup** icon to select another journal.

Entry # The number for the recurring journal entry. This value is dependant on the Journal selected. You can use the **Lookup** icon to select existing recurring journal entries.

Category The journal category for the recurring entry. The system displays the category for the selected Journal as the default. This field is a required entry.

Reversing Entry	A checkbox use indicate that a reversing entry should be automatically generated. If this check box is selected, the system displays the Reversing options tab in the lower portion of the screen. For instructions for entering reversing journal entries, refer to the <i>To enter reversing journal entry detail information</i> procedure.
Group	The journal group code for the entry. This value defaults from the Journal selected.
Memo	Any descriptive information for the journal entry. This is an optional field.

3. Select the **Notes** icon to access the Notes Manager, which is used for standard note entry for journals.

Click the **Done** button to save the header information you have entered or continue with step 7 to enter the detail line information for the recurring journal entry.

To enter detail information for recurring journal entries

5. In the lower portion of the Recurring Entry screen, you can access a series of tab folders to enter specific document detail information. Available tab folders are: **Lines**, **Reversing**, and **Recurring**. The system displays these tabs based on the activity you selected when entering the document header information. The first tab folder is the **Lines** tab; it is available for all modes or types of journal entries.

The screenshot shows the 'GL Journal Entry' window with the 'Lines' tab selected. The window has a menu bar (File, Inquiry, Find, Notes, Additional, Activity, Global, Help) and a toolbar. The main area contains fields for Journal (REC), Category (SALES), Group (TAX), and Memo. There are also fields for Entry # (00000) and a checkbox for Reversing Entry. A 'Done' button is present. Below these fields are tabs for Lines, Reversing, and Recurring. The 'Lines' tab is active, showing a table with columns: Account #, Center, Debit, %, Credit, %, and a blank column. The table is currently empty. Below the table are buttons for Add, Insert, Delete, Print, Help, and a checkbox for Post Now. At the bottom, there is a status bar that says 'Enter the journal.'

6. In the lower portion of the screen, use the **Lines** tab folder to enter document information for the recurring journal entry.
7. (optional entry) In the *Control Amount* field, enter the amount used to balance the entry and as a source for automatic distribution. The control amount is the amount that you intend the total debits to equal and the total credits to equal for this journal entry. As the you enter transactions, the total of all

debits and the total of all credits are continually compared to the control amount with the differences being displayed in the *Total Dr* and *Total Cr* fields at the top of the **Lines** folder. All designated debit transactions must have a total percentage that equals 100, and all designated credit transactions must have a total percentage that equals 100.



TIP Distribution of Control Amount

If a control amount was entered for the current journal entry, then you have the following additional options:

1. Enter one or more transactions including account number, center, memo, debit/credit designation, and so on, leave the transaction amount equal to zero, but enter a percentage that indicates the percentage of the control amount that this transaction should receive. Then you can distribute debits and credits.
 2. For both debit and credit distributions, if one or more specific transactions have been entered containing dollar amounts prior to the distribution request, the system subtracts the keyed debit and credit dollars from the control amount (arriving at two separate amounts to be distributed) and distributes the respective remaining amounts to the designated transactions.
 3. If you change the control amount after you enter the transaction lines, any amounts entered are automatically changed based on percentages.
8. Use the **Add** or **Insert** buttons to add journal entry lines. You can double click a detail line to edit it. Use the table below to guide you in your entries.

<i>Account#</i>	The account number for the journal entry detail line. This field is a required entry. Press F5 to access the <i>General Ledger Account Lookup</i> screen.
<i>Center</i>	The center for the journal entry detail line. Press F5 to access the <i>GL Center Lookup</i> screen. This field is a required entry.
<i>Debit</i>	Debit Amount. This field is a required entry (in either debit dollars or credit dollars).
<i>%</i>	Distribution percentage debit (optional)—Used only for control amount distribution.
<i>Credit</i>	Credit amount (required entry in either debit dollars or credit dollars).
<i>%</i>	Distribution percentage credit (optional)—Used only for control amount distribution.
<i>Memo</i>	The first transaction defaults to journal entry memo if user leaves this field blank, subsequent transactions with blank memo default to prior transactions.

9. Now you can select:
- The **Delete** button to delete the highlighted line in the browser in the lower portion the screen. If you are in batch mode, then the deleted journal entry prints on the Journal Entry Posting register.
 - The **Print** button to print the current journal entry. You can select to print anytime during journal entry. The print includes all data entered for the journal entry including the user's id, date and time of creation, company, fiscal period, journal identification information, control

amount, account numbers, centers, debit and credit dollars, and any other relative journal information. If you print a recurring journal entry or a general journal entry that contains automatic reversing, the system produces two prints: one for the originating entry, and one that represents the reversing entries.

10. Click the **Post Now** checkbox if you want the journal entry to be saved and ready for immediate posting by the *Post/Allocate Recurring Entries* program. Click the **Mark for Posting** checkbox if you want the journal entry to be saved and marked for batch posting using the *Post/Allocate Recurring Entries* and the *Post Journal Entries* programs.



TIP: The type of checkbox that the system displays is determined by the Journal Posting option in *GL Control Maintenance*. This option determines how to post journal entries that are entered using this program. You can select the Immediate Posting method or the Batch Posting method. Once selected, ALL journal entries entered using the Journal Entry program post by this method. The difference between “batch and “immediate is that releasing of a “batch post journal entry simply gets it ready for the *Post Journal Entries* program, but the releasing of an “immediate post journal entry actually posts the journal entry without hesitation. For more details, refer to the *Journal Entry Posting Options* topic.

11. Select the **Reversing** tab to enter information for the reversing entry.

12. Enter information in the following fields. Use the table below to guide in your entries.

<i>Period</i>	The period for the reversing entry. The system defaults to the next fiscal period following the period of the journal entry being entered. This field is a required entry.
<i>Journal</i>	The journal for the reversing entry. The system defaults to the journal designated as the default journal for reversing journal entries. This field is a required entry.
<i>Category</i>	The journal category for the reversing entry. The system

defaults to the journal category defined for the journal. This field is an optional entry.

Group

The journal group for the reversing entry. The system defaults to the journal group defined for the journal. This field is an optional entry.

Memo

Any description information for the reversing journal entry. This field is an optional entry..



TIP: Refer to the Reversing Journal Entries topic for more information about reversing journal entries.

13. Select the **Recurring** tab to enter information for the recurring options, and enter information in the following fields, checkboxes, or radio buttons. Use the table below to guide in your entries.

Release

In the Release section of the form, indicate how you want to release this recurring journal entry. The default selection is **Manual**. Select the **Manual** radio button to indicate that this recurring entry must be specifically released by the user each time to be subject to any period processing, or the **Automatic** radio button to indicate TakeStock is to automatically release and process this recurring entry based on the current period.

Mark for Release

Indicates that a particular recurring entry is to be selected for release and posting to General Ledger the next time the *Post Allocating/Recurring Journal Entries* program is executed. Although normally only used for manual recurring entries, clicking this checkbox could force an automatic entry to be processed. Multiple entries may be clicked and 'queued' for processing at any given time. Once selected, the check box stays selected until either you turn it off by clicking it again, or the *Post Allocating/Recurring Entries* program processes the entry.

Reset Amounts to Zero

Indicates that transaction amounts should be reset to zero, then you can enter the figures desired for each account. This is an optional checkbox and is available for manual recurring entries only.

Cutoff Basis

In the Cutoff Basis section of the form, indicate the cut-off period, number of postings for the cut off, or that no cut off exists for this recurring entry. Select the **Period** radio button enter a cutoff period in the period field, the **# of Postings** radio button and enter the number of postings for the cutoff, or the **No Cutoff** radio button to indicate that no cut off exists for this recurring entry.

Periods to Post checkboxes

In the Periods to Post section of the form, indicate the periods in which the recurring entry posts. The number of periods (checkboxes) shown is based on whether the 'Standard # of Periods' is selected and specified in *GL Control Maintenance*. Otherwise, the system displays all fiscal periods. The labels on the periods are based on the default record for *Accounting Period Maintenance*.

14. Click the **Done** button to save the recurring journal entry and process if the **Post Now** or **Mark for Posting** checkbox is selected.

Post Journal Entries

When the General Ledger module is operating in batch mode, the *Post Journal Entries* program allows you to post journal entries that have been released for posting. You can print an audit report available prior to posting. The program looks for all batch journal entries that have been released for posting but have not yet been posted. Each of the released journal entries that meets this criteria is processed.

Before the batch journal entry can be processed, the *Post Journal Entries* program re-verifies that all account numbers are valid and that each journal entry balances. If either check fails, the journal entry is not posted, but left as an unposted batch not yet released. When you print the report, the Unable to Post section displays journal information for out-of-balance entries and journal entries that do not contain lines.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Post Journal Entries: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The only **Sort By** option is **Journal/Journal Entry #**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Date**, **Period**, **Journal**, **Journal Entry #**, and **Journal Category**, **Journal Group**.
- Include** Available Include choices for Journal Entries are: **Marked for Posting**—to

include those journal entries that are marked for posting, and **NOT Marked for Posting**— to include those journal entries that are not marked for posting. Select **Account Description**, to print the account descriptions on the report, **Center Description**, to print the center descriptions on the report and **Notes** to include journal entry notes on the report.

Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report. If the button your system displays is the Print/Updt button, remember that you cannot run the posting routine from the this dialog box. To run a new posting routine, select the OK button, and the system displays a dialog box where you can name your template. Enter the template name, and select the Save button. The system returns you to the <i>Post Journal Entries Template-Saved Settings</i> screen where you can print and/or update the posting portion of the program.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to post journal entries in batch mode

Post Journal Entries Print

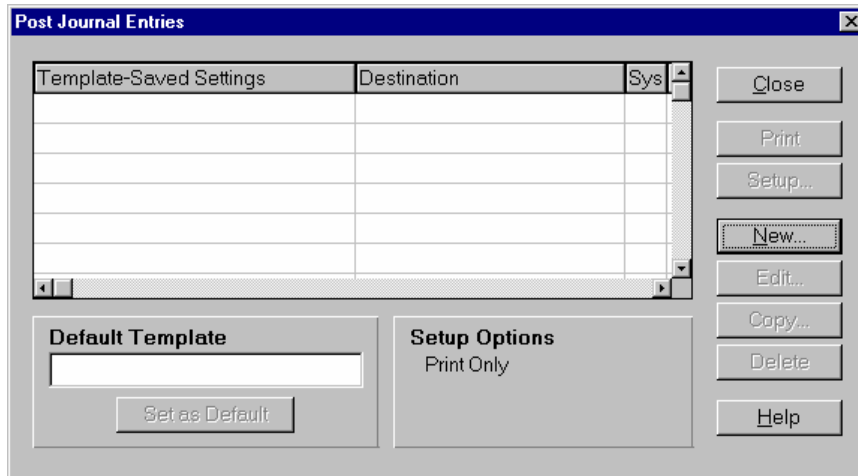
A typical Post Journal Entries print is depicted below:

Date: 12-11-1998		TakeStock Development, Inc.				Page: 1
Time: 12:14 PM		Post Journal Entries - pjeuptst				User: leigh
Ln#	Account	Center	T Description	Memo	Debit	Credit
=====						
MARKED FOR POSTING						
Journal: ALC - Allocating Journals						
Entry #:	2	Date: 11-30-1998	Period: 11/1998	November, 1998	Category: Norm's 2	Group: Norm's 2
Memo: This is an overlay memo.						
00001	1101	ATL-01	A Cash - Payroll	This is an overlay memo.		12.50
Memo: This is an overlay memo.						
00002	11110	ATL-01	A Payroll Cash	This is an overlay memo.	0.00	
Memo: This is an overlay memo.						
00003	1111111	ATL-01	A Slush Fund	This is an overlay memo.	171.44	
Memo: This is an overlay memo.						
00004	11120	ATL-01	A Operating Cash	This is an overlay memo.		265.13
Memo: This is an overlay memo.						
00005	11360	ATL-01	A NonInventory Clearing	This is an overlay memo.	123.00	
Memo: This is an overlay memo.						
00006	12350	ATL-01	A Accounts Receivable	This is an overlay memo.		524.93
Memo: This is an overlay memo.						
00007	12351	ATL-01	A A/R Write Offs	This is an overlay memo.	5.00	
Memo: This is an overlay memo.						
[OMMITTED INFORMATION						
00008	12510	ATL-01	A Intercompany Receivable	This is an overlay memo.	0.00	
Memo: This is an overlay memo.						
00009	71810	ATL-01	E Computer Supplies	This is an overlay memo.	125.78	
Memo: This is an overlay memo.						
00010	71820	ATL-***	E Computer Parts	This is an overlay memo.	125.78	
Memo: This is an overlay memo.						
00011	71830	DAL-01	E Computer Repairs	This is an overlay memo.	125.78	
Memo: This is an overlay memo.						
00012	71840	ATL-Gen	E Computer Software	This is an overlay memo.	125.78	
Entry Total					802.56	802.56
Date: 12-11-1998		TakeStock Development, Inc.				Page: 3
Time: 12:14 PM		Post Journal Entries - pjeuptst				User: leigh
Ln#	Account	Center	T Description	Memo	Debit	Credit
=====						
Number of entries: 4						
Legend:						
T = Account Type (A=Asset, L=Liability, C=Capital, R=Revenue, E=Expense, *=Unknown)						
Selections for Report Name - pjeuptst:						
Date	:	All				
Period	:	All				
Journal	:	ALC, AP, DISBR				
Journal Entry #	:	All				
Category	:	All				
Group	:	All				
Include Marked for Posting						
Include Account Description						

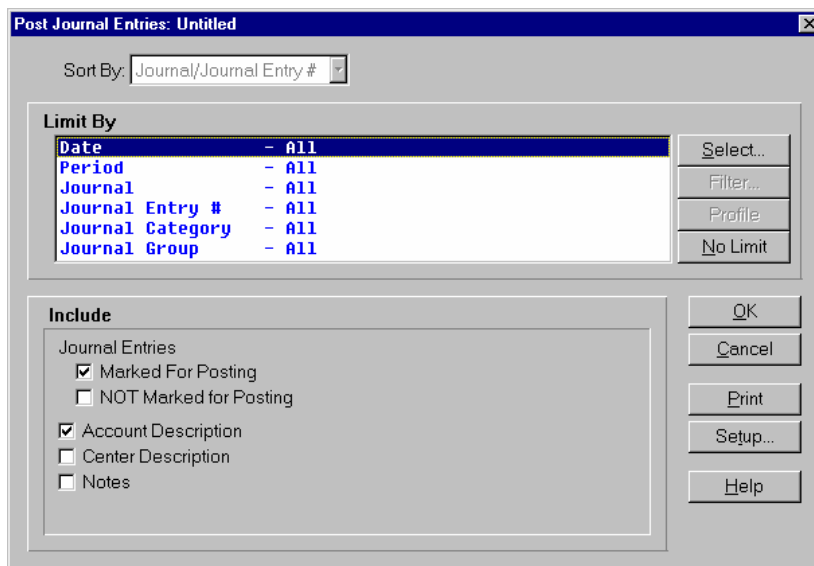
How to post journal entries in batch mode

Program Information

1. Access the *Post Journal Entries* program in the Journal Entries submodule of General Ledger. The complete path is *General Ledger → Journal Entries → Post Journal Entries*. The system displays the Template-Saved Settings dialog box of *Post Journal Entries*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Post Journal Entries: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default **Sort By** option is **Journal/Journal Entry #**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices

are: **Date**, **Period**, **Journal**, **Journal Entry #**, and **Journal Category**, **Journal Group**.

4. You can select:

Select to display the Selection dialog box so you can set a range for the highlighted **Limit By** option.

Filter to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

Profile to display the settings from your user profile for the highlighted **Limit By** option.

No Limit to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, check which information to include on the report. Use the table below to guide you in your selections.

Include Available Include choices for Journal Entries are: **Marked for Posting**—to include those journal entries that are marked for posting, and **NOT Marked for Posting**—to include those journal entries that are not currently marked for posting.
Select **Account Description**, to print the account descriptions on the report, **Center Description**, to print the center descriptions on the report and **Notes** to include journal entry notes on the report.

6. The information for the report and release is complete. Now, you can select:

- **OK** to save the current settings as a template. You cannot run the posting routine from the this dialog box. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Post Journal Entries* screen where you can post and print the report.
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections. Note that this button label may display **Print/Upt**, or **Update**. You cannot not perform the posting routine before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Post Allocating/Recurring Entries

Using the *Post Allocating/Recurring Entries* program you can process all recurring journal entries that have been marked ready for release but not yet processed. When this program is executed, all recurring journal entries that have been selected and marked for release or automatic entries that are ready for processing (based on the current period), are posted immediately. If you are in batch mode, this process makes entries ready for the *Post Journal Entries* program. You can run this program as many times as desired in a given period. You can select or deselect entries that are marked ready for release and then run the program to post those entries. A register showing the journal entries to be posted prints prior to updating. Upon reviewing the register, you can then select to proceed with posting the recurring entries or return without posting.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Post Allocate/Recur Entries: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes & Icons

- Sort By** Defines the sort order in which the information prints. The default Sort By setting for this program is **Allocation/Journal**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Allocating Entries**, **Recurring Entries**, **Journal**, **Journal Category**, and **Journal Group**.
- Include** Available Include choices are:
Allocating Entries—to post allocating entries and

Recurring Entries—to post recurring entries.

Account Description—to print the account descriptions on the report,

Center Description—to print the center descriptions on the report, and

Notes—to include allocating or recurring entry notes on the report.

Select	Displays the Selection dialog box so you can set a range for the highlighted Limit By option. If you selected Allocating Entries as the Limit By option, the system displays the <i>Allocating Entries</i> dialog box, which is used to select or deselect allocating entries that are ready for release. If you selected Recurring Entries as the Limit By option, the system displays the <i>Recurring Entries</i> dialog box, which is used to select or deselect recurring entries that are ready for release.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report. If the button your system displays is the Print/Updt button, remember that you cannot run the posting routine from the this dialog box. To run the update, select the OK button, and the system displays a dialog box where you can name your template. Enter the template name, and select the Save button. The system returns you to the <i>Post Allocating/Recurring Entries Template-Saved Settings</i> screen where you can print and/or update the posting portion of the program.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to post allocating/recurring journal entries

Post Allocating/Recurring Entries Print

A typical Post Allocating/Recurring Entries print is depicted below:

Date: 12-11-1998		QA's Primary Test Co.		Page: 1		
Time: 12:32 PM		Post Allocating/Recurring Entries - Untitled: Temp		User: leigh		
Ln#	Acct	Center	T Description	Memo	Debit	Credit
=====						
Allocating Entries - Post Order: 1						
Allocation ID: Kim Kim's Test Journal: ALC Category: Gen Group: General						
Last Posted: Never						
00001	12303	***-001	A Accts Receivable - table 003			15.00
00002	12351	010-***	A A/R Write Offs		0.00	
00003	12303	***-001	A Accts Receivable - table 003		15.00	
					-----	-----
Entry Total					15.00	15.00
					-----	-----
Post Order Total					15.00	15.00
					-----	-----
Allocating Entries Total					15.00	15.00
Recurring Entries						
					-----	-----
Report Total					15.00	15.00
***** ENTRIES NOT POSTED *****						
Recurring #: 15 Category: Rec Group: Recurring Last Posted: 12-07-1998 12/1998						
00001	11110	***-***	A Payroll Cash		50.00	
00002	33110	***-***	L Accounts Payable			50.00
					-----	-----
Entry Total					50.00	50.00
Recurring #: 17 Category: Rec Group: Recurring Last Posted: 12-07-1998 12/1998						
00004	13110	***-***	A Inventory		200.00	
00005	33110	***-***	L Accounts Payable			200.00
					-----	-----
Entry Total					200.00	200.00
Number of entries: 4						
Legend:						
T = Account Type (A=Asset, L=Liability, C=Capital, R=Revenue, E=Expense)						
Date: 12-11-1998		QA's Primary Test Co.		Page: 2		
Time: 12:32 PM		Post Allocating/Recurring Entries - Untitled: Temp		User: leigh		
Ln#	Acct	Center	T Description	Memo	Debit	Credit
=====						
Selections for Report Name - Untitled: Temp:						
Allocating Entries : Kim						
Recurring Entries : Rec:000015, Rec:000016, Rec:000017						
Journal : All						
Category : All						
Group : All						
Include Allocating Entries						
Include Recurring Entries						
Include Account Description						

How to post allocating/recurring journal entries

Program Information

1. Access the *Post Allocating/Recurring Entries* program in the Journal Entries submodule of General Ledger. The complete path is *General Ledger → Journal Entries → Post Allocating/Recurring Entries*. The system displays the Template-Saved Settings dialog box of *Post Allocating/Recurring Entries*.

Template-Saved Settings	Destination	Sys

Close
Print
Setup...
New...
Edit...
Copy...
Delete
Help

Default Template
[Text Field]
Set as Default

Setup Options
Print Only

2. Select the **New**, **Edit**, or **Copy** button to access the *Post Allocate/Recur Entries: Untitled* dialog box.

Sort By: Allocation/Journal

Limit By

- Allocating Entries - All
- Recurring Entries - All
- Journal - All
- Journal Category - All
- Journal Group - All

Select...
Filter...
Profile
No Limit

Include

- ☒ Allocating Entries
- ☒ Recurring Entries
- ☒ Account Description
- ☐ Center Description
- ☐ Notes

OK
Cancel
Print
Setup...
Help

3. The default Sort by setting for this program is **Allocation/Journal**. Select settings for the Limit By options for new or modified templates. Use the table below to guide you in your selections.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Allocating Entries**, **Recurring Entries**, **Journal**, **Journal Category**, and **Journal Group**.

4. You can select:
- **Select** to display the Selection dialog box so you can set a range for the highlighted **Limit By** option. If you selected **Allocating Entries** as the Limit By option, the system displays the *Allocating Entries* dialog box, which is used to select or deselect allocating entries that are marked for release. If you selected **Recurring Entries** as the Limit By option, the system displays the *Recurring Entries* dialog box, which is used to select or deselect recurring entries that are ready for release.
 - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
 - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
 - **No Limit** to reset the **Limit By** options to **All** for the selected option.
5. In the Include section, check which information to include on the report and optionally update (post). Use the table below to guide you in your selections.

Include	Available Include choices are:
	Allocating Entries —to post allocating entries and
	Recurring Entries —to post recurring entries.
	Account Description —to print the account descriptions on the report,
	Center Description —to print the center descriptions on the report, and
	Notes —to include allocating or recurring entry notes on the report.

6. The information for the report and posting is complete. Now, you can select:
- **OK** to save the current settings as a template. You cannot run the posting routine from the this dialog box. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Post Allocating/Recurring Entries Template-Saved Settings* screen where you can print and/or post the selected entries.
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and indicates whether the process is a print, an update, or both.
 - **Print** to print the report without saving your current selections. You cannot perform posting function before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button.
 - **Cancel** to print nothing and exit without saving your selections.
 - **Help** to access the online Help for this screen.

Note: When this program is executed, all recurring journal entries that have been selected and marked for release or automatic entries that are ready for processing (based on the current period), are posted immediately if you are in immediate mode. If you are in batch mode, this process makes entries ready for the *Post Journal Entries* program.

GL Budgets

The budget process involves establishing a projected dollar amount for selected General Ledger accounts by period. The budget function provides a flexible environment for entering and maintaining company budgets. You have the ability to maintain multiple budgets that can be modified at anytime.

The system stores budget history information for an unlimited number of years for inquiries and reports, and user-defined financial reports. You also have the ability to globally and individually maintain budget figures for current or future years for one or more account/center combinations.

Entries for the Budgets menu are:

<i>Budget Version Maintenance</i>	Using this maintenance program, you can maintain records for the Budget table. By using budget versions, you can maintain multiple versions of budgets for a given year.
<i>Budget Distribution Maintenance</i>	Using the <i>Budget Distribution Maintenance</i> program, you can set up standard distribution percentages or unit ratios for use during budget entry.
<i>Budget Entry</i>	Using the <i>Budget Entry</i> program, you can enter and maintain company budgets.
<i>Budget Listing and Worksheet</i>	Using this program, you can print a Budget Listing and a Budget Worksheet. Both the listing and the worksheet can display up to 14 periods for each account and include period totals for budget and actual values.

Chapter Contents

GL Budgets	57
Budgets Maintenance Menu Options	59
Budget Version Maintenance	61
How to use the Budget Version Maintenance program	63
Budget Distribution Maintenance	64
How to use the Budget Distribution Maintenance program	66
Budget Entry	68
How to use the Budget Entry program	71
Proportional Dialog Box	76
Fixed Dialog Box	79
Copy Budget	81
Budget Listing and Worksheet	83
Budget Listing and Worksheet	87
How to print a budget listing and worksheet	88

Budgets Maintenance Menu Options

This section presets the standard menu options that are available from Budgets maintenance programs. Refer to the menu section of a program for specific menu options.

File

Menu Selection	Function
New	Adds a new record. When new is active, <i>End New</i> displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Reset	Sets the information for the current record back to its original state.
Exit	Exits the current program.

Find

Menu Selection	Function
Lookup	Accesses the <i>Lookup</i> feature for the current field.
Lookup	Opens the Lookup feature for the current field, or brings it to the front if it is already open.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

Options

Menu Selection	Function
Toolbar	Toggles the display of the toolbar on and off.
AutoAdd Mode	Toggles the AutoAdd mode on or off. When on, you will be in continuous add mode each time you select to add a

	new record.
Defaults	Displays the default record settings on the screen.
User Preferences	Opens the <i>Preferences</i> dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.
System Preferences	Accesses the <i>Maintenance Audit Control</i> dialog box, which is used to select the fields in which you want to track changes for audit history.
<u>Additional</u>	
Menu Selection	Function
Maintain	Opens the maintenance program for the current field.
Audit History	Accesses the <i>Maintenance Audit History</i> dialog box, which is used to view changes to the fields selected for audit tracking.
<u>Global</u>	
Menu Selection	Functions
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.
<u>Help</u>	
Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

Budget Version Maintenance

Using this maintenance program, you can maintain records for the Budget table. By using budget versions, you can maintain multiple versions of budgets for a given year. Each budget version is valid for a range of periods. You can use a budget version that has a range inside the current period for GL budget processing. If the budget range is not in the current period, then the budget version is not available for processing by programs such as *Budget Entry*. You can use a budget version that has a range outside the current period when running financial statements, especially for prior years, and when creating new budgets.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Budget Version</i>	The budget version code for this record. The budget version code may be up to 5 characters in length.
<i>Description</i>	The description for the budget version. The description may be up to 30 characters in length.
<i>Open Periods From</i>	The beginning period for the budget version. This value can be any period for the prior 10 years or any period for the next 5 years, or none.
<i>To</i>	The ending period for the budget version. This value can be any period for the prior 10 years or any period for the next 5 years, or none.

Menus

File	Find
Options	Additional
Global	Help

See Also

How to use the Budget Version Maintenance program

How to use the Budget Version Maintenance program

Program Information

1. Access the *Budget Version Maintenance* program by selecting *Budgets*→*Budget Version Maintenance* from the GL main menu.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Budget Version</i>	The budget version code for this record. The budget version code may be up to 5 characters in length.
<i>Description</i>	The description for the budget version. The description may be up to 30 characters in length.
<i>Open Periods From</i>	The beginning period for the budget version. This value can be any period for the prior 10 years or any period for the next 5 years, or none.
<i>To</i>	The ending period for the budget version. This value can be any period for the prior 10 years or any period for the next 5 years, or none.

4. Select the **Save** icon to save your work, then exit the program or select *File*→*Exit* to exit the screen without saving your work.

Budget Distribution Maintenance

Using the *Budget Distribution Maintenance* program, you can set up standard distribution percentages or unit ratios for use during budget entry. For each budget distribution record, the system displays the accounting periods in the lower portion of the screen. The number of periods that the system displays is determined by the *# of Periods* field in the *Account Period Maintenance* program.

When you create a budget using a budget distribution, the system takes the distribution amount for the budget and spreads that amount across the accounting periods based on the percentages or unit ratios that you set up here.

Budget Distribution Maintenance - Edit

File Find Options Additional Global Help

Filter: ALL

Distribution Code: MIS98

Description: MIS Departmen 1998 Only

Distribution Type: ☒ Percentage ☐ Unit Ratio

January: 01.11 %	August: 01.11 %
February: 01.11 %	September: 02.21 %
March: 23.87 %	October: 62.50 %
April: 00.60 %	November: 00.50 %
May: 06.25 %	December: 00.06 %
June: 00.06 %	
July: 00.62 %	

Distribution Total: 100.00 %

Enter the description.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Budget Distribution Code The budget distribution code for this record. The budget distribution code may be alpha-numeric and up to 5 characters in length.

Description The description for the budget version. The description may be alpha-numeric and up to 30 characters in length.

Distribution Type In the Distribution Type section of the form, select the distribution type. Select the **Percentages** radio button to indicate you are distributing in percentages. The distribution total must equal 100%. Select the **Unit Ratio** radio button to indicate you are distributing in unit ratios. The distribution total displays the sum of the

distribution ratios entered for the periods.

Note: If you switch the Distribution Type from **Unit Ratio** to **Percentages** and the resulting percentage is greater than 99.99%, the percentage still displays as 99.99 because this is the maximum allowed by the system for one period.

Jan-Dec

In the period fields displayed in the portion of the screen, enter the distribution percentage or ratio.

Menus

File

Find

Options

Additional

Global

Help

See Also

How to use the Budget Distribution Maintenance program

How to use the Budget Distribution Maintenance program

Program Information

1. Access the *Budget Distribution Maintenance* program by selecting *Budgets* → *Budget Distribution Maintenance* from the GL main menu.

Budget Distribution Maintenance - Edit

File Find Options Additional Global Help

Filter: ALL

Distribution Code: MIS98

Description: MIS Departmen 1998 Only

Distribution Type: ☒ Percentage ☐ Unit Ratio

January: 01.11 %	August: 01.11 %
February: 01.11 %	September: 02.21 %
March: 23.87 %	October: 62.50 %
April: 00.60 %	November: 00.50 %
May: 06.25 %	December: 00.06 %
June: 00.06 %	
July: 00.62 %	

Distribution Total: 100.00 %

Enter the description.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Budget Distribution Code The budget distribution code for this record. The budget distribution code may be alpha-numeric and up to 5 characters in length.

Description The description for the budget version. The description may be alpha-numeric and up to 30 characters in length.

Distribution Type In the Distribution Type section of the form, select the distribution type. Select the **Percentages** radio button to indicate you are distributing in percentages. The distribution total must equal 100%. Select the **Unit Ratio** radio button to indicate you are distributing in unit ratios. The distribution total displays the sum of the distribution ratios entered for the periods.

Note: If you switch the Distribution Type from

Unit Ratio to Percentages and the resulting percentage is greater than 99.99%, the percentage still displays as 99.99 because this is the maximum allowed by the system for one period.

Jan-Dec

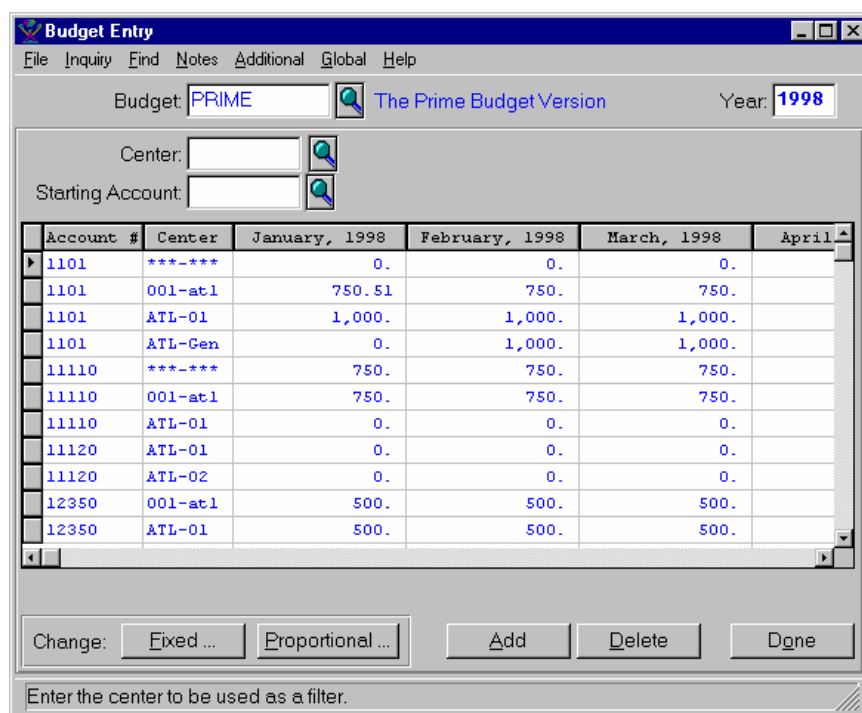
In the period fields displayed in the portion of the screen, enter the distribution percentage or ratio.

4. Select the **Save** icon to save your work, then exit the program or select *File* → *Exit* to exit the screen without saving your work.

Budget Entry

Using the *Budget Entry* program, you can enter and maintain company budgets. If you set up the budgets by version using the *Budget Version Maintenance* program, you can maintain multiple budgets per year or period range. This is useful for tracking revisions. You can create budgets for current, past, or future years at any level of the account/center structure. The system stores budget history information for an unlimited number of years for inquiries and reports.

You can modify a budget by a fixed or proportional amount. You can also copy an existing budget entry as a new budget.



Account #	Center	January, 1998	February, 1998	March, 1998	April
1101	***-***	0.	0.	0.	
1101	001-at1	750.51	750.	750.	
1101	ATL-01	1,000.	1,000.	1,000.	
1101	ATL-Gen	0.	1,000.	1,000.	
11110	***-***	750.	750.	750.	
11110	001-at1	750.	750.	750.	
11110	ATL-01	0.	0.	0.	
11120	ATL-01	0.	0.	0.	
11120	ATL-02	0.	0.	0.	
12350	001-at1	500.	500.	500.	
12350	ATL-01	500.	500.	500.	

Form Contents

Fields, Buttons, Checkboxes & Icons



Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

Budget The budget code.

Year The budget year. The system displays the current year as the default.

Center The center code that you want to use a filter.

Starting Account The starting account number that you want to display in the browser below.

Add	Adds account numbers, centers, and budget numbers for the periods displayed.
Delete	Removes an account number/center line from a budget; highlight the line in the browser first to delete it.
Fixed	Accesses the <i>Fixed</i> dialog box, which is used to make fixed changes to the budget values for an account period or a range of account periods. Highlight the lines in browser that you want to modify and select the Fixed button.
Proportional	Accesses the <i>Proportional</i> dialog box, which is used to make proportional changes to the budget values for an account period or a range of account periods. Highlight the lines in browser that you want to modify and select the Proportional button.
Done	Saves your work.

Menus

File

Menu Selection	Function
----------------	----------

Copy	Access the <i>Copy Budget</i> dialog box, which is used to copy an existing budget or actual account information to a new budget entry.
Delete	Deletes the current budget record.
Select All	Highlights all budget lines in the browser.
Exit	Exits the current program.

Inquiry

Menu Selection	Function
----------------	----------

Account Inquiry F5	Accesses the Account Inquiry to display account information.
---------------------------	--

Additional

Menu Selection	Function
----------------	----------

Round To	Access the <i>Rounding</i> dialog box, which is used to enter the rounding factor for the change. You can select from increments of .10 up to 1000.00 dollars.
-----------------	--

Find

Menu Selection	Function
----------------	----------

Lookup	Opens the Lookup for the selected record.
---------------	---

Notes

Menu Selection Function

Budget Notes Opens the *Notes Manager* for the current budget version.

Global

Menu Selection Functions

User Profile Accesses your *user profile* information.

Note Pad Accesses the *Notes* dialog box, which is used to enter notes for the current user.

Personal Favorites Allows you to access frequently used programs.

Jump Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection Functions

Contents Accesses the online Help table of contents.

Glossary Access the TakeStock Glossary.

Search for Helpon Accesses the Help system index.

Screen Help Accesses online Help for the current screen.

About TakeStock Displays release, licensing, and support information about TakeStock.

Special Keys Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

See Also

How to use the Budget Entry program

How to use the Budget Entry program

Program Information

1. Access the *Budget Entry* program by selecting *Budgets* → *Budget Entry* from the GL main menu.

Account #	Center	January, 1998	February, 1998	March, 1998	April
1101	***-***	0.	0.	0.	
1101	001-at1	750.51	750.	750.	
1101	ATL-01	1,000.	1,000.	1,000.	
1101	ATL-Gen	0.	1,000.	1,000.	
11110	***-***	750.	750.	750.	
11110	001-at1	750.	750.	750.	
11110	ATL-01	0.	0.	0.	
11120	ATL-01	0.	0.	0.	
11120	ATL-02	0.	0.	0.	
12350	001-at1	500.	500.	500.	
12350	ATL-01	500.	500.	500.	

2. In the *Budget* field, enter the budget code and press **Tab**.
3. In the *Year* field, type the budget year. The system displays the current year as the default.
4. (optional) In the *Center* field, enter the center code that you want to use to filter.
5. (optional) In the *Starting Account* field, enter the starting account number that you want to display in the browser below.
6. Based on your entries in steps 2-4, the system displays information in the browser in the lower portion of the screen.
7. To add account numbers, centers, and budget numbers for the periods displayed, select the **Add** button. The system highlights the next available line in the browser for entry.
8. To remove an account number/center line from a budget, highlight the line in the browser and select the **Delete** button.

9. If you want to copy an existing budget or actual accounts, select *File* → *Copy* from the menu bar and complete steps 10-11. The system displays the *Copy Budget* dialog box.

The screenshot shows the 'Copy Budget' dialog box. The 'To Budget' field is set to 'jlv1' and the 'Year' is '1998'. Under the 'From' section, the 'Budget' radio button is selected, and an 'Invalid Entry' message is visible next to the adjacent text box. The 'Accounts From' and 'To' fields are empty, with 'First' and 'Last' buttons respectively. The 'Type' dropdown is set to 'All'. The 'Center' field is empty with a search button. Checkboxes for 'All Accounts', 'All', 'Replace Existing', and 'Zero Amounts' are all unchecked. 'OK' and 'Cancel' buttons are at the bottom.


10. (optional) Enter or modify information for all fields as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>From</i>	In the From section of the dialog box, indicate whether are copying from actual account values or another budget. Select the Actual or Budget radio button. If you select the Budget radio button, enter the Budget code in the field to the right.
<i>Year</i>	The year from which you are copying data.
<i>Accounts From</i>	The beginning account number for copying information to the new or existing budget.
<i>To</i>	The ending account number for copying information to the new or existing budget.
All Accounts	Indicates you want to copy all account number information to the new or existing budget.
<i>Type</i>	The type of accounts that you want to copy to the new or existing budget. The available account types correspond to the account types defined in <i>Account Maintenance</i> .
<i>Center</i>	The center that you want to copy to the new or existing budget.
All	Indicates that you want to copy all centers to the new or existing budget.

- Replace Existing** Indicates that you want to replace or overwrite existing budget information with the information you are selecting here.
- Zero Amounts** Indicates that you want to zero the account amounts for the budget information that you are copying.

11. (optional) Select the **OK** button to copy the selected information or the **Cancel** button to return to the *Budget Entry* screen without copying any information.
12. To modify budget information in the browser, highlight the line in the browser and re-enter the necessary information. To modify budget information for all lines in the browser, select *File* → *Select All* from the menu bar, then complete the necessary changes.
13. If you want to make Fixed changes to the budget values for an account period or a range of account periods, highlight the lines in browser that you want to modify and select the **Fixed** button. The system displays the *Fixed* dialog box. Complete steps 14-17.

14. (optional) In the first field, select the fixed-change method. From the dropdown list, you can select: **Increase By**, **Decrease By**, **Replace With**. In the next field, select the fixed-change basis. From the dropdown list, you can select: **Amount**, **Distributed Amount**, or **Percent Change**. In the *Of* field, enter the quantity of the fixed change.

 **TIP** The Distributed Amount is defined as: the quantity of the fixed change (account period balance/total amount of selected account periods).

15. (optional) In the For Periods section of the form, enter the beginning period of the budget for the change in the *From* field and the ending period of the budget for the change in the *To* field.
16. (optional) In the last field, use the drop down list to set the rounding factor for the change. You can select from increments of **No rounding up to 1000.00** dollars.
17. (optional) Select the **OK** button to make the fixed changes or the **Cancel** button to return to the *Budget Entry* screen without changing information.
18. If you want to make Proportional changes to the budget values for an account period or a range of account periods, highlight the lines in browser that you

want to modify and select the **Proportional** button. The system displays the *Proportional* dialog box. Complete steps 19-20.

19. (optional) Enter or modify information for all fields as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Distribution Amount	In the Distribution Amount section of the dialog box, indicate the type of distribution. Select the Amount , Actual or Budget radio button. If you select the Amount radio button, enter the quantity of the proportional change in the field to the right. If you select the Budget radio button, enter the Budget version code in the field to the right.
Account	In the Account section of the form, enter the account and center information for the Actual or Budget distribution types. In the <i>From</i> field enter the beginning account number for the proportional change and the ending account number for the proportional change in the <i>To</i> field. In the <i>Center</i> field, enter the center code for the proportional change or select the All checkbox to include all centers.
Periods	In the For Periods section of the form, enter the period information for the change. In the <i>From</i>

field enter the beginning period for the proportional change then enter the ending period for the proportional change in the *To* field.

Distribution Spread

In the Distribution Spread section of the form, select the type of distribution for the proportional change. You can select:

Evenly—to divide the distribution amount by the total number of accounts/period selected and add that quantity to each account/period.

Actual—to multiply the distribution amount by the percentage of each account/center/period to the total of all accounts/centers/periods selected. In the *From* and *To* fields of the Period section, enter the beginning and ending periods use to calculate the distribution spread.

Budget—to multiply the distribution amount by the to multiply the distribution amount by the percentage of each account/center/period to the total of all accounts/centers/periods selected. If you select **Budget**, enter the budget version to use for the distribution spread in the field to the right. In the *From* and *To* fields of the Periods section, enter the beginning and ending periods use to calculate the distribution spread.

Distribution Code—to multiply the distribution amount by the distribution spread for the selected account and center and period information. If you select **Distribution Code**, enter the GL budget distribution code to use for the distribution spread in the field to the right. Use the *Budget Distribution Maintenance* program to set up GL budget distribution codes.

For Periods

In the For Periods section of the form, enter the beginning and ending periods to distribute the amount in the *From* and *To* fields. In the last field, use the drop down list to set the rounding factor for the change. You can select from increments of **No rounding** up to **1000.00** dollars.

20. (optional) Select the **OK** button to make the proportional changes and return to the *Budget Entry* screen or the **Cancel** button to return to the *Budget Entry* screen without changing information.
21. When you are finished with the budget, select the **Done** button to save your work.

Proportional Dialog Box

Using this dialog box, you can make proportional changes to the budget values for an account period or a range of account periods. The system accesses this dialog box when you select **Proportional** button on the *Budget Entry* program.

Form Contents

Fields, Buttons, Checkboxes & Icons

Distribution Amount

In the Distribution Amount section of the dialog box, indicate the type of distribution. Select the **Amount**, **Actual** or **Budget** radio button.

If you select the **Amount** radio button, enter the quantity of the proportional change in the field to the right.

If you select the **Budget** radio button, enter the Budget version code in the field to the right.

Account

In the Account section of the form, enter the account and center information for the **Actual** or **Budget** distribution types.

In the *From* field enter the beginning account number for the proportional change then enter the ending account number for the proportional change in the *To* field.

In the *Center* field, enter the center code for the proportional change or select the **All** checkbox to include all centers.

Periods	In the For Periods section of the form, enter the period information for the change. In the <i>From</i> field enter the beginning period for the proportional change then enter the ending period for the proportional change in the <i>To</i> field.
Distribution Spread	<p>In the Distribution Spread section of the form, select the type of distribution for the proportional change. You can select:</p> <p>Evenly—to divide the distribution amount by the total number of accounts/period selected and add that quantity to each account/period.</p> <p>Actual—to multiply the distribution amount by the percentage of each account/center/period to the total of all accounts/centers/periods selected. In the <i>From</i> and <i>To</i> fields of the Period section, enter the beginning and ending periods use to calculate the distribution spread.</p> <p>Budget—to multiply the distribution amount by the to multiply the distribution amount by the percentage of each account/center/period to the total of all accounts/centers/periods selected. If you select Budget, enter the budget version to use for the distribution spread in the field to the right. In the <i>From</i> and <i>To</i> fields of the Periods section, enter the beginning and ending periods use to calculate the distribution spread.</p> <p>Distribution Code—to multiply the distribution amount by the distribution code amount for the selected account, center, and period information. If you select Distribution Code, enter the GL budget distribution code to use for the distribution spread in the field to the right. Use the <i>Budget Distribution Maintenance</i> program to set up GL budget distribution codes.</p>
For Periods	In the For Periods section of the form, enter the beginning and ending periods to distribute the amount in the <i>From</i> and <i>To</i> fields. In the last field, use the drop down list to set the rounding factor for the change. You can select from increments of No rounding up to 1000.00 dollars.
OK	Makes the proportional changes to the budget.
Cancel	Returns you to the <i>Budget Entry</i> screen without making any changes.

See Also

How to use the Budget Entry program

Budget Entry

Fixed Dialog Box

Using this dialog box, you can make fixed changes to the budget values for an account period or a range of account periods. The system accesses this dialog box when you select **Fixed** button on the *Budget Entry* program.

Form Contents

Fields, Buttons, Checkboxes & Icons

[unlabeled
fixed-change
method field]

The fixed-change method. From the dropdown list, you can select: **Increase By**, **Decrease By**, **Replace With**.

In the next field, select the fixed-change basis. From the dropdown list, you can select: **Amount**, **Distributed Amount**, or **Percent Change**.

In the *Of* field, enter the quantity of the fixed change.



TIP The Distributed Amount is defined as: the quantity of the fixed change (account period balance/total amount of selected account periods).

From

The beginning period of the budget for the change.

To

The ending period of the budget for the change.

OK

Makes the fixed changes to the budget.

Cancel

Returns you to the *Budget Entry* screen without making any changes.

[unlabeled
rounding field]

In the last field, use the drop down list to set the rounding factor for the change. You can select from increments of **No rounding** up to **1000.00** dollars

See Also

How to use the Budget Entry program

Budget Entry

Copy Budget

Using this dialog box, you can copy an existing budget or actual accounts. The system accesses this dialog box when you select *File*→*Copy* from the menu bar of the *Budget Entry* program.

The screenshot shows the 'Copy Budget' dialog box. At the top, 'To Budget' is set to 'jlv1' and 'Year' is '1998'. Under the 'From' section, the 'Budget' radio button is selected, and an adjacent text box contains 'Invalid Entry' with a lookup icon. The 'Year' field is '0000'. The 'Accounts From' and 'To' fields are empty, each with a 'First' and 'Last' lookup icon respectively. There are checkboxes for 'All Accounts', 'All', 'Replace Existing', and 'Zero Amounts'. At the bottom are 'OK' and 'Cancel' buttons.

Form Contents

Fields, Buttons, Checkboxes & Icons



Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

<i>From</i>	In the From section of the dialog box, indicate whether are copying from actual account values or another budget. Select the Actual or Budget radio button. If you select the Budget radio button, enter the Budget code in the field to the right.
<i>Year</i>	The year from which you are copying data.
<i>Accounts From</i>	The beginning account number for copying information to the new or existing budget.
<i>To</i>	The ending account number for copying information to the new or existing budget.
All Accounts	Indicates you want to copy all account number

information to the new or existing budget.

<i>Type</i>	The type of accounts that you want to copy to the new or existing budget. The available account types correspond to the account types defined in <i>Account Maintenance</i> .
<i>Center</i>	The center that you want to copy to the new or existing budget.
All	Indicates that you want to copy all centers to the new or existing budget.
Replace Existing	Indicates that you want to replace or overwrite existing budget information with the information you are selecting here.
Zero Amounts	Indicates that you want to zero the account amounts for the budget information that you are copying.
OK	Copies the selected information for the budget.
Cancel	Returns you to the <i>Budget Entry</i> screen without copying any information.

See Also

How to use the Budget Entry program

Budget Entry

Budget Listing and Worksheet

Using this program, you can print a Budget Listing and a Budget Worksheet. Both the listing and the worksheet can display up to 13 periods for each account and include period totals for budget and actual values. Through the *Budget Listing and Worksheet* program, you have the ability to print a budget with selections or ranges for budget version, account number, account type, and center.

The Budget Listing includes budget and actual figures for each requested fiscal period. The Budget Worksheet includes the same information as the Budget Listing but also displays the following for each fiscal period requested:

Multiperiod—to print a budget listing in a multiperiod format.

Multiperiod W/ Total—to print a budget listing in a multiperiod format with totals.

Accumulated—a budget listing in an accumulated format.

Accumulated Comparison—to print a budget listing in an accumulated format including a comparison to last year's figures.

Multiperiod Comparison—to print a budget listing in a multiperiod format including a comparison to last year's figures.

Multiperiod Comparison W/ Total—to print a budget listing in a multiperiod format including a comparison to last year's figures with totals.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Budget Listing and Worksheet: Untitled* dialog box.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name), then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Form Contents

Fields, Buttons, Checkboxes & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By option are: **Budget/Account/Center**, **Budget/Account** and **Budget/Center/Account**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Budget**, **Account#**, **Center**, and **Account Type**.
- Include** Available Include choices are:
Account Description—to print the full account description information,
Center Description—to print the center information,
Whole Numbers—to print the report results in a whole number format only,
WorkSheet Lines—to include worksheet lines on the report, (Note that this option is available for accumulated and multi-period comparison report formats only.)

Variance—to include the variance on the report, (Note that this option is available for comparison report formats only.)

%—to include the variance as a percentage on the report. (Note that this option is available for comparison report formats only.)

Options

Determines the report format and the additional information to print on the report.
In the *From* field, enter the beginning period for the report.

In the *For* field, enter the number of periods for the report.

In the *Format* field, select the report format you want to use. Select from the following:

Multiperiod—to print a budget listing in a multiperiod format.

Multiperiod W/ Total—to print a budget listing in a multiperiod format with totals.

Accumulated—a budget listing in an accumulated format.

Accumulated Comparison—to print a budget listing in an accumulated format including a comparison to last year's figures.

Multiperiod Comparison—to print a budget listing in a multiperiod format including a comparison to last year's figures.

Multiperiod Comparison W/ Total—to print a budget listing in a multiperiod format including a comparison to last year's figures with totals.

For any report format that uses comparison data, complete the following:

In the *Compare* field, enter the type of comparison figures to use on the report. Available choices are: **Actual** and **Budget**. If you select **Budget**, enter the budget version number in the field to the right.

In the *From* field, enter the beginning comparison period for the report.

In the *For* field, enter the number of comparison

periods for the report.

Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print a budget listing and worksheet

Budget Listing and Worksheet

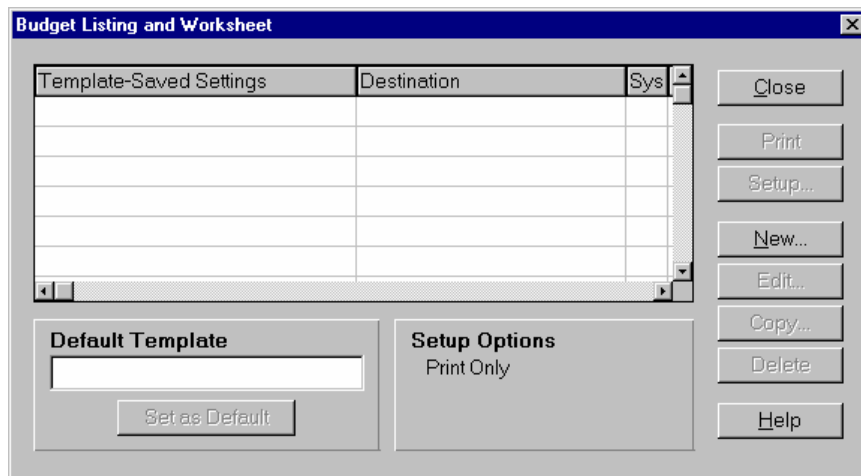
A typical *Budget Listing and Worksheet* is depicted below:

Date: 12-11-1998 QA's Primary Test Co.		Page: 1
Time: 1Budget Listing and Worksheet - Untitled: TUser: leigh		
Acct	T Center Description	12/98
=====		
Budget: prime prime budget		
10111 A ***-***	Liquid Asset Account	2,000
***-001	Liquid Asset Account	2,589
***-009	Liquid Asset Account	2,589
***-500	Liquid Asset Account	2,589
***-D33	Liquid Asset Account	0
010-***	Liquid Asset Account	0
010-001	Liquid Asset Account	0
010-009	Liquid Asset Account	0
010-500	Liquid Asset Account	0
010-D33	Liquid Asset Account	0
010-DP1	Liquid Asset Account	0
020-***	Liquid Asset Account	0
020-001	Liquid Asset Account	0
020-009	Liquid Asset Account	0
020-500	Liquid Asset Account	0
020-D33	Liquid Asset Account	0
020-DP1	Liquid Asset Account	0
030-***	Liquid Asset Account	0
030-001	Liquid Asset Account	0
030-009	Liquid Asset Account	0
030-500	Liquid Asset Account	0
030-D33	Liquid Asset Account	0
030-DP1	Liquid Asset Account	0
050-***	Liquid Asset Account	0
050-001	Liquid Asset Account	0
050-009	Liquid Asset Account	0
050-500	Liquid Asset Account	0
050-D33	Liquid Asset Account	0
050-DP1	Liquid Asset Account	0
060-***	Liquid Asset Account	0
060-001	Liquid Asset Account	0
060-009	Liquid Asset Account	0
060-500	Liquid Asset Account	0
060-D33	Liquid Asset Account	0
060-DP1	Liquid Asset Account	0
090-***	Liquid Asset Account	0
090-001	Liquid Asset Account	0
090-009	Liquid Asset Account	0
090-500	Liquid Asset Account	0
090-D33	Liquid Asset Account	0
090-DP1	Liquid Asset Account	0
100-***	Liquid Asset Account	0
100-001	Liquid Asset Account	0
100-009	Liquid Asset Account	0
100-500	Liquid Asset Account	0
100-D33	Liquid Asset Account	0
100-DP1	Liquid Asset Account	0
200-***	Liquid Asset Account	0
200-001	Liquid Asset Account	0
200-009	Liquid Asset Account	0
Date: 12-11-1998 QA's Primary Test Co.		Page: 2
Time: 1Budget Listing and Worksheet - Untitled: TUser: leigh		
Acct	T Center Description	12/98
=====		
Budget: prime prime budget		
10111 A 200-500	Liquid Asset Account	0
200-D33	Liquid Asset Account	0
200-DP1	Liquid Asset Account	0
269-***	Liquid Asset Account	0
269-001	Liquid Asset Account	0
269-009	Liquid Asset Account	0
269-500	Liquid Asset Account	0
269-D33	Liquid Asset Account	0
269-DP1	Liquid Asset Account	0
333-***	Liquid Asset Account	0
333-001	Liquid Asset Account	0
333-009	Liquid Asset Account	0
333-500	Liquid Asset Account	0
333-D33	Liquid Asset Account	0
333-DP1	Liquid Asset Account	0
Account # Total		9,768
Budget Total		9,768
Number of entries: 1		
Legend:		
T = Account Type (A=Asset, L=Liability, C=Capital, R=Revenue, E=Expense)		
Selections for Report Name - Untitled: Temp:		
Budget	:	prime
Account	:	10002, 10111, 10246
Center	:	All
Account Type	:	All
Beginning From	:	12/1998

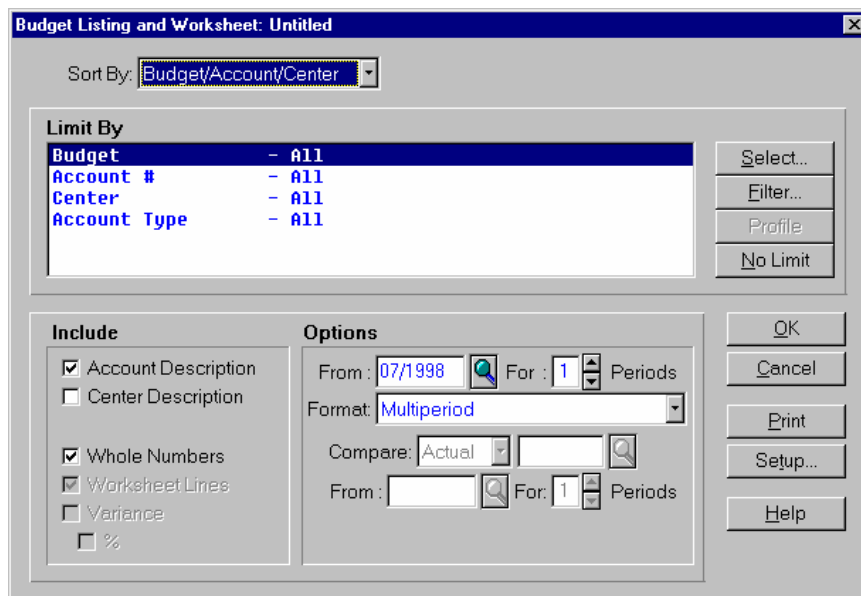
Budget Periods : 1 Include Account Description Include Whole Numbers
--

How to print a budget listing and worksheet

1. Access the *Budget Listing and Worksheet* program in the Budgets submodule of General Ledger. The complete path is *General Ledger*→*Budgets*→*Budget Listing and Worksheet*. The system displays the Template-Saved Settings dialog box of the *Budget Listing and Worksheet*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Budget Listing and Worksheet: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any

of the available options. The Sort By options are:

Budget/Account/Center, **Budget/Account** and **Budget/Center/Account**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Budget**, **Account#**, **Center**, and **Account Type**.

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, check which information to include on the report. Use the table below to guide you in your selections.

Include Available Include choices are:

Account Description—to print the full account description information,

Center Description—to print the center information,

Whole Numbers—to print the report results in a whole number format only,

WorkSheet Lines—to include worksheet lines on the report, (Note that this option is available for accumulated and multi-period comparison report formats only.)

Variance—to include the variance on the report, (Note that this option is available for comparison report formats only.)

%—to include the variance as a percentage on the report. (Note that this option is available for comparison report formats only.)

6. Select the Options for the *Budget Listing and Worksheet* program. Use the table below to guide you in your selections.

Options Determines the report format and the additional information print on the report.

In the *From* field, enter the beginning period for the report.

In the *For* field, enter the number of periods for the

report.

In the *Format* field, select the report format you want to use. Select from the following:

Multiperiod—to print a budget listing in a multiperiod format.

Multiperiod W/ Total—to print a budget listing in a multiperiod format with totals.

Accumulated—a budget listing in an accumulated format.

Accumulated Comparison—to print a budget listing in an accumulated format including a comparison to last year's figures.

Multiperiod Comparison—to print a budget listing in a multiperiod format including a comparison to last year's figures.

Multiperiod Comparison W/ Total—to print a budget listing in a multiperiod format including a comparison to last year's figures with totals.

For any report format that uses comparison data, complete the following:

In the *Compare* field, enter the type of comparison figures to use on the report. Available choices are: **Actual** and **Budget**. If you select **Budget**, enter the budget version number in the field to the right.

In the *From* field, enter the beginning comparison period for the report.

In the *For* field, enter the number of comparison periods for the report.

7. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Budget Listing and Worksheet Template-Saved Settings* screen where you can print the report.
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.

- **Help** to access the online Help for this screen.

GL Allocations

The allocation process provides the ability to establish an unlimited number of allocations for use in distributing account amounts or budget amounts among a number of account/center combinations and provides a method of creating and posting allocation journal entries.

Allocations provides you the ability to allocate account actual balances, budget figures, or specifically entered amounts to one or several other accounts. In other words, through the allocation process you can distribute (allocate) yearly budget figures for an account/profit center over subordinate account/profit centers. This is referred to as **Vertical Budgeting**. Vertical Budgeting is accomplished through the allocation process but the account/center information uses budget figures only.

You also have the ability to specify the range of figures to use. This includes figures from the current period, year to date figures, or figures from a range of periods.

You can distribute the allocation pool based on a fixed percentage/unit ratio or proportional percentages/unit ratios using a different account/center as the proportional source. If a distribution of the allocation results in a rounding discrepancy, you can specify where to post the discrepancy. You can select and post one or more allocations and preview the resulting journal entries prior to posting.

The Journal Entries menu allows you to enter, correct, and post general, reversing, and recurring journal entries from *TakeStock*. Entries for the Journal Entries menu are:

<i>Allocation Maintenance</i>	Using <i>Allocation Entry Maintenance</i> , you can establish an unlimited number of allocations for use in distributing account balances or budgets among a number of account/center combinations. You can use the Preview Allocation Results feature to preview the source and destination journal transactions that will be created while from the allocating entries.
<i>Post Allocating/Recurring Entries</i>	Using the <i>Post Allocating/Recurring Entries</i> program you can process all recurring journal entries that have been marked for release but not yet processed.

Chapter Contents

GL Allocations	93
Allocating Entry Maintenance	94
Allocating Entry Maintenance General View	97
Allocating Entry Maintenance Source View	99
Allocating Entry Maintenance Destination View	101
Allocating Entry Maintenance Posting View	105
Allocation Preview Dialog Box	107
How to enter allocating entries	108
Post Allocating/Recurring Entries	114

Allocating Entry Maintenance

Using *Allocation Maintenance*, you can establish an unlimited number of allocations for use in distributing account balances or budgets among a number of account/center combinations. You can use the Preview Allocation feature on the Additional to preview the source and destination journal transactions that will be created from the allocating entries.

There are four screens for entering allocation information.

- The General view, which is used to enter allocation parameters such as the posting destination type, the allocation basis, and journal information.
- The Source view, which is used to enter the source for the allocation.
- The Destination view, which is used to enter the posting destination for the allocation.
- The Posting view, which is used to enter the posting frequency, release type, and cutoff basis for the allocation.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

General	Accesses the General view of <i>Allocation Entry Maintenance</i> .
Source	Accesses the Source view of <i>Allocation Entry Maintenance</i> .
Dest.	Accesses the Destination view of <i>Allocation Entry Maintenance</i> .
Posting	Accesses the Posting view of <i>Allocation Entry Maintenance</i> .

Menus

File

The *File* menu offers options for changing modes and maintaining records. Each menu option has a corresponding icon button on the toolbar. The options available on this menu are:

Option	Select To...
New	Create new records.
Edit	Change the detail for existing records.
Save	Save a new record or the changes to an existing record.
Save As	Save the detail for an existing record with a new record number or code.
Delete	Delete the currently selected record.
Reset	In New mode, reset all detail to original defaults. In Edit mode, reset all detail before any changes were made.
Exit	Exit the maintenance and return to the menu.

View

The *View* menu offers options for changing detail views. This menu is available only for maintenances that have multiple views. The options on this menu correspond to the views available in the maintenance.

Find

The *Find* menu offers options to help you locate records. Most of these menu options have a corresponding icon button on the toolbar. The options available on this menu are:

Option	Select To...
Record Lookup	Open the Lookup for the maintenance records.
Lookup	Open the Lookup for a single field in the record number or code or for a detail field that has a Lookup.
Filter	Open the Filter Manager to select or maintain a filter as described in the <i>TakeStock Basics</i> chapter.
First	View the first record in the table, using the current filter.
Next	View the next record in the table, using the current filter.
Previous	View the previous record in the table, using the current filter.
Last	View the last record in the table, using the current filter.

Options

The *Options* menu offers options to let you customize how the maintenance will work for you. You can customize each maintenance separately as the options you choose do not have an affect on any other maintenances. The options available on this menu are:

Option	Select To...
Toolbar	Toggle the display of the toolbar on and off.
AutoAdd Mode	Toggle the AutoAdd mode on or off. When the mode is on, you will be in continuous add mode each time you select <i>File</i> → <i>New</i> or the <i>New</i> icon button.
Defaults	Opens the <i>Default Record</i> where you can enter the defaults for each field. These are then the defaults used when you add new records.
User Preferences	Opens a dialog box where you can set preferences for the state of the maintenance each time you open it. You can select to have the <i>Record Lookup</i> open and remain open while the maintenance is opened, have the AutoAdd mode toggled on, and have the toolbar displayed. You can also select which views must be selected when records are added before a Save of the record is allowed. You can select the <i>Auto Add Phone Book</i> option on appropriate records to automatically add the information to the <i>TakeStock</i> Phone Book.
System Preferences	Accesses the <i>Required Views</i> dialog box and the <i>Field Audit Control</i> dialog box. You can use the <i>Required Views</i> dialog box to select which views the user must access when adding new records before the system allows you to save the new record, and the <i>Field Audit Control</i> dialog box to indicate which fields on the screen you want to track for audit purposes.

Additional

The *Additional* menu lets you choose to open the maintenances for other fields used in the current maintenance. You can also select to open the Notes manager. Other options may be available depending on which maintenance you are using.

Global

Menu Selection Functions

User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection Functions

Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

See Also

How-to enter allocating entries

Allocating Entry Maintenance General View

Using the General view of Allocation Entry Maintenance, you can enter allocation parameters such as the posting destination type, the allocation basis, and journal information.

Form Contents

Fields, Buttons, Checkboxes & Icons

<i>Allocation ID</i>	The allocation code for this record.
<i>Description</i>	The description for the allocation id.
<i>Destination</i>	The type of figures to post to in the destination for this allocation. Available choices are: Actual or Budget . If you select the Budget radio button, enter the budget to use as the destination.
<i>Allocation Basis</i>	In the Allocation Basis section of the form, select the distribution basis for this allocation. Available choices from are: Fixed or Proportional . The fixed allocation basis will distribute the allocation pool to the destination accounts based on a fixed allocation method. The proportional allocation basis will distribute the allocation pool to the destination accounts based on an entered percentage or unit ratio using different accounts from the destination as the basis for that relationship.
<i>Journal</i>	The journal to use for the allocation record. For allocation records that have a destination type of actual, the system displays the allocation journal found in the GL Journal table.

	For allocation records that have a destination type of Budget , this field is disabled.
<i>Category</i>	The journal category for the allocation record. The system validates that the journal category you enter is valid for this journal. For allocation records that have a destination type of Budget , this field is disabled.
<i>Group</i>	The journal group for the allocation record. The system validates that the journal group you enter is valid for this journal.
<i>Memo</i>	The allocation memo; this memo also posts with the resulting journal transaction.
<i>Rounding</i>	The rounding method to use if a distribution of the allocation results in a rounding discrepancy. In this field, specify where to post this rounding balance. From the drop down list, you can select Last Account Listed to post the balance to the <u>last</u> account listed in the destination, Largest Allocated to post the balance to the account that has the largest amount allocated to it, or Distribute Across Accounts to post the balance to more than one account.
<i>Post Order</i>	The post order for the allocation record. This provides the ability to post allocations that are dependent on another allocation having been processed first (the first allocation affects accounts that are source accounts to the second allocation). By specifying a priority to the allocations, tiered processing may occur.

See Also

How-to enter allocating entries

Allocating Entry Maintenance Source View

Using the Source view of Allocation Entry Maintenance, you can enter the source information for the allocation.

The source of an allocation can be one or more account actual balances or budget figures and can come from the current period, year-to-date period, or a range of periods. You can specify all or a percentage of the source account(s) that comprise the allocation pool amount. You can also manually enter an amount for the source. If you enter a manual amount, you can distribute the percentage of the amount across one or more source account(s).

You can also specify the contra account and center for the allocation. The system uses this as the account/center that posts the amount for the source(s). If you want the allocation to be posted to the same account/center that the source is drawing from, leave the contra fields blank.

From Acct	To Acct	Type	Center	Percent	Contra Acct	Contra Center	From Ac
2201		All	DAL-01	50.00			Unemployment
2204	2206	Liability	DAL-01	50.00	7250	ATL-Gen	State Disability

Form Contents

Fields, Buttons, Checkboxes & Icons

- Allocation ID** The allocation code for this record. The system displays the allocation id at the top of the screen.
- Source** In the Source section of the form, select the source type for the allocation. Available choices are: **Manual Amount**, **Actual** or **Budget**. For **Manual Amount**, enter an amount in the field to the right. For **Actual** or **Budget**, select the type of figures to use from the dropdown list of the *Figures* field. If you select a source type of **Budget**, enter the budget in the field to the right.
- Figures** The type of figures to use as a source for the allocation. Available choices are: **Current Pd Activity**, **Current Pd Ending Balance**, **Year to Date Activity**, **Range of Pds Activity**, or

Range of Pds Ending Balance. If you select the **Range of Pds Activity**, or **Range of Pds Ending Balance** radio button, enter the period range in the *From* and *To* fields.

<i>From Acct</i>	The source From account number.
<i>To Acct</i>	The source To account number. For a Manual Amount source, the system disables this field.
<i>Type</i>	The account types to include as the range for the To account number. Available choices are: Asset, Liability, Capital, Revenue, Statistical, Memo , or All . For a Manual Amount source or line entries that do not include a <i>To Acct</i> field value, the system disables this field.
<i>Center</i>	The source center for the allocation. To indicate that you want to use all centers, leave this field blank.
<i>Percent</i>	The percent of the account range to be used. For a Manual Amount source, this is the percentage of the amount. For Actual or Budget source types, the percentages for all lines must total 100.
<i>Contra Acct</i>	The source contra account number. For a Manual Amount source, the system disables this field.
<i>Contra Center</i>	The source contra center number. For a Manual Amount source, the system disables this field.
<i>From Acct Description</i>	The account description for the source From account number. The system displays the description from the account number record as the default.
<i>To Acct Description</i>	The account description for the source To account number. The system displays the description from the account number record as the default.
<i>Center Description</i>	The center description for the source center number. The system displays the description from the center record as the default.
<i>Contra Acct Description</i>	The contra account description. The system displays the description from the account number record as the default.
<i>Contra Center Description</i>	The center description for the contra center number. The system displays the description from the center record as the default.
Add	Creates a new source account line for the allocation.
Insert	Adds a new source account line for the allocation above the highlighted line in the browser.
Delete	Removes the highlighted source account line in the browser.

See Also

How-to enter allocating entries

Allocating Entry Maintenance Destination View

Using the Destination view of Allocation Entry Maintenance, you can enter the posting destination for the allocation.

The destination of the allocations may be one or more account actual balances or account budget figures. If the **destination** is the account budget figures, this provides the means to perform Vertical Budgeting. In other words, through the allocation process and using budget figures as the destination, the user can distribute (allocate) yearly budget figures for an account/center over subordinate account/centers.

The fixed allocation basis distributes the allocation pool to the destination accounts based on a fixed allocation method. This method can be a percentage or unit ratio that you enter or based on the destination accounts' relationship to their total Current Period Activity or Ending Balance or the Year To Date Activity or Average Activity.

If you enter a percentage as the allocation method, the system displays the accumulated percentage, and it must add up to 100% over all the accounts/centers entered. If you enter a unit ratio, then the system displays the accumulated unit amounts so that you can determine if the total is correct.

The proportional allocation basis allows you to distribute the allocation pool to the destination accounts based on a proportional percentage using accounts different from the destination as the basis for that relationship. (e.g. using the sales figures of the branches and their proportion to the total sales as the basis for distributing the departments' expenses for supplies.) In the proportional allocation basis you can use statistical accounts for the source for the distribution proportion. (e.g. using the square footage of the departments to allocate the proportion of the rent expense to each department.)

Note: The fields displayed in the browser of this screen vary depending on whether the allocation basis is Fixed or Proportional and the type of figures you select to use as a destination for the allocation.

Allocating Entry Maintenance - View

File View Find Options Additional Global Help

Filter: ALL

Allocation ID: Elec

Fixed Basis Figures: Unit Ratio

Acct	Center	Units	Account Description	Center Description
1101	ATL-Gen	15.00	Cash - Payroll	Branch ATL, Dept. Gen
2201	ATL-Gen	10.00	Unemployment Tax Payable	Branch ATL, Dept. Gen
2203	ATL-Def	5.00	FICA Medicare	Branch ATL, Dept. Def

Add Insert Delete Total: 30.00

General Source Dest Posting

Select filter to use.

Form Contents

Fields, Buttons, Checkboxes & Icons

Allocation ID The allocation code for this record. The system displays the allocation id at the top of the screen.

The system also displays the allocation basis type (Fixed or Proportional) that you selected on the General view.

For Proportional allocations, select the allocation basis in the Basis section of the form. Available choices are: **Actual** or **Budget**. If you select the **Budget** radio button, enter the budget to use as the destination.

Figures The type of figures to use as a destination for the allocation.

For Fixed allocations, available choices are: **Percent, Unit Ratio, Current Pd Activity, Current Pd Ending Balance, Year to Date Activity, or Year to Date Average Activity**.

For Proportional allocations, available choices are: **Current Period Activity, Current Period Ending Balance, Year to Date Activity, Range of Period Activity, Range of Period Ending Balance, Year to Date Average Activity, Range of Period Average Activity or Range of Period Average Ending Balance**.

If you select an allocation method the requires a range, enter the starting and ending proportional distribution periods in the *From* and *To* fields.

Fixed Allocation Browser Contents

<i>Acct</i>	The destination account number for the allocation.
<i>Center</i>	The destination center for the allocation. To indicate that you want to use all centers, leave this field blank.
<i>Percent/Unit Ratio</i>	<p>If you enter a percentage as the allocation method, the system displays the accumulated percentage, and it must add up to 100% over all the accounts/centers entered.</p> <p>If you enter a unit ratio, then the system displays the accumulated unit amounts so that you can determine if the total is correct.</p> <p>For other allocation methods, the system displays N/A (not applicable) as the column header for Fixed allocations.</p>

Proportional Allocation Browser Contents

<i>From Acct</i>	The basis From account number.
<i>To Acct</i>	The basis To account number. For a Manual Amount source, the system disables this field.
<i>Type</i>	The account types to include as the range for the To account number. Available choices are: Asset, Liability, Capital, Revenue, Statistical, Memo , or All . For line entries that do not include a <i>To Acct</i> field value, the system disables this field.
<i>Center</i>	The basis center for the allocation. To indicate that you want to use all centers, leave this field blank.
<i>Dest Acct</i>	The destination account number.
<i>Dest. Center</i>	The destination center number. For a Manual Amount source, the system disables this field.
<i>Basis From Acct Description</i>	The account description for the basis From account number. The system displays the description from the account number record as the default.
<i>Basis To Acct Description</i>	The account description for the basis To account number. The system displays the description from the account number record as the default.
<i>Basis Center Description</i>	The center description for the basis center number. The system displays the description from the center record as the default.
<i>Destination Acct Description</i>	The destination account description. The system displays the description from the account number record as the default.
<i>Destination Center Description</i>	The center description for the destination center number. The system displays the description from the center record as the default.

Add	Creates a new destination account line for the allocation.
Insert	Adds a new destination account line for the allocation above the highlighted line in the browser.
Delete	Removes the highlighted destination account line in the browser.

See Also

How-to enter allocating entries

Allocating Entry Maintenance Posting View

Using the Posting view of Allocation Entry Maintenance, you can enter the posting frequency for the allocation entry.

Form Contents

G

<i>Allocation ID</i>	The allocation code for this record. The system displays the allocation id at the top of the screen.
Release	In the Release section of the form, indicate the type of release for the allocating entry. Select Manual or Automatic . The system selects the Manual radio button as the default. Manual indicates that this allocating entry must be specifically released by the user each time to be subject to any period processing. Automatic indicates that TakeStock is to automatically release this allocating entry based on the current period (automatic).
Cutoff Basis	In the Cutoff Basis section of the form, indicate the cut-off date, number of postings for the cut off, or that no cut off exists for this allocating entry. Select the Period radio button enter a cutoff period in the period field, the # of Postings radio button and enter the number of postings for the cutoff, or the No Cutoff radio button to indicate that no cut off exists for this recurring entry.
Periods to Post	In the Periods to Post section of the form, indicate the periods in which the allocating entry posts. The number of periods (checkboxes) shown is based on whether the 'Standard # of Periods' is selected and specified in <i>GL Control Maintenance</i> .

Otherwise, the system displays all 13 periods. The labels on the periods are based on the default record for *Accounting Period Maintenance*.

See Also

How-to enter allocating entries

Allocation Preview Dialog Box

Use the *Allocation Preview* dialog box to preview the source and destination journal transactions that the system creates from the allocating entries you enter in *Allocation Entry*.

To print or export the information on this screen, right-click in the browser and select the Print or Export option.

Menus

File

Global

Help

How to enter allocating entries

1. Access the *Allocating Entry Maintenance* program by selecting *Allocations* → *Allocating Entry Maintenance* from the GL main menu. The system displays the General view of the *Allocating Entry Maintenance* program.

2. Enter the general information for the allocating entry. Use the table below to guide you in your entries.

<i>Allocation ID</i>	The allocation code for this record.
<i>Description</i>	The description for the allocation id.
<i>Destination</i>	The type of figures to post to in the destination for this allocation. Available choices are: Actual or Budget . If you select the Budget radio button, enter the budget to use as the destination.
<i>Allocation Basis</i>	In the Allocation Basis section of the form, select the distribution basis for this allocation. Available choices from are: Fixed or Proportional . The fixed allocation basis will distribute the allocation pool to the destination accounts based on a fixed allocation method. The proportional allocation basis will distribute the allocation pool to the destination accounts based on an entered percentage or unit ratio using different accounts from the destination as the basis for that relationship.
<i>Journal</i>	The journal to use for the allocation record. For allocation records that have a destination type of actual, the system displays the allocation journal found in the GL Journal table. For allocation records that have a destination type of Budget , this field is disabled.
<i>Category</i>	The journal category for the allocation record. The system validates

that the journal category you enter is valid for this journal. For allocation records that have a destination type of **Budget**, this field is disabled.

Group

The journal group for the allocation record. The system validates that the journal group you enter is valid for this journal.

Memo

The allocation memo; this memo also posts with the resulting journal transaction.

Rounding

The rounding method to use if a distribution of the allocation results in a rounding discrepancy. In this field, specify where to post this rounding balance. From the drop down list, you can select **Last Account Listed** to post the balance to the last account listed in the destination, **Largest Allocated** to post the balance to the account that has the largest amount allocated to it, or **Distribute Across Accounts** to post the balance to more than one account.

Post Order

The post order for the allocation record. This provides the ability to post allocations that are dependent on another allocation having been processed first (the first allocation affects accounts that are source accounts to the second allocation). By specifying a priority to the allocations, tiered processing may occur.

- Access the Source view of the *Allocating Entry Maintenance* screen by selecting the **Source** button or **View** ➔ **Source** from the menu bar. The system displays the Source view.

Allocating Entry Maintenance - Edit

File View Find Options Additional Global Help

Filter: ALL

Allocation ID: Nat Gas

Source: ☐ Manual Amount ☐ Actual ☐ Budget

Figures: Current Pd Ending Balance

From: To:

From Acct	To Acct	Type	Center	Percent	Contra Acct	Contra Center	From Ac
2201		All	DAL-01	50.00			Unemploy
2204	2206	Liability	DAL-01	50.00	7250	ATL-Gen	State Disabil

Add Insert Delete

General Source Dest Posting

Select the source method

- Enter the source information for the allocating entry. Use the table below to guide you in your entries.

Allocation ID

The allocation code for this record. The system displays the allocation id at the top of the screen.

Source

In the Source section of the form, select the source type for the allocation. Available choices are: **Manual Amount**, **Actual** or

Figures

Budget. For **Manual Amount**, enter an amount in the field to the right. For **Actual** or **Budget**, select the type of figures to use from the dropdown list of the *Figures* field. If you select a source type of **Budget**, enter the budget in the field to the right.

The type of figures to use as a source for the allocation. Available choices are: **Current Pd Activity**, **Current Pd Ending Balance**, **Year to Date Activity**, **Range of Pds Activity**, or **Range of Pds Ending Balance**. If you select the **Range of Pds Activity**, or **Range of Pds Ending Balance** radio button, enter the period range in the *From* and *To* fields.

5. Use the **Add** or **Insert** to add source lines to the allocating entry. To delete a line, highlight it and select the **Delete** button. Use the table below to for field definitions.

<i>Center</i>	The source center for the allocation. To indicate that you want to use all centers, leave this field blank.
<i>Percent</i>	The percent of the account range to be used. For a Manual Amount source, this is the percentage of the amount. For Actual or Budget source types, the percentages for all lines must total 100.
<i>Contra Acct</i>	The source contra account number. For a Manual Amount source, the system disables this field.
<i>Contra Center</i>	The source contra center number. For a Manual Amount source, the system disables this field.
<i>From Acct Description</i>	The account description for the source From account number. The system displays the description from the account number record as the default.
<i>To Acct Description</i>	The account description for the source To account number. The system displays the description from the account number record as the default.
<i>Center Description</i>	The center description for the source center number. The system displays the description from the center record as the default.
<i>Contra Acct Description</i>	The contra account description. The system displays the description from the account number record as the default.
<i>Contra Center Description</i>	The center description for the contra center number. The system displays the description from the center record as the default.

6. Access the Destination view of the *Allocating Entry Maintenance* screen by selecting the **Dest.** button or **View → Destination** from the menu bar. The system displays the Destination view.

Acct	Center	Units	Account Description	Center Description
1101	ATL-Gen	15.00	Cash - Payroll	Branch ATL, Dept. Gen
2201	ATL-Gen	10.00	Unemployment Tax Payable	Branch ATL, Dept. Gen
2203	ATL-Def	5.00	FICA Medicare	Branch ATL, Dept. Def

7. Enter the destination information for the allocating entry. Use the table below to guide you in your entries.

Allocation ID

The allocation code for this record. The system displays the allocation id at the top of the screen.

The system also displays the allocation basis type (Fixed or Proportional) that you selected on the General view.

For Proportional allocations, select the allocation basis in the Basis section of the form. Available choices are: **Actual** or **Budget**. If you select the **Budget** radio button, enter the budget to use as the destination.

Figures

The type of figures to use as a destination for the allocation.

For Fixed allocations, available choices are: **Percent**, **Unit Ratio**, **Current Pd Activity**, **Current Pd Ending Balance**, **Year to Date Activity**, or **Year to Date Average Activity**.

For Proportional allocations, available choices are: **Current Period Activity**, **Current Period Ending Balance**, **Year to Date Activity**, **Range of Period Activity**, **Range of Period Ending Balance**, **Year to Date Average Activity**, **Range of Period Average Activity** or **Range of Period Average Ending Balance**.

If you select an allocation method the requires a range, enter the starting and ending proportional distribution

periods in the *From* and *To* fields.

8. Use the **Add** or **Insert** to add destination lines to the allocating entry. To delete a line, highlight it and select the **Delete** button. Use the table below to for field definitions.

Fixed Allocation Browser Contents

<i>Acct</i>	The destination account number for the allocation.
<i>Center</i>	The destination center for the allocation. To indicate that you want to use all centers, leave this field blank.
<i>Percent/Unit Ratio</i>	<p>If you enter a percentage as the allocation method, the system displays the accumulated percentage, and it must add up to 100% over all the accounts/centers entered.</p> <p>If you enter a unit ratio, then the system displays the accumulated unit amounts so that you can determine if the total is correct.</p> <p>For other allocation methods, the system displays N/A (not applicable) as the column header for Fixed allocations.</p>

Proportional Allocation Browser Contents

<i>From Acct</i>	The basis From account number.
<i>To Acct</i>	The basis To account number. For a Manual Amount source, the system disables this field.
<i>Type</i>	The account types to include as the range for the To account number. Available choices are: Asset, Liability, Capital, Revenue, Statistical, Memo , or All . For line entries that do not include a <i>To Acct</i> field value, the system disables this field.
<i>Center</i>	The basis center for the allocation. To indicate that you want to use all centers, leave this field blank.
<i>Dest Acct</i>	The destination account number.
<i>Dest. Center</i>	The destination center number. For a Manual Amount source, the system disables this field.
<i>Basis From Acct Description</i>	The account description for the basis From account number. The system displays the description from the account number record as the default.
<i>Basis To Acct Description</i>	The account description for the basis To account number. The system displays the description from the account number record as the default.
<i>Basis Center Description</i>	The center description for the basis center number. The system displays the description from the center record as the default.
<i>Destination Acct Description</i>	The destination account description. The system displays the description from the account number record as the default.
<i>Destination Center Description</i>	The center description for the destination center number. The system displays the description from the center record as the default.

9. Access the Posting view of the *Allocating Entry Maintenance* screen by selecting the **Posting** button or **View** → **Posting** from the menu bar. The system displays the Posting view.

10. Enter the posting information for the allocating entry. Use the table below to guide you in your entries.

<i>Allocation ID</i>	The allocation code for this record. The system displays the allocation id at the top of the screen.
Release	In the Release section of the form, indicate the type of release for the allocating entry. Select Manual or Automatic . The system selects the Manual radio button as the default. Manual indicates that this allocating entry must be specifically released by the user each time to be subject to any period processing. Automatic indicates that TakeStock is to automatically release this allocating entry based on the current period (automatic).
Cutoff Basis	In the Cutoff Basis section of the form, indicate the cut-off date, number of postings for the cut off, or that no cut off exists for this allocating entry. Select the Period radio button enter a cutoff period in the period field, the # of Postings radio button and enter the number of postings for the cutoff, or the No Cutoff radio button to indicate that no cut off exists for this recurring entry.
Periods to Post	In the Periods to Post section of the form, indicate the periods in which the allocating entry posts. The number of periods (checkboxes) shown is based on whether the 'Standard # of Periods' is selected and specified in <i>GL Control Maintenance</i> . Otherwise, the system displays all 13 periods. The labels on the periods are based on the default record for <i>Accounting Period Maintenance</i> .

11. Review the information you have enter and select the **Save** icon to save your work.

Post Allocating/Recurring Entries

Using the *Post Allocating/Recurring Entries* program you can process all recurring journal entries that have been marked ready for release but not yet processed. When this program is executed, all recurring journal entries that have been selected and marked ready for release or automatic entries that are ready for processing (based on the current period), are posted immediately. If you are in batch mode, this process makes entries ready for the *Post Journal Entries* program. You can run this program as many times as desired in a given period. You can select or deselect entries that are marked for release and then run the program to post those entries. A register showing the journal entries to be posted prints prior to updating. Upon reviewing the register, you can then select to proceed with posting the recurring entries or return without posting.

For more information, refer to *Post Allocating/Recurring Entries*, *Post Allocating/Recurring Entries Print*, and *How to post allocating/recurring journal entries* topics in *Chapter 2, Invoices* of this manual.

GL InterLink Introduction

The *TakeStock GL InterLink (GI)* integration allows GL journal entries produced from a payroll run to be imported directly into the *TakeStock General Ledger* module. You can run the payroll transfer to the general ledger after each payroll run, several times during the month, or at minimum, once a month just prior to closing the GL. Each time you run the GI integration, the program reads the payroll general ledger transactions from a payroll GL distribution file and places them into a *TakeStock* payroll distribution detail table with a date and time stamp. Then, the system summarizes the payroll GL transactions down to a general ledger account level with up to two summary records generated for each account (one for all debit amounts and one for all credit amounts) and places this information into the *TakeStock* general ledger summary table.

TakeStock is partnering with Abra Payroll for Windows® software product to provide *TakeStock* users with the ability to run and manage their own payroll including time recording and entry, payroll processing, and check writing. However, the GL InterLink is capable of accepting all types of journal entry imports. This is especially useful for companies with other journal entry processing software. You can process comma delimited files, ASCII, and .csv files as well as a.txt file types.

The *GL InterLink* programs are located in the in the GL InterLink submodule of the *TakeStock* General Ledger module. To access the GI integration, select the General Ledger module icon then select:



GL InterLink

GL InterLink menu programs allow you to import file payroll transactions into the *TakeStock* sub-ledger table and print a report of those transactions.

Chapter Contents

GL InterLink Introduction	115
GI Basic Process Flow	117
Reference Information	117
Policies and Setup	118
GL InterLink Programs	120
GL Import Register	120
GL Import Register Report Sample	122
GL Import Register Report Summary Sample	123
Special Topic: Errors in the GL Import	124
How to run the GL Import Register.....	125
GI Import Layout Fields Dialog Box.....	127
How to use the GI Import Layout Fields dialog box	129
GI Terminology	131

GI Basic Process Flow

The primary purpose of the *GL InterLink (GI)* integration is to import GL journal entries produced from a payroll run to directly into the *TakeStock General Ledger* module with a minimum of user intervention. To accomplish this goal, follow these simple steps.

1. Set up the *General Ledger* module maintenance parameters.
2. Using the *GL Import Register*, import the GL journal entries into *TakeStock*. When you import GL journal information, *TakeStock* stores the detail transactions for posting to the General Ledger in a generic sub-ledger table.
3. Use the *GI Import Layout Fields* dialog box to change the order of the fields in the import file (comma delimited files, ASCII, .csv files or .txt files) that you are importing into *TakeStock*.
4. Use the *GL Sub Ledger Report* program to print a report of the transactions in the *TakeStock* generic sub-ledger table that are created by the *GL Import Register* program
5. Use the *End-of-Period Close* program to post the payroll detail information in the generic sub-ledger tables to the *General Ledger* module and updates the summary GL information.

Reference Information

Each form in the *GL InterLink (GI)* integration is listed below. You can access the form by clicking on the form name.

Use this form:

GL Import Register

To do this:

Import the GL payroll distributions file created by Abra Payroll into the *TakeStock* generic sub-ledger table.

Policies and Setup

Before you can use the *GL InterLink (GL)* integration, you must complete the policy setup in other *TakeStock* modules.

For additional policies and setup information, refer to the *Policies and Setup* section of the appropriate modules user's guide and see your system administrator.

GL → Maintenances → GL Account Maintenance

- Define the company's accounts against which entries may be made.

GL → Maintenances → Accounting Period Maintenance

- Identify all of the accounting periods in the accounting year.

GL → Maintenances → Budget Distribution Maint

- Set up budget distribution percentages.

GL → Maintenances → Budget Version Maintenance

- Assign budget version control so that you may have multiple budgets for your company.

GL → Maintenances → Center Maintenance

- Define the company's profit and cost centers.

GL → Maintenances → Setup → Journal Maintenance

- Create journals for posting in GL.

GL → Maintenances → Setup → GL Control Maintenance

- Enter control information for the GL module.

GL → Reports → Report Group Maintenance

- Establish report groups used within the General Ledger when generating standard reports.

GL → Maintenances → Setup → Journal Group Maintenance

- Establish journal groups used for posting within the General Ledger .

GL → Maintenances → Setup → Journal Category Maintenance

- Establish journal groups used within the General Ledger.

SM → Maintenances → Setup → System Control → Authorization dialog box

- Activate the GL InterLink for your system.

*SM → Maintenances → Setup → Company Maintenance → Center dialog box
-OR-**GL → Maintenances → Setup → GL Control Maintenance → Center dialog box*

- Controls the code pattern for the Center. .

SM -> Maintenances -> Department Maintenance

- This is the setup for the departments of the company.

SM -> Maintenances -> Branch Maintenance

- This is the setup for the branches of the company.

GL InterLink Programs

The GL InterLink menu allows you to import GL distributions produced from an Abra payroll run directly into the *TakeStock* generic sub-ledger table and print a report of the transactions.

Entries for the GL InterLink menu are:

GL Import Register

GL Import Register

Using this program, you can import GL distributions produced from an imported payroll run directly into the *TakeStock* generic sub-ledger table. You can indicate the path and filename where the import file of payroll transaction data is located.

During processing the program validates the company ID that it imports from Abra against the TakeStock company ID as well as the GL account number that are posted to TakeStock. The system assigns a register number to each import run. For a non-validated account number, the system assigns a new account number at the time of preliminary close.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *GL Import Register: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

OK Saves the new or modified template and exits the screen.

Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.
Files	Accesses a dialog box that is used to located the import file of payroll transaction data.
Layout Fields	Accesses the <i>GI Import Layout Fields</i> dialog box, which is used to arrange the order of the import fields.
<i>GL Period</i>	The GL period in which to post the import. The system displays the current GL period as the default. Available choices are: Current and Next .
<i>Trans Code</i>	The transaction code to store with the GL transaction data. Available choices are: GLA and GLI . Select GLA for Abra imports and GLI for generic imports.
<i>File Name</i>	The name of the import file to use as input. Select the File button to access the GL Import ASCII File dialog box, which is used to select the file for import.

See Also

How to run the *GL Import Register*

GI Import Layout Fields dialog box

GL Import Register Report Sample

File Viewer - C:\demo52\Temp\00001919.out

Date: 01/03/2003
Time: 10:06 AM

Atlantic Supply
GL Import Register #000001 - RDS Payroll Import

Page
User

Company	Trans Date	Account Br	Dpt	Description	Debit Amount	Credit Amount
001	04/01/1998	3005000	ATL D1	LINEIN		3.19-
001	04/01/1998	3005000	ATL D1	LINEIN		16.09-
001	04/01/1998	3005000	ATL D1	LINEIN		16.09-
001	04/01/1998	9003000	ATL D1	LINEIN	16.09	
001	04/01/1998	8004000	ATL D1	LINEIN	439.20	
001	04/01/1998	8004000	ATL D1	LINEIN	109.80	
001	04/01/1998	3006000	ATL D1	LINEIN		15.29-
001	04/01/1998	3006000	ATL D1	LINEIN		2.66-
001	04/01/1998	3006000	ATL D1	LINEIN		5.86-
001	04/01/1998	9015000	ATL D1	LINEIN	5.86	
001	04/01/1998	3006000	ATL D1	LINEIN		12.26-
001	04/01/1998	9015000	ATL D1	LINEIN	12.26	
001	04/01/1998	3006000	ATL D1	LINEIN		32.84-
001	04/01/1998	9015000	ATL D1	LINEIN	32.84	
001	04/01/1998	3006000	ATL D1	LINEIN		7.68-
001	04/01/1998	9015000	ATL D1	LINEIN	7.68	
001	04/01/1998	3006000	ATL D1	LINEIN		64.65-
001	04/01/1998	3006000	ATL D1	LINEIN		7.68-
001	04/01/1998	3006000	ATL D1	LINEIN		32.84-
001	04/01/1998	3006000	ATL D1	LINEIN		4.24-
001	04/01/1998	9015000	ATL D1	LINEIN	4.24	
001	04/01/1998	1000000	ATL D1	LINEIN		406.60-
001	04/01/1998	3005000	ATL D1	SECY2		10.83-
001	04/01/1998	3005000	ATL D1	SECY2		10.83-
001	04/01/1998	9003000	ATL D1	SECY2	10.83	
001	04/01/1998	3005000	ATL D1	SECY2		3.19-
001	04/01/1998	3005000	ATL D1	SECY2		35.00-
001	04/01/1998	3005000	ATL D1	SECY2		35.00-
001	04/01/1998	9003000	ATL D1	SECY2	35.00	
001	04/01/1998	8004000	ATL D1	SECY2	304.00	
001	04/01/1998	8004000	ATL D1	SECY2	76.00	
001	04/01/1998	3006000	ATL D1	SECY2		4.72-
001	04/01/1998	3006000	ATL D1	SECY2		1.73-
001	04/01/1998	3006000	ATL D1	SECY2		3.79-
001	04/01/1998	9015000	ATL D1	SECY2	3.79	
001	04/01/1998	3006000	ATL D1	SECY2		7.93-
001	04/01/1998	9015000	ATL D1	SECY2	7.93	

Close Open... Min Find... Print... Font...

GL Import Register Report Summary Sample

File Viewer - C:\tsdemo52\Temp\00001919.out

001	04/01/1998	3006000	ATL D1	OPER2		9.07-
001	04/01/1998	3006000	ATL D1	OPER2		38.77-
001	04/01/1998	3006000	ATL D1	OPER2		4.82-
001	04/01/1998	9015000	ATL D1	OPER2	4.82	
001	04/01/1998	1000000	ATL D1	OPER2		446.53-
001	04/01/1998	3005000	ATL D1	ASSEMB2		3.19-
001	04/01/1998	3005000	ATL D1	ASSEMB2		16.09-
001	04/01/1998	3005000	ATL D1	ASSEMB2		16.09-
001	04/01/1998	9003000	ATL D1	ASSEMB2	16.09	
001	04/01/1998	8004000	ATL D1	ASSEMB2	532.00	
001	04/01/1998	8004000	ATL D1	ASSEMB2	133.00	
001	04/01/1998	3006000	ATL D1	ASSEMB2		24.46-
001	04/01/1998	3006000	ATL D1	ASSEMB2		3.24-
001	04/01/1998	3006000	ATL D1	ASSEMB2		7.14-
001	04/01/1998	9015000	ATL D1	ASSEMB2	7.14	
001	04/01/1998	3006000	ATL D1	ASSEMB2		14.92-
001	04/01/1998	3006000	ATL D1	ASSEMB2	14.92	
001	04/01/1998	3006000	ATL D1	ASSEMB2		40.03-
001	04/01/1998	9015000	ATL D1	ASSEMB2	40.03	
001	04/01/1998	3006000	ATL D1	ASSEMB2		9.36-
001	04/01/1998	9015000	ATL D1	ASSEMB2	9.36	
001	04/01/1998	3006000	ATL D1	ASSEMB2		94.41-
001	04/01/1998	3006000	ATL D1	ASSEMB2		9.36-
001	04/01/1998	3006000	ATL D1	ASSEMB2		40.03-
001	04/01/1998	3006000	ATL D1	ASSEMB2		5.17-
001	04/01/1998	9015000	ATL D1	ASSEMB2	5.17	
001	04/01/1998	1000000	ATL D1	ASSEMB2		474.22-
Report Total \$					6,168.73	6,168.73-

Number of Transactions: 252

Legend:
Br = Branch
Dpt = Department

Selections for GL Import Register - ADS Payroll Import:
GL Period : 03/2002
Transaction Code : GLI
File Name : C:\tsdemo52\demodata\Abra1.csv

Close Open... Min Find... Print... Font...

Special Topic: Errors in the GL Import

Note the error condition illustrated in the sample below: In this case, the company code was a single digit without the leading zeros, i.e. 1 instead of 001 and all the transactions rejected. Notice the "*" in the second column of all the rows and the error message in the Legend. The "*" is used to identify the field where the validation error occurred. The Company Code and the GL Account Codes are validated by the import process.

File Viewer - C:\demo52\Temp\00001920.out

1	*	04/01/1998	3006000	ATL	D1	OPER2		38.77-
1	*	04/01/1998	3006000	ATL	D1	OPER2		4.82-
1	*	04/01/1998	9015000	ATL	D1	OPER2	4.82	
1	*	04/01/1998	1000000	ATL	D1	OPER2		446.53-
1	*	04/01/1998	3005000	ATL	D1	ASSEMB2		3.19-
1	*	04/01/1998	3005000	ATL	D1	ASSEMB2		16.09-
1	*	04/01/1998	3005000	ATL	D1	ASSEMB2		16.09-
1	*	04/01/1998	9003000	ATL	D1	ASSEMB2	16.09	
1	*	04/01/1998	8004000	ATL	D1	ASSEMB2	532.00	
1	*	04/01/1998	8004000	ATL	D1	ASSEMB2	133.00	
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		24.46-
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		3.24-
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		7.14-
1	*	04/01/1998	9015000	ATL	D1	ASSEMB2	7.14	
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		14.92-
1	*	04/01/1998	9015000	ATL	D1	ASSEMB2	14.92	
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		40.03-
1	*	04/01/1998	9015000	ATL	D1	ASSEMB2	40.03	
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		9.36-
1	*	04/01/1998	9015000	ATL	D1	ASSEMB2	9.36	
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		94.41-
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		9.36-
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		40.03-
1	*	04/01/1998	3006000	ATL	D1	ASSEMB2		5.17-
1	*	04/01/1998	9015000	ATL	D1	ASSEMB2	5.17	
1	*	04/01/1998	1000000	ATL	D1	ASSEMB2		474.22-
Report Total							\$	6,168.73
								6,168.73-

Number of Transactions: 252

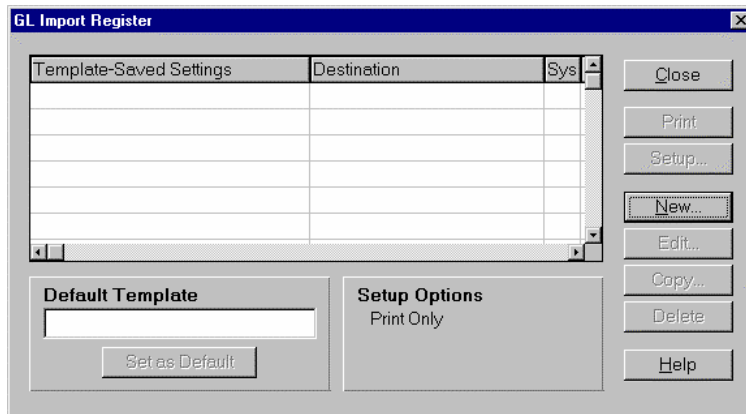
Legend:
 * = Invalid company code for current company
 Br = Branch
 Dpt = Department

Selections for GL Import Register - ADS Payroll Import:
 GL Period : 03/2002
 Transaction Code : GLI
 File Name : C:\demo52\demodata\Abra.csv

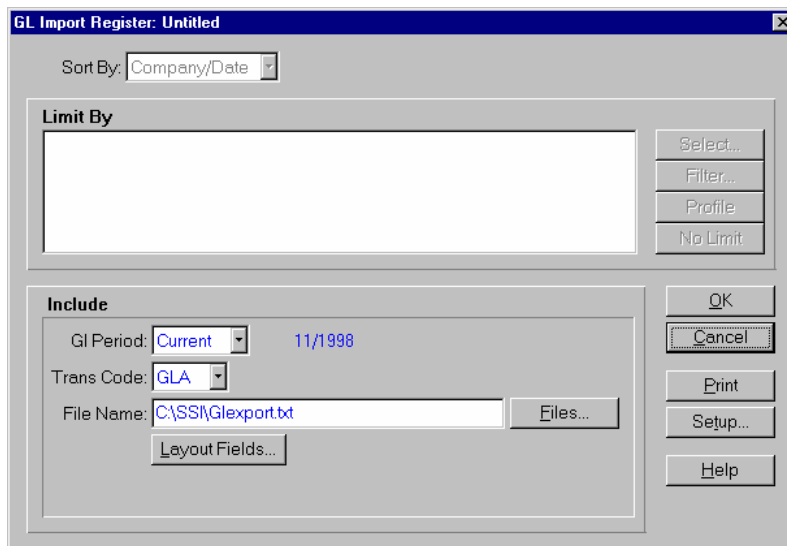
Close Open... Min Find... Print... Font...

How to run the GL Import Register

1. Access the *GL Import Register* screen in the *GL InterLink* submodule of *GI*. The complete path is *General Ledger* → *GL InterLink* → *GL Import Register*. The system displays the Template-Saved Settings dialog box of the *GL Import Register* program.



2. Select the **New**, **Edit**, or **Copy** button to access the *GL Import Register: Untitled* template edit dialog box.



3. Enter the GL period, the transaction code, and file name for the import. For field and button definitions, refer to the Form Contents section of the *GL Import Register* program.
4. Select the **Files** button to browse for the location of the import file to use as input and the **Layout Fields** button to access the *GI Import Layout Fields* dialog box, which is used to arrange the order of the import fields.
5. You have now completed the information for the *GL Import Register*. You can select:
 - **OK** to save the current setting as a template.

- **Setup** if you need to access the Print Setup dialog box, which is used to modify print and/or update settings.
- **Print** to print the report without saving your current selection.
- **Cancel** to exit without saving your current selections, importing the file, or printing the report.
- **Help** to access the online Help for this screen.

GL Import Layout Fields Dialog Box

Using this dialog box, you set up the field mapping for the input file for the information required by TakeStock. Use this program to align the fields that TakeStock needs with the appropriate columns in the data file.

Use this dialog box to set and store the order of the required fields for import. You can set the order for up to 30 import fields. The dialog box displays the fields in the import file on the right side of the screen.

When you run the *GL Sub Ledger Report*, TakeStock uses the field order that you set up here as the default. The system accesses this dialog box, when you select the **Layout Fields** button on the *GL Import Register* screen.

Field Order:	View of First Record:
01.Credit Amount	- 3.19
02.Debit Amount	- 0
03.TransDate (mdy)	- 04/01/1998
04.Company	- 001
05.Department	- D1
06.Warehouse	- 700
07.Branch	- ATL
08.PC Segment 1	- 13
09.PC Segment 2	- 104
10.GL #	- 3005000
11.Description	- LINEIN
12.	- 7840-1
13.	- 09/30/1997
14.	- HQ
15.	- 2
16.	- 2
17.	-
18.	-

Form Contents

Fields, Buttons, Checkboxes, & Icons

OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Help	Accesses online Help for this screen.
Up	Moves the selected field up in the import field order.
Down	Moves the selected field down in the import field order.
Single Amt	Indicates that you want to remove the <i>Credit Amount</i> and <i>Debit Amount</i> fields and replace them with a single <i>Amount</i> field in the import file. Select this

checkbox if you are using only one amount field.

Profit Center

Indicates that you want to remove the *Department* and *Branch* number fields and replace them with a single *Profit Center* field in the import file. Select this checkbox if the profit center is contained in the import file.

Key Desc

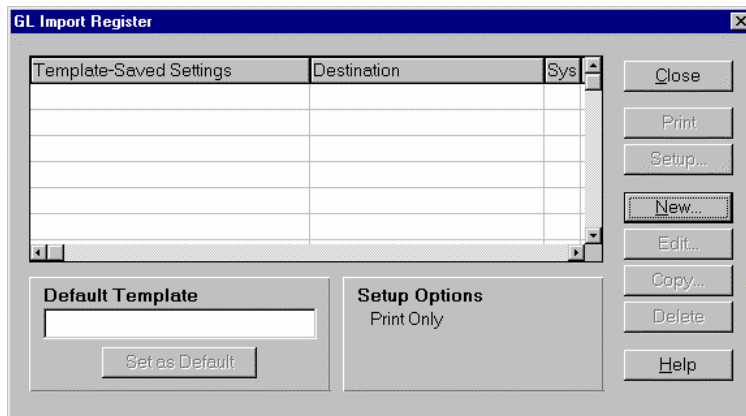
Indicates that you want to change the *Description* field to the *key description* field in the import file. Select this checkbox if the key description is contained in the import file.

See Also

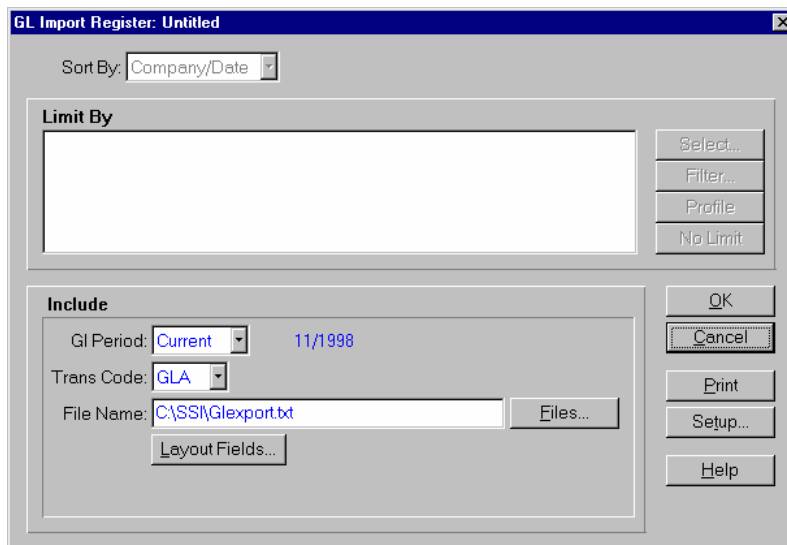
How to use the *GI Import Layout Fields* dialog box

How to use the GI Import Layout Fields dialog box

1. Access the *GL Import Register* screen in the *GL InterLink* submodule of *GI*. The complete path is *General Ledger* → *GL InterLink* → *GL Import Register*. The system displays the Template-Saved Settings dialog box of the *GL Import Register* program.



2. Select the **New**, **Edit**, or **Copy** button to access the *GL Import Register: Untitled* template edit dialog box.



3. Enter the GL period, the transaction code, and file name for the import. For field and button definitions, refer to the Form Contents section of the *GL Import Register* program.

4. Select the **Layout Fields** button to access the *GI Import Layout Fields* dialog box.

GL Import Layout Field Mapping

Layout Field Mapping

Options:

☐ Single Amt ☐ Profit Center ☐ Key Desc

Field Order: View of First Record:

01.Credit Amount	- 3.19
02.Debit Amount	- 0
03.TransDate (mdy)	- 04/01/1998
04.Company	- 001
05.Department	- D1
06.Warehouse	- 700
07.Branch	- ATL
08.PC Segment 1	- 13
09.PC Segment 2	- 104
10.GL #	- 3005000
11.Description	- LINEIN
12.	- 7840-1
13.	- 09/30/1997
14.	- HQ
15.	- 2
16.	- 2
17.	-
18.	-

5. Select the **Single Amt**, **Profit Center**, and **Key Desc** checkboxes as necessary to substitute these fields in the import file. Refer to the Form Contents section of the *GI Import Layout Fields* dialog box for button and checkbox definitions.
6. If you want to change the order of the fields in the import file, highlight the appropriate field and select the **Up** and **Down** buttons as necessary.
7. You have now completed the information for the *GI Import Layout Fields* dialog box. You can select:
- **OK** to save the current settings.
 - **Cancel** to exit without saving your current selections.
 - **Help** to access the online Help for this screen.

GI Terminology

The list below provides summary information on terms used in the *TakeStock EDI InterLink* integration.

Abra Payroll for Windows®

A software product used to provide *TakeStock* users with the ability to run and manage their own payroll including time recording and entry, payroll processing, and check writing.

Employee ID Number

A 3-character code assigned to an employee in the Abra system. *TakeStock* assigns this to the Description field in the GL Import Register program.

Generic Subledger Table

A *TakeStock* database table that stores detail transaction for posting to the General Ledger. These GL transactions are created by third party products that need to post their transactions to the *TakeStock General Ledger* module.

GLA

The transaction code for the GL Abra Payroll Import.

Transaction Code

A 3-character code that is assigned to each transaction in the GL module. For *TakeStock*, every register type is assigned a unique transaction code. In the SM module, you can use multiple codes. When you make entries to the GL, the system assigns the code, **GLI**

Current codes are:

Code	Register
GLA	GL Abra Payroll Import Register
GLI	transaction code kept in GL-Ledger

GL Inquiries

The *Inquiries* menu in *General Ledger* lets you select to sort and view information that you and other users have entered, as well as information generated by the system during routine processing. You can select the records on which to inquire by using a filter in combination with an inquiry.

You can select the records on which to inquire by using a filter in combination with an inquiry. The system then searches for records that match the conditions described by the filter settings and displays them for you to view. For example, you may want to view the records for customers for a specific salesperson. For detailed instructions on setting up filters, see the *TakeStock Basics* booklet.

Entries for the Inquiries menu are:

<i>Account Inquiry</i>	Use <i>Account Inquiry</i> to view all the relevant information on an account
<i>Journal Inquiry</i>	Using the <i>Journal Inquiry</i> program, you can view a journal entry. In the upper portion of the screen, the system displays journal header information, such as the journal category, group, and date entered. In the lower portion of the screen, the system displays the Lines tab, which contains journal entry details and the Linked tab (for journal entries linked to a reversing entry).
<i>Center Inquiry</i>	Use <i>Center Inquiry</i> to view all the relevant information about a center.

Chapter Contents

GL Inquiries.....	133
Inquiries Sub-module Overview.....	134
Account Inquiry.....	138
How to use the GL Account Inquiry program	144
Journal Inquiry	149
How to use the Journal Inquiry program	153
Center Inquiry.....	155
How to use the Center Inquiry program	159

Inquiries Sub-module Overview

The Main window and Secondary dialog box or window are independent of each other with regard to bringing them to the front or moving them around on your screen. This allows you to keep a Secondary dialog box open and in the foreground as you run other options, such as entering a sales order.

The following provides a general description of how Inquiries work throughout *TakeStock*.

Sample screens from *Customer Inquiry* are used to illustrate basic inquiry operations. Specific names of fields, views, and other selections will be different for other inquiry selections.

Inquiry Main Window

When you open an inquiry, the system displays the *Main* window to select the record for which you want to view information. The system also displays the *Secondary* dialog box, which is the first *View* available in the inquiry by default.

Other menu options available for Inquiries allow you to:

- Exit and close all view Secondary dialog boxes
- Find a specific document
- View or enter notes for an item
- Open the Maintenance for a detail field
- Display custom user fields

Main Inquiry Window and Secondary Inquiry Window

The image shows two overlapping windows from a software application. The top window is titled "Customer Inquiry" and has a menu bar with "Customer", "Find", "Additional", "Options", "Windows", "Global", and "Help". It features a toolbar with icons for a list, a search, and navigation arrows. Below the toolbar, there are two dropdown menus: the first is set to "Default" and the second to "ALL". A search field contains the number "121", and next to it, the text "Garret's Test Customer 2" is displayed. Below this, the address "Tempe, AZ 30501-" and a "Phone:" label are visible. At the bottom of this window is a text entry field with the placeholder "Enter the customer number.".

The bottom window is titled "Customer Inquiry - General for 134" and has a tabbed interface with tabs for "General", "Contacts", "Codes", "Indexes", "History", "Ship To", "Aging", and "Bill To". The "General" tab is active. It displays the following information:

- Address: 10406 Tucker Street, Beltsville, MD 20705-2297
- Active: Yes
- On Hold: No
- Alternate: Duron Paints & Wallcoverings
- Category: MFG (Category 'MFG')
- Slsp: DKS (Daniel K. Simmons)
- Ship To: Same
- Bill To: Same
- Web Site: www.duron.com
- Balance: 0.00
- Open SO: 0.00
- On Hold: 0.00
- Credit Limit: 25,000.00
- Price Level: 2
- DUNS#:

The Main Inquiry Window and Secondary Inquiry dialog boxes are shown above. The title bar shows the view chosen; you can select Tabs to open topics of information within a view.

Inquiry Secondary Windows or Dialog Boxes

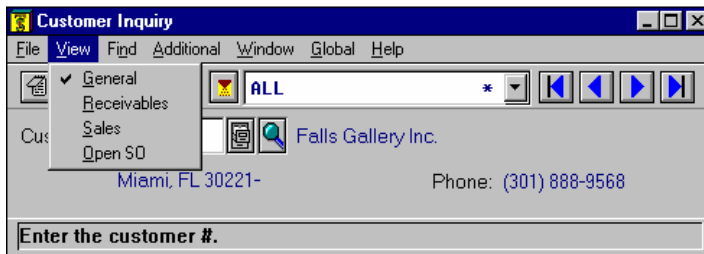
As you open Secondary dialog boxes, they cascade in front of any other view dialog boxes that are already open. There are several views or Secondary dialog boxes you can open for displaying different types of information. The views available for the Inquiry are chosen from the View menu.

When the system displays multiple Secondary dialog boxes, you can click on the title bar of the view you want to bring to the front. When a Secondary dialog box is open, you can close it by choosing it from the View menu, or by choosing the close command as you would for any other dialog box.

The information for each Secondary dialog box is divided into topics. Each topic has a tab that you can select to view the information for that topic. Simply click on a tab to open it. Topic information may be displayed in columns or in fields.

When the system displays information in columns, the up and down scroll arrows let you scroll to see additional rows of information. The left and right scroll arrows let you scroll sideways to see additional columns of information.

The following is an example of the views available in *Customer Inquiry*.

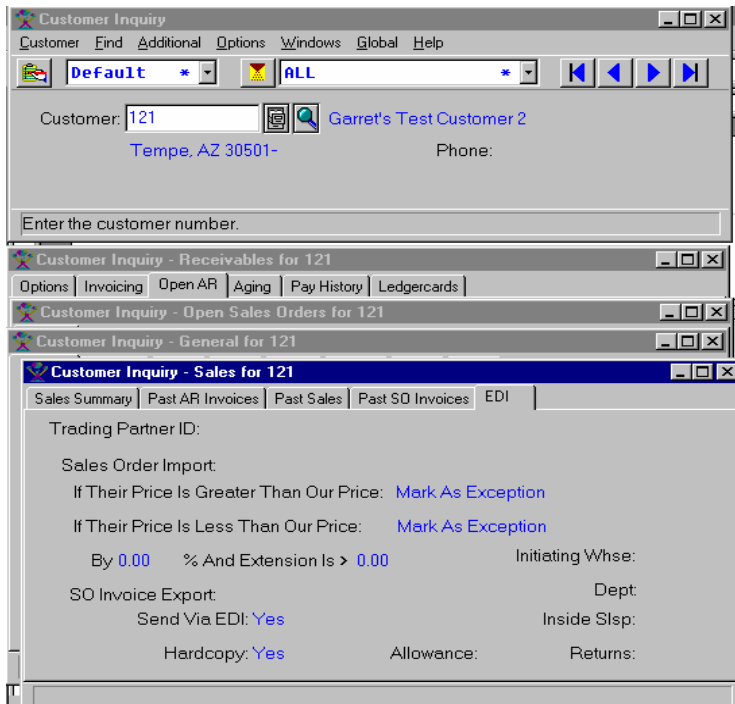


A checkmark indicates that the view is open.

When multiple Secondary dialog boxes are open, you can click on the title bar of the dialog box you want to view to bring it to the front. You can also select which dialog box to view or bring to the front from the Window menu on the Main Inquiry Window.

As you open Secondary dialog boxes, they will cascade in front of any other view dialog boxes already open.

The following is an example of an inquiry with multiple views or Secondary dialog boxes open.



Secondary dialog box Tabs let you select additional information for viewing; main window record buttons let you select the customer for viewing information.

The screenshot shows a window titled "General Info for FallsCust". It has tabs for "General", "Contacts", "Codes", "Taxes", "History", and "Ship To". The "Ship To" tab is active. Below the tabs is a text field labeled "Beginning Ship To:". Below that is a table with columns: "Ship To", "Name", and "City, State Postal Code". The first row contains the text "miash2", "Alt Ship to for FallsCust", and "Miami, FL 30089". There are empty rows below. At the bottom of the window is a text box with the prompt "Enter beginning Ship To.".

Ship To	Name	City, State Postal Code
miash2	Alt Ship to for FallsCust	Miami, FL 30089

Scroll up or down to see additional rows. Scroll left or right to see additional columns.

Some fields let you select the record you want to view, the time period you want to view, or similar information, as shown in the following example.

The screenshot shows a window titled "Open SO Documents for FallsCust". It has tabs for "Quotes", "Orders", "Invoices", "Recurring", "Future Ord", and "Blanket". The "Blanket" tab is active. Below the tabs are two text fields: "Beginning Doc#:" and "Beginning Date:". Below these is a table with columns: "Blanket", "Entered", "Last Release", "Customer PO #", "Amount", and "Whs.". The first three rows contain data: B00024, B00023, and B00022. There are empty rows below. At the bottom of the window is a text box with the prompt "Enter beginning document # or F9 for beginning customer PO#.".

Blanket	Entered	Last Release	Customer PO #	Amount	Whs.
B00024	03/25/1997	Never		1,618.42	001
B00023	03/24/1997	Never		1,499.06	001
B00022	03/24/1997	03/31/1997		14,767.11	333

Account Inquiry

The GL *Account Inquiry* program displays all the relevant information on an account. When you access this inquiry program, you can display two different configurations, Default and Default2. A configuration determines the tab folders and information that display for a TakeStock program. The Default configuration displays general information about the account number. The Default2 configuration displays general information about the account number as well as budget and budget vs actual comparison information the periods and centers of the account number.

The Default configuration is split into five categories or tab folders:

- **General**, which displays account information such as type, status, limits and effective dates.
- **Center Summary**, which displays center summary information of beginning/ending balances and activity. From this folder, you can access the posting period detail information and the sub-ledger transaction information.
- **Period Summary**, which displays summary information of beginning/ending balances and activity by center. From this folder, you can access the posting period detail information and the sub-ledger transaction information.
- **Journal**, which displays all journal entries by period. From this folder, you can access the posting transaction document information.
- **Security**, which displays all journals and user groups that are valid for the account.

The Default2 configuration displays the same five tab folders described above as well as four additional tabs:

- **Center Budget**, which displays a center's budget activity and beginning/ending balance information by period for the user-entered center and budget ID.
- **Period Budget**, which displays period's budget activity and beginning/ending balance information by center for the user-entered period and budget ID.
- **Cntr Comparison**, which displays a center's budget activity and ending balance information by period for the user-entered center and budget ID.
- **Pd Comparison**, which displays a budget vs. actual comparisons by center for the user-entered period and budget ID.

When you access the program, the system displays the **General** tab folder of the Default configuration.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

[config
uration
]
This display-only field indicates the configuration of the Vendor Inquiry program. This determines what information is available for inquiry. To modify this setting, select *Options*→*Customize* from the menu bar.

Account The account code for the inquiry.

Tabs Contents

Topic Tab	Topic Information
General	This tab displays account information such as type, status, limits and effective dates.
Ctr Summary	This tab displays period summary information of beginning/ending balances and debits and credits. In the <i>Center</i> field, enter the center for the inquiry. You can double click a line in the browser to access the <i>Period Detail</i> dialog box, which is used to display the posting period detail information and the sub-ledger transaction information, including the memo from the journal entry header.
Pd Summary	This tab displays center summary information of beginning/ending balances and debits and credits. In the <i>Period</i> field, enter the period for the inquiry. You can double click a line in the browser to access the <i>Period Detail</i> dialog box, which is used to display the posting period

detail information and the sub-ledger transaction information, including the memo from the journal entry header.

Journal	This tab displays all journal entries by period. In the <i>Center</i> field, enter the center for the inquiry. In the <i>Period</i> field, enter the period for the inquiry. You can double click a line in the browser to access the <i>Journal Inquiry</i> dialog box, which is access the posting transaction information about the highlighted journal entry, including the memo from the journal entry header.
Security	This tab displays all journals and user groups that are valid for the account.

Default2 Tabs Contents

Topic Tab	Topic Information
General	This tab displays account information such as type, status, limits and effective dates.
Ctr Summary	This tab displays period summary information of beginning/ending balances and debits and credits. In the <i>Center</i> field, enter the center for the inquiry. You can double click a line in the browser to access the <i>Period Detail</i> dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
Pd Summary	This tab displays center summary information of beginning/ending balances and debits and credits. In the <i>Period</i> field, enter the period for the inquiry. You can double click a line in the browser to access the <i>Period Detail</i> dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
Journal	This tab displays all journal entries by period. In the <i>Center</i> field, enter the center for the inquiry. In the <i>Period</i> field, enter the period for the inquiry. You can double click a line in the browser to access the <i>Journal Inquiry</i> dialog box, which is access the posting transaction information about the highlighted journal entry.
Ctr Budget	The Center Budget tab displays a center's budget activity and beginning/ending balance information by period. In the <i>Center</i> field, enter the center for the inquiry. In the <i>Budget</i> field, enter the budget code for the inquiry. You can double click a line in the browser to access the <i>Period Detail</i> dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
Pd Budget	The Period Budget tab displays a period's budget activity and beginning/ending balance information by center. In

the *Period* field, enter the period for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.

Ctr Comparison The Ctr Comparison tab displays budget vs. actual comparisons by period for the user-entered center and budget ID. In the *Center* field, enter the center for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.

Pd Comparison This Pd Comparison tab displays budget vs. actual comparisons by center for the user-entered period and budget ID. In the *Center* field, enter the center for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.

Security This tab displays all journals and user groups that are valid for the account.

Menus

Account

Menu Selection	Function
Most Recently Used	Displays the account code and description for the last 10 accounts used for the inquiry.
Exit	Exits the current program.

Find

Menu Selection	Function
Account Lookup	Accesses the <i>Lookup</i> feature for the account number.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.

Last Record Opens the last record in the current maintenance, using the current filter.

Additional

Menu Selection Function

Maintain Account Opens the Account Maintenance program for the current account.

Account Notes Accesses the *Notes Manager* to view or enter account maintenance notes.

Center Notes Accesses the *Notes Manager* to view or enter center maintenance notes.

Custom Fields Accesses the *Custom Fields* dialog box for the current account number.

Options

Menu Selection Function

Toolbar Toggles the display of the toolbar on and off.

Customize Accesses the *Inquiry Configuration Setup* dialog box, which is used to select the tabs to display on the *Account Inquiry*.

Windows

Menu Selection Function

Main Displays the Main *Account Inquiry* screen.

Global

Menu Selection Functions

User Profile Accesses your *user profile* information.

Note Pad Accesses the *Notes* dialog box, which is used to enter notes for the current user.

Personal Favorites Allows you to access frequently used programs.

Jump Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection Functions

Contents Accesses the online Help table of contents.

Glossary Access the TakeStock Glossary.

Search for Help on Accesses the Help system index.

Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

See Also



How to use the GL Account Inquiry program

How to use the GL Account Inquiry program

1. Access the *Account Inquiry* program. The complete path is *General Ledger* → *Inquiries* → *Account Inquiry*. The system displays the General view as the default.



TIP You can also access this program from the *Inquiries* option on the program menu bar for the *Journal Entry* and *Recurring Entry* programs in GL.

2. In the *Account* field, enter the account number. Use the  (record) buttons to scroll through account records, or to jump to the first or last account based on the filter you are using.
3. On the **General** tab, the system displays general account information for the entered account and center.
4. Select the **Center Summary** tab to view the beginning balance, debits, credits, and ending balance for each period for the center. In the *Center* field, modify the center code for which you want to view information as necessary. Use the  (record) buttons to scroll through center records, or to jump to the first or last center based on the filter you are using.
5. You can double click a line in the browser to access the *Period Detail* dialog box, which displays the posting transaction document information for that period. From the *Period Detail* dialog box, you can double click an entry in the browser to access the *Sub-Ledger Detail* dialog box, which displays the sub-ledger information for a transaction in the selected period.
6. Select the **Period Summary** tab to view the beginning balance, debits, credits, and ending balance for each center for the period. In the *Period* field, modify the period for which you want to view information as necessary. Use the



(record) buttons to scroll through center records, or to jump to the first or last period based on the filter you are using.

The screenshot shows the 'Account Inquiry' window. The 'General' tab is selected. It features input fields for 'Account' and 'Center', each with a pair of navigation buttons to its right. Below these are tabs for 'General', 'Summary', 'Journals', 'Budget', 'Comparison', and 'Security'. The main area contains a table with the following columns: 'Period', 'Beginning Balance', 'Debits', 'Credits', and 'Ending Balance'. The table is currently empty of data rows.

7. Select the **Budget** tab to display budget information, by center and period, for the account.

This screenshot shows the 'Account Inquiry' window with the 'Budget' tab selected. A 'Budget:' input field has appeared above the table. The table structure remains the same: 'Period', 'Beginning Balance', 'Debits', 'Credits', and 'Ending Balance'. The table is empty.

8. In the *Center* field, modify the center code for which you want to view information as necessary. In the *Budget* field, enter the budget number. In the browser in the lower portion of the screen, the system displays the following budget information for each period: beginning balance, debits, credits, and ending balance.
9. Select the **Comparison** tab to display the budget information and the actual current information for the account. In the *Center* field, modify the center code

for which you want to view information as necessary. In the *Budget* field, enter the budget number.

[illegible]

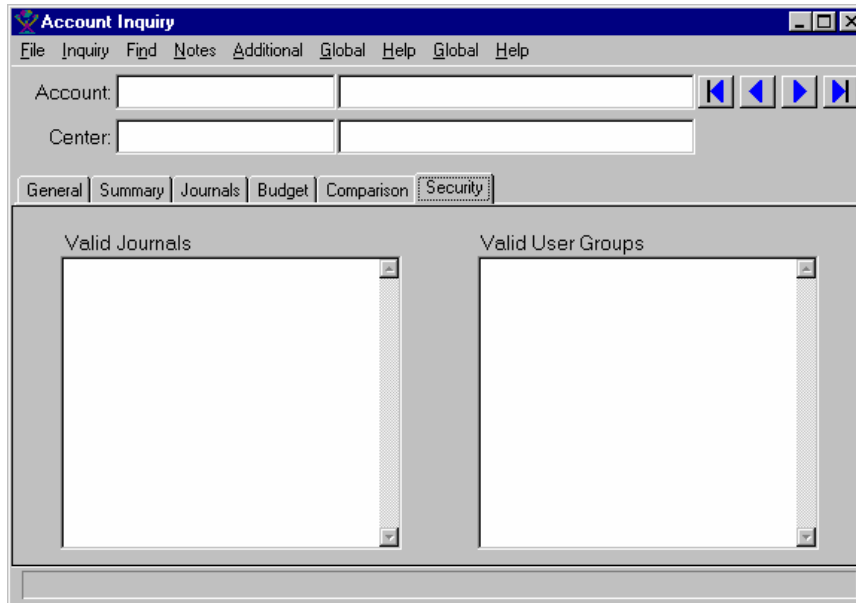
10. In the browser in the lower portion of the screen, the system displays the following current *and* budget information for each period: beginning balance, debits, credits, and ending balance.
11. Select the **Journals** tab to view all journal entries, by period, for the account.

[illegible]

12. In the *Center* field, modify the center code for which you want to view information as necessary. In the *Period* field, enter the period number for which you would like to view the journal entries.
13. In the browser in the lower portion of the screen, the system displays all journal entries for the period. From this screen, you can double click a journal entry in

the browser to display the posting transaction document information for the entry.

14. Select the **Security** tab to view the journals that are valid for this account and the user groups that have access to this account.



15. (Optional) If you are using the Default2 configuration of this program, there are four additional tabs you can use to view budget information. Complete steps 16-19 to use these tabs.
16. Select the **Ctr Budget** tab to display a center's budget activity and beginning/ending balance information by period. In the *Center* field, enter the center for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
17. Select the **Pd Budget** tab to display a period's budget activity and beginning/ending balance information by center. In the *Period* field, enter the period for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
18. Select the **Ctr Comparison** tab to display budget vs. actual comparisons by period for the user-entered center and budget ID. In the *Center* field, enter the center for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
19. Select the **Pd Comparison** tab to display budget vs. actual comparisons by center for the user-entered period and budget ID. In the *Center* field, enter the center for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box,

which is used to display the posting period detail information and the sub-ledger transaction information.

20. Select *File* ➔ *Exit* or the **Close** icon in the upper right corner to exit the screen.

Journal Inquiry

Using the *Journal Inquiry* program, you can view a journal entry. In the upper portion of the screen, the system displays journal header information, such as the journal category, group, and date entered. In the lower portion of the screen, the system displays the Lines tab, which contains journal entry details and the Linked tab (for journal entries linked to a reversing entry).

On the Lines tab, in the browser in the lower portion of the screen, the system displays the journal line item information, such as the account number and description, the credit or debit balance, and the posted or un-posted status of the line. For posted entries, you can double click a line in the browser to access the *Subledger Detail* dialog box, which is used to display sub-ledger information for the journal entry line.

On the Linked tab, the system displays reversing entry information, such as the reversal date, journal, category, group, and memo. Note: This tab is accessible only if the journal entry has a reversing entry in the system.

[illegible]

Form Contents

Fields, Buttons, Checkboxes & Icons

[configuration]	This display-only field indicates the configuration of the Journal Inquiry program. This determines what information is available for inquiry. To modify this setting, select <i>Options</i> → <i>Customize</i> from the menu bar.
-----------------	--

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Posted	Indicates that you want to review posted journal entries.
Unposted	Indicates that you want to review un-posted journal entries.
<i>Journal</i>	The journal for the inquiry.
<i>Entry #</i>	The journal entry for the inquiry.

Tabs Contents

Topic Tab	Topic Information
Lines	The system displays the journal line item information, such as the account number and description, the credit or debit balance, and the posted or un-posted status of the line. For posted entries, you can double click a line in the browser to access the <i>Subledger Detail</i> dialog box, which is used to display sub-ledger information for the journal entry line.
Linked	The system displays reversing entry information, such as the reversal date, journal, category, group, and memo. Note: This tab is accessible only if the journal entry has a reversing entry in the system.

Menus

File

Menu Selection	Function
Exit	Exits the current program.

Find

Menu Selection	Function
Journal Lookup	Accesses the <i>Lookup</i> feature for the journal.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

Additional

Menu Selection	Function
Maintain Account	Opens the <i>Account Maintenance</i> program for the current account.
Account Notes	Accesses the <i>Notes Manager</i> to view or enter account

maintenance notes.

Center Notes	Accesses the <i>Notes Manager</i> to view or enter center maintenance notes.
Custom Fields	Accesses the <i>Custom Fields</i> dialog box for the current account number.

Options

Menu Selection	Function
Toolbar	Toggles the display of the toolbar on and off.
Customize	Accesses the <i>Inquiry Configuration Setup</i> dialog box, which is used to select the tabs to display on the Account Inquiry views.

Windows

Menu Selection	Function
Main	Displays the Main <i>Account Inquiry</i> screen.

Global

Menu Selection	Functions
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

See Also

How to use the Journal Inquiry program

How to use the Journal Inquiry program

1. Access the *Journal Inquiry* program. The complete path is *General Ledger* → *Inquiries* → *Journal Inquiry*.



TIP You can also access this program from the *Inquiries* option on the program menu bar for the *Journal Entry* and *Recurring Entry* programs in GL.

Ln.	Account	Center	Debit	Credit	Description
1	71110	***-***	50.00		Supplies
2	13088	***-***		50.00	Cash In Bank
			Debit Total: 50.00	Credit Total: 50.00	

2. Select the **Posted** radio button to display posted journal entries or the **Unposted** radio button to display journal entries that have not yet been posted.
3. In the *Journal* field, enter the journal code for the inquiry.
4. In the *Entry* field, enter the entry number for the selected journal and period.
5. In the *Register ID*, *Journal Category*, *Journal Group* and *Date Entered* fields on the right side of the screen, the system displays journal header information for the entered period, journal, and entry.
6. On the *Lines* tab in the browser in the lower portion of the screen, the system displays the line information for the journal and entry number.
7. You can double click a line in the browser to display entries in the sub-ledger for the selected line.
8. On the *Linked* tab, the system displays reversing entry information, such as the reversal date, journal, category, group, and memo. Note: This tab is accessible only if the journal entry has a reversing entry in the system.

9. Select *File* ➔ *Exit* or the **Close** icon in the upper right corner to exit the screen.

Center Inquiry

The *Center Inquiry* program displays all the relevant information on about a center.

The information is split into two categories or tab folders:

- **General**, which displays center information such as type and status.
- **Period Summary**, which displays summary information for the center by period. From this folder, you can access the posting period detail information and the sub-ledger transaction information.
- **Journal**, which displays journal entry information for the center by period and account number.
- **Users**, which displays the valid user groups for the center.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

[configuration] This display-only field indicates the configuration of the Vendor Inquiry program. This determines what information is available for inquiry. To modify this setting, select *Options*→*Customize* from the menu bar.

Center The center code for the inquiry.

Tabs Contents

Topic Tab Topic Information

General This tab displays center information such as type, whether

this is a posting center or a budget center, and status.

**Period
Summary**

This tab displays account summary information by period. In the *Period* field, enter the period for the inquiry. The browser in the lower portion of the screen displays the account numbers, beginning and ending balances, activity, and account description for each account number that posts to the center in the indicated period. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.

Journal

The Journal tab displays journal entry lines by account number and period. In the *Account* field, enter the account number for the inquiry. In the *Period* field, enter the period for the inquiry. The browser in the lower portion of the screen displays the journal, type, line number, date entered, debit and credit balances, and line memo for the selected account number that posts to the center in the indicated period. You can double click a line in the browser to access the *Journal Inquiry* program to view journal entry details for the selected line.

Users

This tab displays all valid user groups for the center.

Menus

Center

Menu Selection	Function
Most Recently Used	Displays the account code and description for the last 5 accounts used for the inquiry.
Exit	Exits the current program.

Find

Menu Selection	Function
Center Lookup	Accesses the <i>Lookup</i> feature for the center.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

Additional

Menu Selection	Function
Maintain Account	Opens the <i>Account Maintenance</i> program for the current account.
Account Notes	Accesses the <i>Notes Manager</i> to view or enter account maintenance notes.
Center Notes	Accesses the <i>Notes Manager</i> to view or enter center maintenance notes.
Custom Fields	Accesses the <i>Custom Fields</i> dialog box for the current account number.

Options

Menu Selection	Function
Toolbar	Toggles the display of the toolbar on and off.
Customize	Accesses the <i>Inquiry Configuration Setup</i> dialog box, which is used to select the tabs to display on the Account Inquiry views.

Windows

Menu Selection	Function
Main	Displays the Main <i>Account Inquiry</i> screen.

Global

Menu Selection	Functions
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.

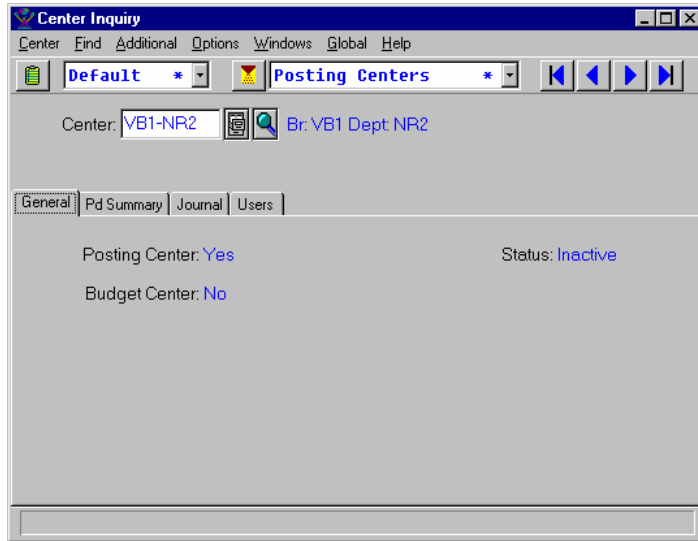
Help


Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.

About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

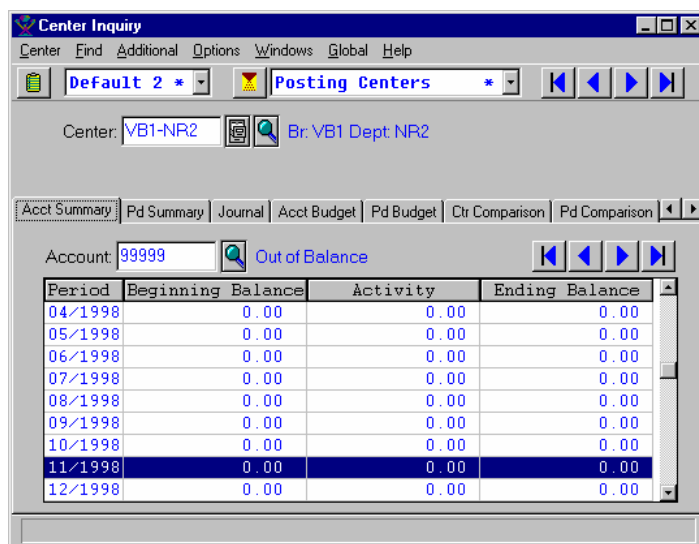
How to use the Center Inquiry program

1. Access the *Center Inquiry* program. The complete path is *General Ledger* → *Inquiries* → *Center Inquiry*. The system displays the General view as the default.



2. In the *Center* field, enter the center number. Use the  (record) buttons to scroll through center records, or to jump to the first or last center based on the filter you are using.
3. On the **General** tab, the system displays general information for the entered center.
4. Select the **Period Summary** tab to view account summary information by period. In the *Period* field, modify the period for which you want to view information as necessary.
5. In the browser, the system displays the account numbers, beginning and ending balances, activity, and account description for each account number that posts to the center in the indicated period. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
6. Select the **Journal** tab to view journal entry lines by account number and period. In the *Account* field, enter the account number for the inquiry. In the *Period* field, enter the period for the inquiry.
7. In the browser, the system displays the journal, type, line number, date entered, debit and credit balances, and line memo for the selected account number that posts to the center in the indicated period. You can double click a line in the browser to access the *Journal Inquiry* program to view a journal entry details for the selected line.
8. Select the **Users** tab to view all valid user groups for the center.

9. (Optional) If you are using the Default2 configuration of this program, there are four additional tabs you can use to view budget information. Complete steps 16-17 to use these tabs.



10. Select the **Acct Summary** tab to display summary information of beginning/ending balances and debits and credits. In the *Account* field, enter the account number for the inquiry. You can double click a line in the browser to access the *Account Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
11. Select the **Pd Summary** tab to display a center's budget activity and beginning/ending balance information by period. In the *Center* field, enter the center for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
12. Select the **Journal** tab to view journal entry lines by account number and period. In the *Account* field, enter the account number for the inquiry. In the *Period* field, enter the period for the inquiry.
13. Select the **Acct Budget** tab to display a center's budget activity and beginning/ending balance information by period. In the *Account* field, enter the account number for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
14. Select the **Pd Budget** tab to display a period's budget activity and beginning/ending balance information by center. In the *Period* field, enter the period for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.

15. Select the **Ctr Comparison** tab to display budget vs. actual comparisons by period for the user-entered center and budget ID. In the *Account* field, enter the account number for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
16. Select the **Pd Comparison** tab to display budget vs. actual comparisons by center for the user-entered period and budget ID. In the *Center* field, enter the center for the inquiry. In the *Budget* field, enter the budget code for the inquiry. You can double click a line in the browser to access the *Period Detail* dialog box, which is used to display the posting period detail information and the sub-ledger transaction information.
17. Select the **Users** tab to view all valid user groups for the center.
18. Select *File* ➔ *Exit* or the **Close** icon in the upper right corner to exit the screen.

GL Reports

Several standard reports are available, such as *Trial Balance*, *Journal Listings*, and *Budget Listings*. The *Trial Balance* and *Journal Listings* reports provide a printed audit trail for the transactions that are posted to GL. The *Budget Listing and Worksheet* report provides a means for you to review entries made into budgets.

Standard reports are also available that include listings of allocation and budget entries, journal transactions from GL and other modules, and various formats of a trial balance.

You can select to print a budget in a budget listing or worksheet format. The *Budget Listing and Worksheet* report prints all periods on one report. The Budget Worksheet contains the same information as the Budget Listing, but the format of the report includes comparisons for actual vs. budget for the current year and/or last year with spaces for next year's budget.

Using the *Journal Listing* report, you can print any journal for any range of periods or years. The Journal Listing shows an asterisk (*) if the period entered is different from the period posted. You also have the option to print only posted journals, only un-posted journals, or both.

Using the *Subledger Report*, you can print a report of the payroll transactions in the generic subledger table created by the system's register programs, such as the *GL Import Register* program.

You can print the *Trial Balance* report in summary or detail format and for any desired Center with both debit and credit activity, net activity, beginning and ending balances. You can print the *Trial Balance* for the current period and for prior or future periods as well. You can use the *Trial Balance* in a GL worksheet format for adjusting entries for end-of-period processing.

Entries for the Reports menu are:

<i>Journal Listing</i>	Using the <i>Journal Listing</i> report, you can print any journals by any source, directly from GL or other modules, for any range of periods or years.
<i>Trial Balance Report</i>	Using this program you can print a trial balance in any of the following formats: summary, detail, worksheet, ending balances, last year or budget comparison.
<i>Subledger Report</i>	Using the <i>GL Subledger Report</i> , you can print a report of the payroll transactions in the generic subledger table created by the system's register programs, such as the <i>GL Import</i>

	<i>Register program.</i>
<i>Report Column Maintenance</i>	Using this program, you can create and maintain column parameters for the <i>GL Financial Report Writer</i> .
<i>Report Row Maintenance</i>	Using this program, you can create and maintain report ids and enter row parameters for the <i>GL Financial Report Writer</i> .
<i>Financial Report Writer</i>	Using the <i>Financial Report Writer</i> program, you can create and financial reports by company and report group. You can also select the columns that you want to print on each report.

Chapter Contents

GL Reports	162
Journal Listing	164
How to print the Journal Listing report.....	167
Trial Balance Report.....	170
How to print a trial balance	175
Subledger Report	178
How to print the Subledger Report	182
Report Column Maintenance.....	184
Report Column Maintenance—General View	185
Report Column Maintenance—Format View	187
Report Column Maintenance—Periods View	189
How to enter report column maintenance information	190
Report Row Maintenance	194
Report Row Maintenance—General View.....	195
Report Row Maintenance—Footer View	197
Report Row Maintenance—Rows View	199
Report Row Maintenance—Header View.....	203
Create Detail Rows Dialog Box	205
Select Rows to Total Dialog Box	207
Account Usage Dialog Box.....	208
How to enter report row maintenance information	209
Financial Report Writer.....	216
Financial Report Writer Report.....	219
How to use the Financial Report Writer.....	220
Financial Report—Columns Dialog Box	223
Rich Text Options Dialog Box.....	226
How to enter financial report information (overview)	227
Consolidated Financial Reports.....	232

Journal Listing

Using the *Journal Listing* report, you can print any journals, directly from GL or other modules, for any range of periods or years. Journal Listing displays an asterisk (*) if the period entered is different from the period posted.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Journal Listing: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By option are: **Period**, **Journal**, **Journal Category**, **Journal Group**, and **Register Type**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Period**, **Date**, **Journal**, **Journal Category**, **Journal Group**, and **Register Type**.
- Include** Available Include choices are:
Account Description—to print the full account description information,
Center Description—to print the center information,
Notes—to print the journal entry notes on the report, and
Retained Earnings Journal—to include the retained earnings

journal on the report.

Options	Determines the report format and the additional information print on the report. In the Journal Status section of the form, indicate the journal status that you want to print on the report: Select from: Posted or Unposted .
Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to ALL for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Journal Listing report

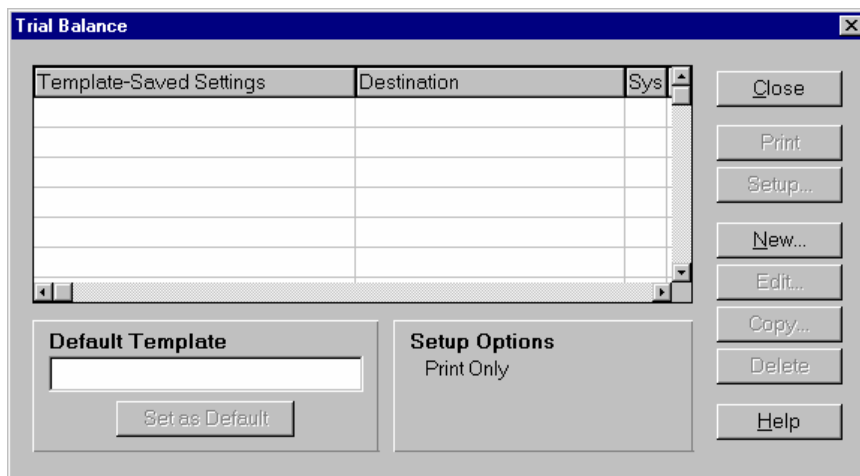
Journal Listing

A typical *Journal Listing* is depicted below:

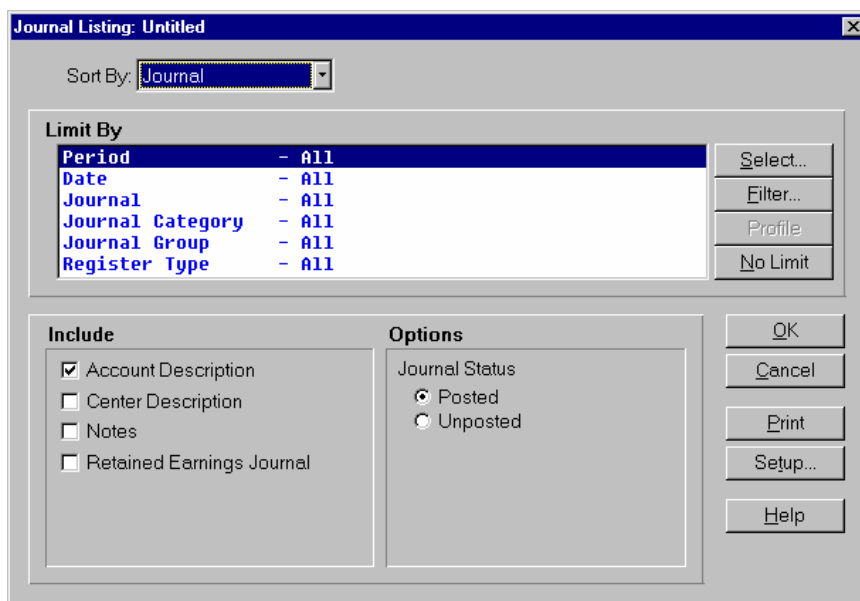
Date: 12-11-1998		QA's Primary Test Co.		Page: 1		
Time: 1:18 PM		Journal Listing - Untitled: Temp		User: leigh		
Ln#	Acct	Center	T Description	Memo	Debit	Credit
=====						
Journal: Gen - General Journal						
Entry #: 28 Date: 08-26-1998 Period: 07/1998 Jul Category: Sales Group: Salesperson						
00001	11110	***-***	A Payroll Cash		800.00	
00002	31110	***-***	L Employee Sal & Wages Payable			800.00
Entry Total					800.00	800.00
Entry #: 123 Date: 08-13-1998 Period: 07/1998 Jul Category: Sales Group: Salesperson						
00001	13110	***-***	A Inventory		2,000.00	
00002	33110	***-***	L Accounts Payable			2,000.00
Entry Total					2,000.00	2,000.00
[OMITTED INFORMATION]						
Entry #: 679 Date: 10-16-1998 Period: 10/1998 Oct Category: Sales Group: Salesperson						
Memo: lisa's memo						
00002	10001	***-***	R 369 Cash GL Account	lisa's memo		6,500.00
00003	10245	***-***	L Wash Account	lisa's memo	6,500.00	
Entry Total					6,500.00	6,500.00
Entry #: 123456 Date: 08-20-1998 Period: 07/1998 Jul Category: Sales Group: Salesperson						
Memo: This is a header memo						
00001	11110	***-***	A Payroll Cash		300.00	
00002	33110	***-***	L Accounts Payable			300.00
Entry Total					300.00	300.00
Journal Total					86,772.00	86,772.00
Report Total					86,772.00	86,772.00
Number of entries: 132						
Legend:						
T = Account Type (A=Asset, L=Liability, C=Capital, R=Revenue, E=Expense, *=Unknown)						
Selections for Report Name - Untitled: Temp:						
Period	: All					
Date	: All					
Journal	: Gen					
Category	: Sales					
Group	: All					
Journal Status	: Posted					
Include Account Description						

How to print the Journal Listing report

1. Access the *Journal Listing* program in the Reports submodule of General Ledger. The complete path is *General Ledger*→*Reports*→*Journal Listing*. The system displays the Template-Saved Settings dialog box of the *Journal Listing*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Journal Listing: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By option are:
----------------	---

Period, Journal, Journal Category, Journal Group, and Register Type.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Period, Journal, Date, Journal Category, Journal Group, and Register Type.**

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **ALL** for the selected option.

5. In the Include section, check which information to include on the report. Use the table below to guide you in your selections.

Include Available Include choices are:
Account Description—to print the full account description information,
Center Description—to print the center information,
Notes—to print the journal entry notes on the report, and
Retained Earnings Journal—to include the retained earnings journal on the report.

6. Select the Options for the *Journal Listing* report. Use the table below to guide you in your selections.

Options Determines the report format and the additional information print on the report. In the Journal Status section of the form, indicate the journal status that you want to print on the report: Select from: **Posted** or **Unposted**.

7. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Journal Listing* screen where you can print the report.
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Trial Balance Report

Using this program you can print a trial balance in any of the following formats: summary, detail, worksheet, ending balances, last year or budget comparison. These reports print debit and credit activity, net activity, beginning and ending balances and comparison percentages to budget or prior year figures.

This report prints information from the GL transaction, summary, and budget tables based on what is selected in the Limit By section and the period(s) chosen.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Trial Balance: Untitled* dialog box.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name), then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Trial Balance Report, two report Include options are ignored: 1) Subtotal Account By Type and 2) Subtotal By Period.

Trial Balance: Untitled

Sort By: Account #/Center

Limit By

Account #	- All
Center	- All
Account Type	- All
Period	- Range: Current GL Period to Current

Include

- ☒ Account Description
- ☐ Center Description
- ☐ Zero balance accounts
- ☐ Subtotal by Account Type
- ☒ Subtotal by Period

Options

Format: Transaction Detail

Budget:

Back: Pds

Buttons: Select..., Filter..., Profile, No Limit, OK, Cancel, Print, Setup..., Help

Form Contents

Fields, Buttons, Checkboxes & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By option are: **Account#**, **Account#/Center** and **Center/Account#**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Account#**, **Center**, **Account Type**, and **Period**.

Include Available Include choices are:
Account Description—to print the full account description information,
Center Description—to print the center information,
Zero balance accounts—to print all accounts regardless of balance, and
Subtotal by Account Type—to subsort and subtotal the report by account type.
Subtotal by Period—to print subtotals by period when several periods are included. Note that the Include choice, **Subtotal by Period**, is available only for the **Transaction Detail** format option for the Trial Balance worksheet.

Options Determines the report format and the additional information print on the report. In the *Format* field,

Fields, Buttons, Checkboxes & Icons

enter the report format you want to use. Select from the following:

Summary—to print summarized transactions by account and/or enter

Detail Activity—to print GL transaction and summary table activity information in an itemized list, including the memo from the journal entry header.

Detail DR/CR—to print GL transaction and summary table debit and credit information in an itemized list, including the memo from the journal entry header.

Transaction Detail—to print rows of information at the line item transaction level.

Worksheet—to print GL transaction and summary table information in a horizontal display with worksheet lines.

Comparison-Actual—to print GL transaction information and summary table information in comparison to last year's figures.

Comparison-Budget—to print GL transaction and summary table information in comparison to budget figures.

In the *Budget* field, enter the budget to use if you are creating a report in the Comparison Budget format. In the *Back* field, enter the number of periods that you want the Comparison Budget report to use. Note that these fields are active only if you are using the Comparison Budget report format.

Ending Balances—to print the ending balances only for GL transaction and summary table information.

Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to ALL for the selected option.
OK	Saves the new or modified template and exits the

Fields, Buttons, Checkboxes & Icons
screen.

- | | |
|---------------|--|
| Cancel | Exits the screen without saving any changes. |
| Print | Prints the register or report. |
| Setup | Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating. |
| Help | Accesses online Help for this screen. |

See Also

How to print a trial balance

Trial Balance

A typical *Trial Balance* is depicted below:

Date: 03/18/2004

Page: 1

Time: 9:08 AM

User: admin

Atlantic Supply

Trial Balance - Untitled: Temp

Date

Pd

Reg

RegNum

Document

Memo

Amount

=====

Account: 1000000

Center: ***-***

Cash

MASTER

Beginning Balance:

1,324,883.99

03/01/04 03/03 APP 000001 96400001

Vend: V103 Chk: 13 Paid with Check 13

(

321,033.84)

03/01/04 03/03 APP 000002 96400002

Vend: V103 Chk: 13 Paid with Check 14

(

74,130.00)

03/17/04 03/03 ARC 000016 A0000038-00

Bank: 1 Cust: C113 Chk: 00023695

1,700.00

03/19/04 03/03 ARC 000017 A0000121-00

Bank: 1 Cust: C113 Chk: 00023695

364.00

03/22/04 03/03 APP 000003 96400123

Vend: V103 Chk: 13 Paid with Check 15

(

765.00)

Center Total: \$(

759,450.94)

Account Total: \$(

759,450.94)

Report Total: \$(

759,450.94)

Number of Accounts: 1

Legend:

* = Date not in posted period

Selections for Trial Balance - Untitled: Temp:

Account : 1000000

Center : All

Account Type : All

Period : First GL Period of Year - Current GL Period

Format : Transaction Detail

Include Account Description

Include Center Description

Exclude Zero Balance Accounts

Account Type Recap

Activity

Ending Balance

Total Revenues: 1,221,508.27 7,870,744.73

Less Total Expenses: 687,661.00 5,733,642.41

Net Income(Loss): 533,847.27 2,137,102.32

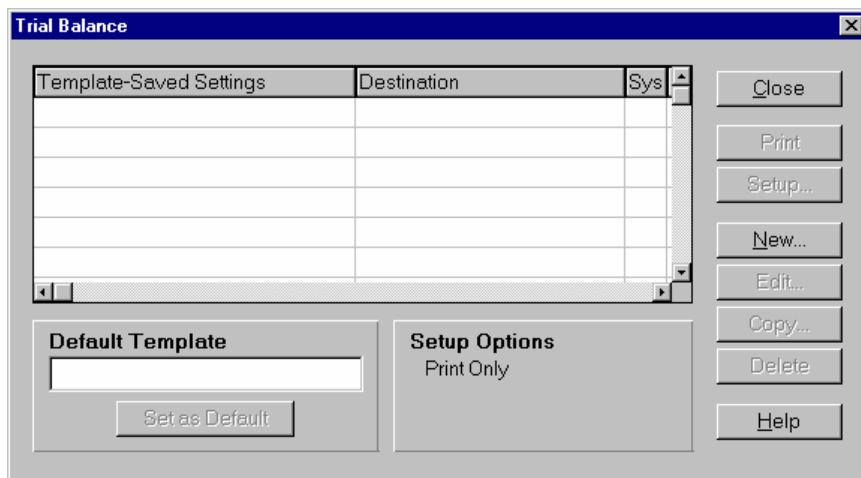
Total Assets: 2,398,929.75 8,426,034.06

Total Liabilities: 1,865,082.48 4,743,532.32

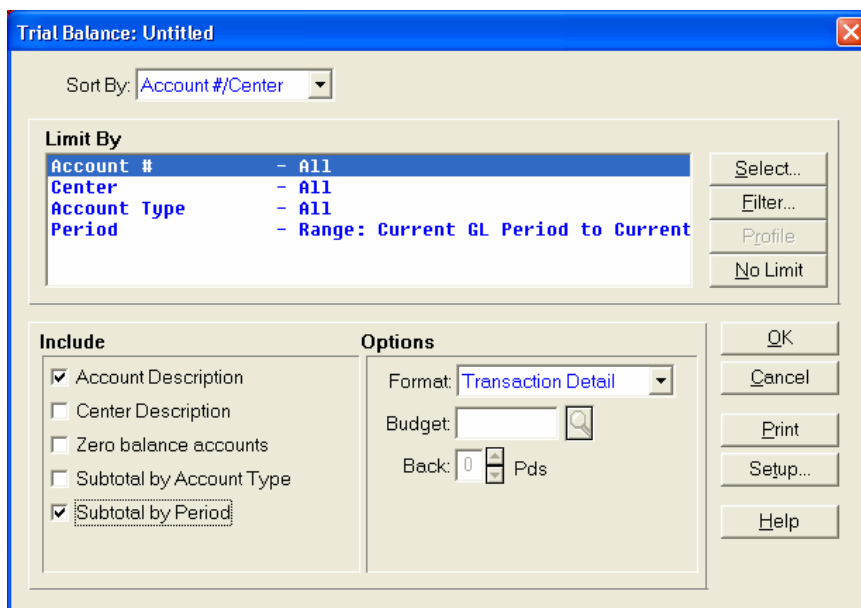
Total Capital: 0.00 1,545,399.42

How to print a trial balance

1. Access the *Trial Balance* program in the Reports submodule of General Ledger. The complete path is *General Ledger*→*Reports*→*Trial Balance*. The system displays the Template-Saved Settings dialog box of the *Trial Balance*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Trial Balance: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By option are:
----------------	---

Account#, Account#/Center and Center/Account#.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Account#**, **Center**, **Account Type**, and **Period**.

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **ALL** for the selected option.

5. In the Include section, check which information to include on the report. Use the table below to guide you in your selections.

Include Available Include choices are:
Account Description—to print the full account description information,
Center Description—to print the center information,
Zero balance accounts—to print all accounts regardless of balance,
Subtotal by Account Type—to subsort and subtotal the report by account type.
 and
Subtotal by Period—to print subtotals by period when several periods are included. Note that the Include choice, **Subtotal by Period**, is available only for the **Transaction Detail** format option for the Trial Balance worksheet.

6. Select the Options for the *Trial Balance* report. Use the table below to guide you in your selections.

Options Determines the report format and the additional information print on the report. In the *Format* field, enter the report format you want to use. Select from the following:

Summary—to print summarized transactions by account and/or enter

Detail Activity—to print GL transaction and summary table activity information in an itemized list, including the memo from the journal entry header.

Detail DR/CR—to print GL transaction and summary table debit and credit information in an itemized list, including the memo from the journal entry header.

Worksheet—to print GL transaction and summary table information in a horizontal display with worksheet lines.

Transaction Detail—to print rows of information at the line item transaction level.

Comparison-Actual—to print GL transaction information and summary table information in comparison to last year's figures.

Comparison-Budget—to print GL transaction and summary table information in comparison to budget figures.

In the *Budget* field, enter the budget to use if you are creating a report in the Comparison Budget format. In the *Back* field, enter the number of periods that you want the Comparison Budget report to use. Note that these field are active only if you are using the Comparison Budget report format.

Ending Balances—to print the ending balances only for GL transaction and summary table information.

7. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Trial Balance* screen where you can print the report.
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Subledger Report

Using the *GL Subledger Report*, you can print a report of all transactions in the generic subledger table created by the system's register programs, such as the *Daily Sales Register* program.

You can sort the report information by module and by a combination of: Period, Account number, Center code, Register, Vendor for the AP and PO modules, Customer for the SO and AR modules, Item for the IM module, Parent Item for the MC module, Date, and Document.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Subledger Report: Untitled* dialog box.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name), then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Form Contents

Fields, Buttons, Checkboxes & Icons

- Module** The module code for the ledger that you want on the report.
- Sort By** Defines the sort order in which the information prints. The available **Sort By** options are:
Period/Account/Center/Register/Date/Document,
Period/Register/Account/Center/Document, or
Period/Vendor/Document/Date/Register/Account Number/Center.
- Note that the Vendor selection changes based on the module for which you are running the report. Vendor for the AP and PO modules, Customer for the SO and AR modules, Item for the IM module, or Parent Item for the MC module.
- Limit By** Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Period, Accounts, Centers, Register Types, Transactions**, and depending on the module selected, **Customer, Items, Vendors**, or **Parent Items**.
- Select** Displays the *Selection* dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the *Filter Manager* dialog box so you can select filter parameters for the highlighted Limit By option.
- Profile** Accesses the settings from your user profile for the

highlighted Limit By option.

No Limit	Resets Limit By options to ALL for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Subledger Report

Subledger Report

A typical *Subledger Report* is depicted below:

Date: 12-11-1998		QA's Primary Test Co.					
Page: 1							
Time: 1:31 PM		Subledger - Untitled: Temp					
User: Leigh							
		---Register---					
Credit	Date	Vendor	Name	Type	Number	Document	Check# Debit
=====							
Period: 12/1998 Dec							
Account: 10001 369 Cash GL Account							
Center: 010-001 Branch 010, Dept. 001							
297.00-	12-01-98	VFalls	Falls Art Supply Vendor	APP	APP-000015	inv1201	0000007 0.00
0.00	12-01-98	VFalls	Falls Art Supply Vendor	APP	APP-000016	inv112098	0000008 201.00
19,324.50-	12-07-98	health	Health Foods, Inc.	APP	APP-000010	inv9	0000030 0.00
0.00	12-07-98	health	Health Foods, Inc.	APP	APP-000011	inv9	0000030 19,324.50

19,621.50)							Center Total \$ 19,525.50 (
Center: 010-500 Br: 010 Dp: 500							
886.05-	12-02-98	health	Health Foods, Inc.	APP	APP-000001	120298a	0000002 0.00
252.45-	12-02-98	Medical	The Medical Company	APP	APP-000001	120298b	0000003 0.00
7,731.40-	12-03-98	health	Health Foods, Inc.	APP	APP-000002	D45	0000015 0.00
4.31-	12-03-98	Medical	The Medical Company	APP	APP-000002	D120398d	0000017 0.00
25.00-	12-03-98	Medical	The Medical Company	APP	APP-000002	P120398e	0000018 0.00
49.50-	12-03-98	health	Health Foods, Inc.	APP	APP-000003	inv1203	0000019 0.00
74.25-	12-03-98	health	Health Foods, Inc.	APP	APP-000004	inv1203a	0000020 0.00
49.50-	12-03-98	health	Health Foods, Inc.	APP	APP-000005	inv1203am	0000021 0.00
49.50-	12-04-98	health	Health Foods, Inc.	APP	APP-000008	inv1203pm	0000022 0.00
19,324.50-	12-04-98	health	Health Foods, Inc.	APP	APP-000008	inv9	0000027 0.00
0.00	12-04-98	health	Health Foods, Inc.	APP	APP-000009	inv9	0000027 19,324.50

28,446.46)							Center Total \$ 19,324.50 (

48,067.96)							Account Total \$ 38,850.00 (

48,067.96)							Period Total \$ 38,850.00 (

48,067.96)							Report Total \$ 38,850.00 (
Number of Transactions: 15							
Selections for Subledger - Untitled: Temp:							
Period		: Current GL Period - Current GL Period					
Register Type		: APP					
Transactions		: All					
Account		: 10001					
Center		: All					
Vendor		: All					

How to print the Subledger Report

1. Access the *Subledger Report* screen in the *Reports* submodule of *GL*. The complete path is *General Ledger* → *Reports* → *Subledger Report*. The system displays the Template-Saved Settings dialog box of the *Subledger Report* program.

The screenshot shows the 'Subledger Report' dialog box. It features a table with three columns: 'Template-Saved Settings', 'Destination', and 'Sys'. Below the table is a 'Default Template' section with a text input field and a 'Set as Default' button. To the right of the table is a 'Setup Options' section with a 'Print Only' checkbox. On the far right, there is a vertical stack of buttons: 'Close', 'Print', 'Setup...', 'New...', 'Edit...', 'Copy...', 'Delete', and 'Help'.

2. Select the **New**, **Edit**, or **Copy** button to access the *GL Subledger Report: Untitled* template edit dialog box.

The screenshot shows the 'Subledger Report: Untitled' dialog box. It includes a 'Module' dropdown menu set to 'GL' and a 'Sort By' dropdown menu set to 'Period/Account/Center/Date/Reg/Doc'. Below these is a 'Limit By' section with a table showing various criteria and their ranges. To the right of this table are buttons for 'Select...', 'Filter...', 'Profile', and 'No Limit'. At the bottom, there is an 'Include' section with a large text area. On the far right, there is a vertical stack of buttons: 'OK', 'Cancel', 'Print', 'Setup...', and 'Help'.

Limit By	Range
Periods	- Range: Current GL Period to Current
Register Types	- All
Transactions	- All
Accounts	- All
Centers	- All

3. In the *Module* field, enter the module code for the ledger that you want on the report.
4. Select the Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your entries:

Sort By Defines the sort order in which the information prints.

The available **Sort By** options are:
Period/Account/Center/Register/Date/Document,

Period/Register/Account/Center/Document, or

**Period/Vendor/Document/Date/Register/Account
Number/Center.**

Note that the Vendor selection changes based on the module for which you are running the report. Vendor for the AP and PO modules, Customer for the SO and AR modules, Item for the IM module, or Parent Item for the MC module.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are:
Period, Accounts, Centers, Register Types, Transactions,
and depending on the module selected, **Items, Vendors,**
or **Parent Items.**

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **ALL** for the selected option.

5. You have now completed the information for the *Subledger Report*. You can select:

- **OK** to save the current setting as a template.
- **Setup** if you need to access the Print Setup dialog box, which is used to modify print and/or update settings.
- **Print** to print the report without saving your current selection.
- **Cancel** to exit without saving your current selections or printing the report.
- **Help** to access the online Help for this screen.

Report Column Maintenance

Using this program, you can create and maintain column parameters for the *GL Financial Report Writer*. Your Financial Report Writer system is provided with pre-defined commonly used financial reporting columns, such as current balance, year-to-date activity, current budget, difference, total and prior-year activity. You can use this program to modify these columns or create new one specific to your company.

There are three views for entering report column maintenance information:

- The General view, which is used to enter report column parameters such as the column type and heading descriptions.
- The Format view, which is used to indicate the column size, positive/negative placement, and precision for the column.
- The Periods view, which is used to indicate the period range for the column.

See Also

Report Column Maintenance General View

Report Column Maintenance Format View

Report Column Maintenance Periods View

Report Column Maintenance—General View

Using this program, you can create and maintain column parameters for the *GL Financial Report Writer*. Using the General view, you can enter report column parameters such as the column type and heading descriptions.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock maintenance icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Column The id-code (up to 12 characters) for the column you want to maintain.

Column Type In the Column Type section of the form, select a radio button to indicate the type of column you want to create. Select from:

Actual Activity Totals

Actual Ending Balances

Budget Activity Totals

Budget Ending Balances

Total of Other Columns

Column-to-column Increase %

Difference Between Columns

Ratio of Columns

Note that certain column types disable the Positive/Negative Placement and other formatting options on the Format view of this program.

Heading

The name for the column heading. Each column heading can be up to four lines long and are automatically centered on the report.

Insert Field

Accesses the *Insert Field* dialog box, which is used to select a field to insert in the column heading. When you print the report, this field displays TakeStock data.

Menus

File	View
Find	Options
Additional	Global
Help	

See Also

Report Column Maintenance Format View

Report Column Maintenance Periods View

How to enter report column maintenance information

Report Column Maintenance—Format View

Using this program, you can create and maintain column parameters for the *GL Financial Report Writer*. Using the Format view, you can indicate the column size, positive/negative sign placement, currency formatting, and precision for the column.

Report Column Maintenance - Edit

File View Find Options Additional Global Help

Filter: ALL

Column: 1st Curr Yr

Format Total Size: 16

Decimal Digits: 2

☒ Use Currency Format

☒ Use 1,000 Separator

Positive/Negative Placement

☐ Place negatives between '(' and ')'

☐ Print leading sign always

☐ Print leading sign on negatives only

☐ Print trailing sign always

☐ Print trailing sign on negatives only

☐ Display 'DR' and 'CR'

Precision

☐ Ones

☐ Thousands

☐ Millions

Examples

1,000.00

1,000.00-

General Format Periods

Select filter to use.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock maintenance icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Format Total Size The total size of the numbers that you want to display in this column.

Decimal Digits The number of decimal digits (numbers to the right of the decimal point) in the numbers that you want to display in this column.

Positive/Negative Placement In the Positive/Negative Placement section of the form, select the radio button that describes how you want to print positive and negative signs in the column display. Select from:

Place negative between '(' and ')'—to print negative number in parentheses.

Print leading sign always—to always print a leading (- or + sign before the numbers) sign in this column.

Print leading sign on negatives only—to print a leading

sign (-) on the column for negative numbers only.

Print trailing sign always—to always print a trailing (- or + sign after the numbers) sign in this column.

Print trailing sign on negatives only—to print a trailing sign (-) on the column for negative numbers only.

Display 'DR' and 'CR'—to print DR or CR in the column to note numbers as debits or credits.

Note that this section is inactive if you select the **Use Currency Format** checkbox.

**Use
Currency
Format**

Indicates that you want to print the column in the standard currency format for the data. This checkbox disables the Positive/Negative Placement section of the screen and the **Use 1000 Separator** checkbox.

**Use 1000
Separator**

Indicates that you want to print a separator (,) in the column data between thousands. Example: 1,000.

Precision

Indicates the units of measure for the data in the column. Select from:

Ones—to print in single units of currency or other measure. For US currency, this would be dollars.

Thousands—to print in 1000 units of currency or other measure. For US currency, this would be thousands of dollars.

Millions—to print in 1,000,000 units of currency or other measure. For US currency, this would be millions of dollars.

Menus

File	View
Find	Options
Additional	Global
Help	

See Also

Report Column Maintenance General View

Report Column Maintenance Periods View

How to enter report column maintenance information

Report Column Maintenance—Periods View

Using this program, you can create and maintain column parameters for the *GL Financial Report Writer*. Using the Periods view, you can indicate the period range for the column.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock maintenance icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Period Range	In the period range section of the form, enter the range of periods for this column data to span. In the <i>From</i> field, use the drop down list to select a beginning period or enter any valid period. In the <i>To</i> field, use the drop down list to select an ending period or enter any valid period. Or enter any valid GL period for the current company.
--------------	---

Menus

File	View	Help
Find	Options	
Additional	Global	

See Also

Report Column Maintenance General View

Report Column Maintenance Format View

How to enter report column maintenance information

How to enter report column maintenance information

1. Access the *Report Column Maintenance* program by selecting *Reports* → *Report Column Maintenance* from the GL main menu. The system displays the General view of the *Report Column Maintenance* program.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Column The id-code (up to 12 characters) for the column you want to maintain.

Column Type In the Column Type section of the form, select a radio button to indicate the type of column you want to create. Select from:

Actual Activity Totals

Actual Ending Balances

Budget Activity Totals

Budget Ending Balances

Total of Other Columns

Column-to-column Increase %

Difference Between Columns

Ratio of Columns

Note that certain column types disable the Positive/Negative placement and other formatting options on the Format view of this program.

Heading

The name for the column heading. Each column heading can be up to four lines long. If you want to insert pre-defined TakeStock fields in the column heading, you can select the **Insert Field** button to access the *Insert Field* dialog box, which is used to select a field to insert in the column heading. When you print the report, this field displays TakeStock data.

System

Indicates this is a system column.

4. Access the Format view of the *Report Column Maintenance* screen by selecting the **Format** button or *View→Format* from the menu bar. The system displays the Format view.

Report Column Maintenance - Edit

File View Find Options Additional Global Help

Filter: ALL

Column: Total

Format Total Size: 16

Decimal Digits: 2

☒ Use Currency Format

☒ Use 1,000 Separator

Positive/Negative Placement

☒ Place negatives between '(' and ')'

☐ Print leading sign always

☐ Print leading sign on negatives only

☐ Print trailing sign always

☐ Print trailing sign on negatives only

☐ Display 'DR' and 'CR'

Precision

☒ Ones

☐ Thousands

☐ Millions

Examples

1,000.00

1,000.00-

General Format Periods

Enter the total size of the numbers displayed in this column

5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Format Total Size

The total size of the numbers that you want to display in this column.

Decimal Digits

The number of decimal digits (numbers to the right of the decimal point) in the numbers that you want to display in this column.

Positive/Negative Placement	<p>In the Positive/Negative Placement section of the form, select the radio button that describes how you want to print positive and negative signs in the column display. Select from:</p> <p>Place negative between '(' and ')'—to print negative number in parentheses.</p> <p>Print leading sign always—to always print a leading (- or + sign before the numbers) sign in this column.</p> <p>Print leading sign on negatives only—to print a leading sign (-) on the column for negative numbers only.</p> <p>Print trailing sign always—to always print a trailing (- or + sign after the numbers) sign in this column.</p> <p>Print trailing sign on negatives only—to print a trailing sign (-) on the column for negative numbers only.</p> <p>Display 'DR' and 'CR'—to print DR or CR in the column to note numbers as debits or credits.</p> <p>Note that this section is inactive if you select the Use Currency Format checkbox.</p>
Use Currency Format	<p>Indicates that you want to print the column in the standard currency format for the data. This checkbox disables the Positive/Negative Placement section of the screen and the Use 1000 Separator checkbox.</p>
Use 1000 Separator	<p>Indicates that you want to print a separator (,) in the column data between thousands. Example: 1,000.</p>
Precision	<p>Indicates the units of measure for the data in the column. Select from:</p> <p>Ones—to print in single units of currency or other measure. For US currency, this would be dollars.</p> <p>Thousands—to print in 1000 units of currency or other measure. For US currency, this would be thousands of dollars.</p> <p>Millions—to print in 1,000,000 units of currency or other measure. For US currency, this would be millions of dollars.</p>

6. Access the Periods view of the *Report Column Maintenance* screen by selecting the **Periods** button or *View→Periods* from the menu bar. The system displays the Periods view.

7. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Period Range	In the period range section of the form, enter the range of periods for this column data to span. In the <i>From</i> field, use the drop down list to select a beginning period. In the <i>To</i> field, use the drop down list to select an ending period. Or enter any valid GL period for the current company.
--------------	---

8. Select the **Save** icon to save your work then exit the program.

Report Row Maintenance

Using this program, you can create and maintain report ids with specific row parameters for the GL *Financial Report Writer*.

You can use these report ids with the different columns that you set up in *Report Column Maintenance* when you run the *Financial Report Writer* program.

There are four views for entering report column maintenance information:

- The General view, which is used to enter report information such as the report id number, description, and the normal company that uses these rows in reports.
- The Header view, which is used to define heading fields for the report and indicate the heading position (left, center, or right).
- The Footer view, which is used to define footer fields for the report and indicate the footer position (left, center, or right).
- The Rows view, which is used to create and maintain report row parameters such as the row type and row labels, the accounts and centers that are used by the row, and how to combine and display the account and center information selected for the row.

See Also

Report Row Maintenance General View

Report Row Maintenance Header View

Report Row Maintenance Footer View

Report Row Maintenance Rows View

Report Row Maintenance—General View

Using this program, you can create and maintain report ids and enter row parameters for the GL *Financial Report Writer*. Using the General view, you can enter report information such as the report id number, description, and the normal company that uses these rows in reports.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock maintenance icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

<i>Report Id</i>	The id-code (up to 12 characters) for the report that uses this information.
<i>Description</i>	The description (up to 30 characters) for this report.
<i>Indent Size</i>	The indent level for the report. Each specific report row multiplies the indent size for the row by this number. The system displays 2 as the default.

Menus

File	Rows—This menu option is only available from the Rows view <i>Report Row Maintenance</i> .
View	Find

Options	Additional
Global	Help

See Also

Report Row Maintenance Header View

Report Row Maintenance Footer View

Report Row Maintenance Rows View

Report Row Maintenance—Footer View

Using this program, you can create and maintain report ids and enter row parameters for the GL *Financial Report Writer*. Using the Footer view, you can define footer fields for the report and indicate the footer position (left, center, or right). Each footer position can hold up to nine lines of text.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock maintenance icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Subsequent Pages' Footer Same As First Page	Indicates that you want the subsequent pages of the report to display the same footer that the first page displays. The system displays the Footer view with this checkbox selected as the default. If you un-select this checkbox, the system displays First Page and Subsequent Pages radio buttons, which you can select and then enter different footer text for the first and subsequent pages of the report.
Left	In the left section of the screen, you can click a line in the browser and enter the text to print in the lower left section of the report page.
Center	In the Center section of the screen, you can click a line in the browser and enter the text to print in the lower center section of the report page.
Right	In the Right section of the screen, you can click a line in the browser and enter the text to print in the lower right section

of the report page.

**Insert
Field**

Access the *Insert Field* dialog box, which is used to select a field to insert in the footer. This button is available for the left, center, and right sections of the report footer. When you print the report, this field displays TakeStock data.

Menus

File	Rows—This menu option is only available from the Rows view <i>Report Row Maintenance</i> .
View	Find
Options	Additional
Global	Help

See Also

Report Row Maintenance General View

Report Row Maintenance Header View

Report Row Maintenance Rows View

Report Row Maintenance—Rows View

Using this program, you can create and maintain report ids and enter row parameters for the GL *Financial Report Writer*. Using the Row view, you can create and maintain report row parameters such as the row type and row labels, the number of accounts and centers that are used by the row, and how to combine and display the account and center information selected for the row.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock maintenance icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

- | | |
|--------------------|---|
| Add Row | Adds a new row at the bottom of the report. |
| Insert Row | Inserts a row above the one you highlight in the browser. |
| Delete Rows | Deletes all highlighted rows from the report. To delete a row from the report, highlight the row in the browser then select the Delete button. |
| Up | Moves the highlighted row up one level on the report; highlight the row that you want to move and select the Up button. |
| Down | Moves the highlight row down one level on the report; highlight the row that you want to move and select the Down button. |
| <i>Row</i> | From the drop down list that displays when you access this |

<i>Type</i>	<p>field, select the type of row you are adding or editing. Available options are:</p> <p>Heading—to indicate that this is a heading row.</p> <p>Detail—to indicate that this is a detail row.</p> <p>Total—to indicate that this is a total for other rows.</p> <p>Ratio—to indicate that this row contains a ratio of other row information.</p>
<i>Row Label</i>	<p>The text label for the row; you can click in the browser and enter the text to print. You can press F9 to access the <i>Insert Field</i> dialog box, which is used to select a field to insert in the row label. When you print the report, this field displays TakeStock data, such as the account description.</p>
<i>Accounts /Rows</i>	<p>The accounts used in the row. For Detail lines, press F9 to access the <i>Account Selection</i> dialog box to select accounts for this line.</p> <p>For Total rows, press F9 to access the <i>Select Rows to Total</i> dialog box to select the rows to total for this line. In the browser of the dialog box, the system displays all the rows on the report ID. If you want to include a row in the Total, double click the row. In the +/- column of the browser the system displays a plus sign (+), indicating that this row is added in the Total row. If you want to subtract that row, double click again and the system displays a minus (-) in the +/- column of the browser indicating that row is subtracted from the total. Select the OK button when you are through adding and/or subtracting rows for that Total or the Cancel button to exit the dialog box without adding or subtracting any rows. For example a total row, sums or subtracts these accounts.</p> <p>The system displays a single account number in the browser, the number of accounts selected for the row for multiple accounts, or the number of rows used for Total row types. For Heading rows, you cannot select account numbers.</p>
<i>Centers</i>	<p>The centers used in the row. Press F9 to select centers for this line. The system displays <all> as the default. When you print a financial report, you can narrow your center selection by column or report group. In the Financial Report Writer processing, center selection hierarchy is by row, column, then report group in the Limit By section.</p> <p>Generally, you would only select centers for an individual row if you wanted the centers used for that row to differ from the centers used for the other rows on the report.</p>
<i>Align</i>	<p>Indicates how the row is aligned on the report. For Heading rows, you can select Left or Center from the dropdown list.</p>

For Detail and Ratio rows, **Left** is the only option.

Hidden

Indicates the row is hidden and not printed on the report. Enter **Y** to indicate yes. This option is useful for creating Ratios rows from rows that you might not want to print on the financial report.

Combine Accounts

Indicates that you want to print a summary value for all accounts used for the row. If you want to print 1 number for a group of accounts, enter **Y**; if you want to print a value for each account in the row, enter **N**.

Hint: If Combine Accounts is set to no (**N**), use the Insert Field command (press **F9** in the *Row Label* field) to print each account's description in the row label.

Combine Centers

Indicates that you want to print one summary value for all centers used for the row. If you want to print 1 number for a group of centers, enter **Y**; if you want the report to print a value for each center in the row, enter **N**.

Indent

The indent level for the current row. The system multiplies this number by the indent size that you entered for the report. The *Indent Size* field is located on the General view of *Report Row Maintenance*.

Inset

The inset level for the row. This is used to print numbers in a sub-column to the left of the main column.

Sign

The sign (positive or negative) to print for the row. When you access this field, the system displays a drop down list for you to select from the following options:

By Account—indicates that you want to determine the sign for the row based on the account type of the first account selected for the row. If the account normally has a debit balance, but the current amount is a credit, it will print as a negative.

Opposite Acct—indicates that you want to use the opposite sign for the row based on the account type of the first account selected for the row.

For rows that use multiple account numbers, the above options are determined by the first account number used.

Debits—indicates that you print debits as positive numbers.

Credits—indicates that you print credits as negative numbers.

Underline

The underline formatting for the row. When you access this field, the system displays a drop down list for you to select

from the following options:

None—indicates that you do not want to underline this row on the report.

Single—indicates that you want a single underline for this row on the report.

Double—indicates that you want a double underline for this row on the report.

Pad The pad character, if any, for the row label. This character prints instead of blank spaces in the row label.

Prev Row Indicates whether this row should print on the line above. This option is for Total row types only. If selected, this option prints the row value on the row above and does not print the current row label. This is useful when the previous row is an inset row and space is available.

New Page Indicates whether this row begins on a new page. Enter Y if you want the row to start a new page on the report.

Ratio The formatting options for General Ledger ratios on the report. Indicate whether to express ratios as decimals or percentages (the default).

Menus

File	Rows
View	Find
Options	Additional
Global	Help

See Also

Report Row Maintenance General View

Report Row Maintenance Header View

Report Row Maintenance Footer View

How to enter financial report information (overview)

How to enter report row maintenance information

Report Row Maintenance—Header View

Using this program, you can create and maintain report ids and enter row parameters for the GL *Financial Report Writer*. Using the Header view, you can define header fields for the report and indicate the heading position (left, center, or right). Each header position can hold up to nine lines of text.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard TakeStock maintenance icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Subsequent Pages' Header Same As First Page

Indicates that you want the subsequent pages of the report to display the same header that the first page displays. The system displays the Header view with this checkbox selected as the default. If you un-select this checkbox, the system displays First page and Subsequent page radio buttons, which you can select and then enter different header text for the first and subsequent pages of the report.

Left

In the Left section of the screen, you can click in the browser and enter the text to print in the upper left section of every page of the report.

Center

In the Center section of the screen, you can click in the browser and enter the text to print in the upper center section of every page of the report.

Right

In the Right section of the screen, you can click in the

browser and enter the text to print in the upper right section of every page of the report.

Insert Field

Access the *Insert Field* dialog box, which is used to select a field to insert in the header. This button is available for the left, center, and right sections of the report header. . When you print the report, this field displays TakeStock data.

Menus

File	Rows—This menu option is only available from the Rows view <i>Report Row Maintenance</i> .
View	Find
Options	Additional
Global	Help

See Also

Report Row Maintenance General View

Report Row Maintenance Footer View

Report Row Maintenance Rows View

Create Detail Rows Dialog Box

Using this dialog box, you can quickly create detail rows by selecting a range of account numbers and centers for a financial report. The system displays this dialog box from the Rows view of the *Report Row Maintenance* program when you select *Rows→Insert Detail Rows* from the Menu bar.

Form Contents

Fields, Buttons, Checkboxes & Icons

- | | |
|---------------|---|
| OK | Saves the new or modified information and exits the screen. |
| Cancel | Exits the screen without saving any changes. |
| Help | Accesses online Help for this screen. |
| Account | In the Account section, enter the first and last account numbers in the <i>From</i> and <i>To</i> fields. For example: if you are creating a balance sheet you could select ranges of asset, liability, or capital accounts. If you are creating an income statement, you could select ranges of revenue or expense accounts. |
| Centers | In the Center section, enter the report group in the Report Group field or enter the first and last center numbers in the <i>From</i> and <i>To</i> fields. This section is optional. You can also select centers using columns. In the Financial Report Writer processing, center selection hierarchy is by row, column, then report |

group. Select the **Summarized to a single row per account** checkbox if you want to print one center value per account. If you do not select this checkbox, the system prints rows of numbers for each center per account.

*Row
Label*

The text label for the rows; you can click in the browser and enter the text to print. You can press F9 to access the *Insert Field* dialog box, which is used to select a field to insert in the row label. When you print the report, this field displays TakeStock data, such as the account description.

Sign

The sign (positive or negative) to print for the row. When you access this field, the system displays a drop down list for you to select from the following options:

By Account—indicates that you want to determine the sign for the row based on the accounts or account number you selected.

Opposite Acct—indicates that you want to use the opposite sign for the row based on the accounts or account number you selected.

For rows that use multiple account numbers, the above options are determined by the first account number used.

Debits—indicates that you print debits as positive numbers.

Credits—indicates that you print credits as negative numbers.

Pad

The pad character, if any, for the rows. This character prints instead of blank spaces on the row.

Indent

The indent level for the rows. The system multiplies this number by the indent size that you entered for the report. The *Indent Size* field is located on the General view of *Report Row Maintenance*.

Inset

The inset level for the rows.

Select Rows to Total Dialog Box

Using this dialog box you can select detail and total rows to add and subtract on a financial report id. The system displays this dialog box when you select **F9** from the Accounts/Rows column of a Total row in the browser of the Row view of *Report Row Maintenance*.

Select Rows To Total - Operating Income

Double-click on a row to include that row in the total. Double-click again to have the row amount subtracted from (instead of added to) the total, and again to remove the row from the total.

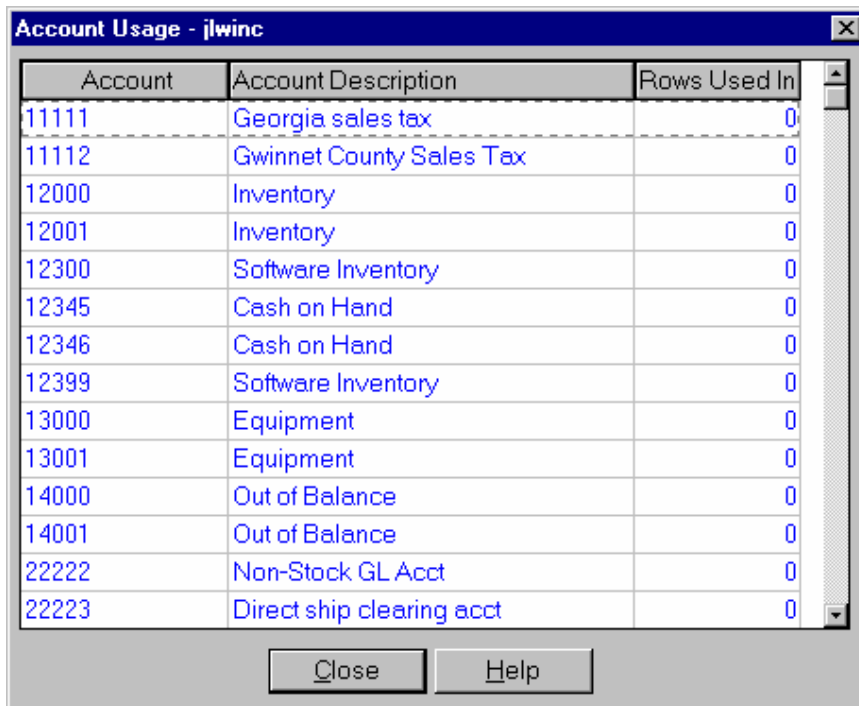
+/-	Row Type	Row Label	Accounts/Rows	
	Heading	New Income		
	Detail	<Account Description> <Account> <Center>	60001-100000-2000000	<al
	Detail	<Account Description> <Account> <Center>	60000-123456-1234567	<al
+	Total	Total Sales	Total 2 rows	
	Heading	Cost of Goods Sold		
	Detail	<Account Description> <Account> <Center>	70000-123456-1234567	<al
	Detail	<Account Description> <Account> <Center>	70001-100000-2000000	<al
-	Total	Total Cost of Goods Sold	Total 2 rows	

OK Cancel Help

In the browser of the dialog box, the system displays all the rows on the report ID. If you want to include a row in the Total, double click the row. In the +/- column of the browser the system displays a plus sign (+), indicating that this row is added in the Total row. If you want to subtract that row, double click again and the system displays a minus (-) in the +/- column of the browser indicating that row is subtracted from the total. Select the **OK** button when you are through adding and/or subtracting rows for that Total or the **Cancel** button to exit the dialog box without adding or subtracting any rows.

Account Usage Dialog Box

Use this dialog box to review the account numbers that are used in a report id. The system displays this dialog box when you select *Rows→Show Account Usage* from the menu bar on the Row view of *Report Row Maintenance*. The *Account Usage* dialog box, which displays the account numbers, descriptions, and number of rows that the account is used in the report id. You can double click an account number to locate it in the row browser.



Account	Account Description	Rows Used In
11111	Georgia sales tax	0
11112	Gwinnet County Sales Tax	0
12000	Inventory	0
12001	Inventory	0
12300	Software Inventory	0
12345	Cash on Hand	0
12346	Cash on Hand	0
12399	Software Inventory	0
13000	Equipment	0
13001	Equipment	0
14000	Out of Balance	0
14001	Out of Balance	0
22222	Non-Stock GL Acct	0
22223	Direct ship clearing acct	0

How to enter report row maintenance information

1. Access the *Report Row Maintenance* program by selecting *Reports* → *Report Row Maintenance* from the GL main menu. The system displays the General view of the *Report Row Maintenance* program.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Report Id</i>	The id-code (up to 12 characters) for the report that uses this row information.
<i>Description</i>	The description (up to 30 characters) for this report.
<i>Indent Size</i>	The indent level for the report. Each specific report row multiplies the indent size for the row by this number. The system displays 2 as the default.

- Access the Header view of the *Report Row Maintenance* screen by selecting the **Header** button or *View→Header* from the menu bar. The system displays the Header view.

- Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Subsequent Pages' Header Same As First Page

Indicates that you want the subsequent pages of the report to display the same header that the first page displays. The system displays the Header view with this checkbox selected as the default. If you un-select this checkbox, the system displays First page and Subsequent page radio buttons, which you can select and then enter different footer text for the first and subsequent pages of the report.

Left

In the left section of the screen, you can click in the browser and enter the text to print in the upper left section of the report page.

Center

In the Center section of the screen, you can click in the browser and enter the text to print in the upper center section of the report page.

Right

In the Right section of the screen, you can click in the browser and enter the text to print in the upper right section of the report page.

- To insert a TakeStock field into the left, center, or right section of a report, highlight the appropriate section in the browser then select the **Insert Field** button to access the *Insert Field* dialog box, which is used to select a field to insert in the header. This button is available for the left, center, and right

sections of the report header. When you print the report, this field displays TakeStock data.

7. Access the Footer view of the *Report Row Maintenance* screen by selecting the **Footer** button or *View→Footer* from the menu bar. The system displays the Footer view.

8. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

**Subsequent Pages'
Footer Same As
First Page**

Indicates that you want the subsequent pages of the report to display the same footer that the first page displays. The system displays the Footer view with this checkbox selected as the default. If you un-select this checkbox, the system displays **First Page** and **Subsequent Pages** radio buttons, which you can select and then enter different footer text for the first and subsequent pages of the report.

Left

In the left section of the screen, you can click a line in the browser and enter the text to print in the lower left section of the report page.

Center

In the Center section of the screen, you can click a line in the browser and enter the text to print in the lower center section of the report page.

Right

In the Right section of the screen, you can click a line in the browser and enter the text to print in the lower right section of the report page.

9. To insert a TakeStock field into the left, center, or right section of the footer, highlight the appropriate section in the browser then select the **Insert Field** button to access the *Insert Field* dialog box, which is used to select a field to insert in the footer. This button is available for the left, center, and right sections of the report footer. When you print the report, this field displays TakeStock data.
10. Access the Rows view of the *Report Row Maintenance* screen by selecting the **Row** button or *View→Row* from the menu bar. The system displays the Row view.

11. Enter or modify information for all fields in the browser as necessary. To add a new row at the bottom of the report, select the **Add Row** button. To insert a row above the one you highlight in the browser, select the **Insert Row** button. Refer to the table below for fields, checkbox, and radio button definitions.

Row Type

From the drop down list that displays when you access this field, select the type of row you are adding or editing. Available options are:

Heading—to indicate that this is a heading row.

Detail—to indicate that this is a detail row.

Total—to indicate that this is a total for other rows.

Ratio—to indicate that this row contains a ratio of other row information.

Row Label

The text label for the row; you can click in the browser and enter the text to print. You can press F9 to access the *Insert Field* dialog box, which is used to select a field to insert in the row label. When you print the report, this field displays

	TakeStock data, such as the account description.
<i>Accounts/Rows</i>	<p>The accounts used in the row. For Detail lines, press F9 to access the <i>Account Selection</i> dialog box to select accounts for this line.</p> <p>For Total rows, press F9 to access the <i>Select Rows to Total</i> dialog box to select the rows to total for this line. In the browser of the dialog box, the system displays all the rows on the report ID. If you want to include a row in the Total, double click the row. In the +/- column of the browser the system displays a plus sign (+), indicating that this row is added in the Total row. If you want to subtract that row, double click again and the system displays a minus (-) in the +/- column of the browser indicating that row is subtracted from the total. Select the OK button when you are through adding and/or subtracting rows for that Total or the Cancel button to exit the dialog box without adding or subtracting any rows. For example a total row, sums or subtracts these accounts.</p> <p>The system displays a single account number in the browser, the number of accounts selected for the row for multiple accounts, or the number of rows used for Total row types. For Heading rows, you cannot select account numbers.</p>
<i>Centers</i>	<p>The centers used in the row. Press F9 to select centers for this line. The system displays <all> as the default. When you print a financial report, you can narrow your center selection by column or report group. In the Financial Report Writer processing, center selection hierarchy is by row, column, then report group in the Limit By section.</p> <p>Generally, you would only select centers for an individual row if you wanted the centers used for that row to differ from the centers used for the other rows on the report.</p>
<i>Align</i>	Indicates how the row is aligned on the report. For Heading rows, you can select Left or Center from the dropdown list. For Detail and Ratio rows, Left is the only option.
<i>Hidden</i>	Indicates the row is hidden and not printed on the report. Enter Y to indicate yes. This option is useful for creating Ratios rows from rows that you might not want to print on the financial report.
<i>Combine</i>	Indicates that you want to print a summary value

<i>Accounts</i>	<p>for all accounts used for the row. If you want to print 1 number for a group of accounts, enter Y; if you want to print a value for each account in the row, enter N.</p> <p>Hint: If Combine Accounts is set to no (N), use the Insert Field command (press F9 in the <i>Row Label</i> field) to print each account's description in the row label.</p>
<i>Combine Centers</i>	<p>Indicates that you want to print one summary value for all centers used for the row. If you want to print 1 number for a group of centers, enter Y; if you want the report to print a value for each center in the row, enter N.</p>
<i>Indent</i>	<p>The indent level for the current row. The system multiplies this number by the indent size that you entered for the report. The <i>Indent Size</i> field is located on the General view of <i>Report Row Maintenance</i>.</p>
<i>Inset</i>	<p>The inset level for the row. This is used to print numbers in a sub-column to the left of the main column.</p>
<i>Sign</i>	<p>The sign (positive or negative) to print for the row. When you access this field, the system displays a drop down list for you to select from the following options:</p> <p>By Account—indicates that you want to determine the sign for the row based on the account type of the first account selected for the row. If the account normally has a debit balance, but the current amount is a credit, it will print as a negative.</p> <p>Opposite Acct—indicates that you want to use the opposite sign for the row based on the account type of the first account selected for the row.</p> <p>For rows that use multiple account numbers, the above options are determined by the first account number used.</p> <p>Debits—indicates that you print debits as positive numbers.</p> <p>Credits—indicates that you print credits as negative numbers.</p>

Underline

The underline formatting for the row. When you access this field, the system displays a drop down list for you to select from the following options:

None—indicates that you do not want to underline this row on the report.

Single—indicates that you want a single underline for this row on the report.

Double—indicates that you want a double underline for this row on the report.

Pad

The pad character, if any, for the row. This character prints instead of blank spaces on the row.

Prev Row

Indicates whether this row should print on the line above. This option is for Total row types only. If selected, this option prints the row value on the row above and does not print the current row label. This is useful when the previous row is an inset row and space is available.

New Page

Indicates whether this row begins on a new page. Enter Y if you want the row to start a new page on the report.

Ratio

The formatting options for General Ledger ratios on the report. Indicate whether to express ratios as decimals or percentages (the default).

12. To delete a row from the report, highlight the row in the browser then select the **Delete Rows** button. To move rows up or down on the report, highlight the row that you want to move and select the **Up** or **Down** button depending on the desired direction.

13. Select the **Save** icon to save your then exit the program.

Financial Report Writer

Using the *Financial Report Writer* program, you can create and financial reports by company and report group. You can also select the columns that you want to print on each report.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Financial Report Writer: Untitled* dialog box.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name), then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Financial Report Writer, four report Include options are ignored, 1) Row Label Width, 2) Separate Reports for Each Company 3) Separate Reports For Each Report Group, and 4) Rich Text Options. Note that currency symbols do not print in Excel and the Output Type uses the Normal option.

Form Contents

Fields, Buttons, Checkboxes & Icons

- Report Id** The report id number for the report that you want to use.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Companies** and **Report Groups**.
- Columns** In the columns section of the screen, select the **Select Columns** button to access the Financial Report – Columns dialog box, which is used to add, remove, and change the location of columns for this report.
- In the *Row Label Width* field, enter the width, in characters, for the column of row labels.
- The system displays the number of columns selected and the total width in the *Selected* and *Total Width* fields.
- Options** Determines the report format and the additional information print on the report.
- Select the **Suppress Zero lines** checkbox to indicate that you do not want to print rows that have "zero" for data on the report.
- Select the **Separate Reports for Each Company** checkbox to indicate that you want to print a separate report for each company you selected in the Limit By.

Select the **Separate Reports for Each Report Group** checkbox to indicate that you want to print a separate report for each report Group you selected in the Limit By.

In the *Currency Symbol* field, select the option from the drop down list that describes how you want to print currency symbols on the report. Available choices are: **Never**, **Tops of Columns**, **Totals Only**, or **All Rows**.

In the *Output Type* field, select the option from the drop down list that describes what output you want to print on the report. Available choices are: **Normal**, **Masks Only**, or **Setup Info**.

Select the Rich Text Options... button to indicate that you want to print financial reports in RTF format. This allows more flexible formatting options in regards to font, size, style, and color.

Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to ALL for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to use the Financial Report Writer

Financial Report Writer Report

A typical *Financial Report Writer* report is depicted below:

Date: 12-11-1998	TakeStock Development, Inc.	User: Leigh
Time: 3:33 PM	Income Statement	
	Current Balances	Activity
	11/1998	01/1998 - 11/1998
Sales:		
Hardware Sales	(56,178,955.11)	56,178,955.11-
Software Sales	22,334.00	22,334.00
Food Sales	(3,176,820.98)	3,176,820.98-
Miscellaneous Sales	(339.50)	339.50-
Miscellaneous Income	(993,532.17)	993,532.17-
Sales Discounts Given	(126,514,437.82)	126,514,437.82-
Total Sales	(186,841,751.58)	186,841,751.58-
Cost of Sales		
Cost Of Goods Sold - Hardware	165,581.38	165,581.38
Freight Expense	(343.41)	343.41-
Receipts Cost Descrepancies	371.36	371.36
Total Cost of Sales	165,609.33	165,609.33
Gross Profit	(186,676,142.25)	186,676,142.25-
Expenses:		
Regular Pay	(1,000.00)	1,000.00-
Expense Allowance	212,101.88	212,101.88
Misc Expense	(1,217.95)	1,217.95-
Supplies	(2,043,883.45)	2,043,883.45-
Telephone	210.00	210.00
Delivery Expense	149,434,777.22	149,434,777.22
Advertising	(80.00)	80.00-
Shows and Promotions	(210.00)	210.00-
Copying Expense	(222.00)	222.00-
Professional Services	222.00	222.00
Interest Expense	(519.75)	519.75-
Salary & Wages	7,425.00	7,425.00
Depreciation Expense	2,339.56	2,339.56
Labor Expense	349,915,210.75	349,915,210.75
401k Match Expense	371.25	371.25
Employee Benefits	76.63	76.63
Total Expenses	497,525,601.14	497,525,601.14
Net Income	(684,201,743.39)	684,201,743.39-
	=====	=====

(1)

How to use the Financial Report Writer

1. Access the *Financial Report Writer* program in the Reports submodule of General Ledger. The complete path is *General Ledger*→*Reports*→*Financial Report Writer*. The system displays the Template-Saved Settings dialog box of the *Financial Report Writer*.

Financial Report Writer: Untitled

Report ID: Bal. Sheet Balance Sheet

Limit By

Companies	- User Profile
Report Groups	- All

Select...
Filter...
Profile
No Limit

Columns

Selected: 0
Total Width: 40

Select Columns...

Row Label Width: 40

Options

☒ Suppress Zero Lines
☐ Separate Reports For Each Company
☐ Separate Reports For Each Report Group

Currency Symbol: Never
Output Type: Normal

Rich Text Options...

OK
Cancel
Print
Setup...
Help

2. Select the **New**, **Edit**, or **Copy** button to access the *Financial Report Writer: Untitled* dialog box.

Financial Report Writer: Untitled

Report ID: Bal. Sheet Balance Sheet

Limit By

Companies	- User Profile
Report Groups	- All

Select...
Filter...
Profile
No Limit

Columns

Selected: 0
Total Width: 40

Select Columns...

Row Label Width: 40

Options

☒ Suppress Zero Lines
☐ Separate Reports For Each Company
☐ Separate Reports For Each Report Group

Currency Symbol: Never
Output Type: Normal

Rich Text Options...

OK
Cancel
Print
Setup...
Help

3. In the *Report Id* field, enter the report id number for the report that you want to use, then select the Limit By settings for new or modified templates.

Use the table below to guide you in your selections.

Limit By	Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: Companies and Report Groups .
-----------------	--

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **ALL** for the selected option.

5. In the Include section, check which information to include on the report. Use the table below to guide you in your selections.

Columns	In the columns section of the screen, select the Select Columns button to access the Financial Report -- Columns dialog box, which is used to add, remove, and change the location of columns for this report.
----------------	---

In the *Row Label Width* field, enter the width, in characters, for the column of row labels.

The system displays the number of columns selected and the total width in the *Selected* and *Total Width* fields.

6. Select the Options for the *Financial Report Write* report. Use the table below to guide you in your selections.

Options	Determines the report format and the additional information print on the report. Select the Suppress Zero lines checkbox to indicate that you do not want to print rows that have "zero" for data on the report.
----------------	---

Select the **Separate Reports for Each Company** checkbox to indicate that you want to print a separate report for each company you selected in the Limit By.

Select the **Separate Reports for Each Report Group** checkbox to indicate that you want to print a separate report for each report Group you selected in the Limit By.

In the *Currency Symbol* field, select the option from the drop down list that describes how you want to print currency symbols on the report. Available choices are:

Never, Tops of Columns, Totals Only, or All Rows.

In the *Output Type* field, select the option from the drop down list that describes what output you want to print on the report. Available choices are: **Normal**, **Masks Only**, or **Setup Info**.

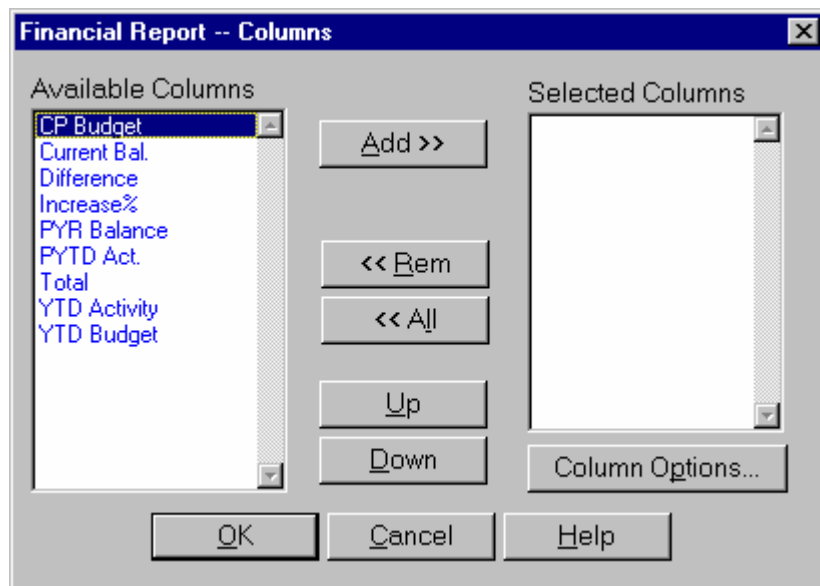
Select the Rich Text Options... button to indicate that you want to print financial reports in RTF format. This allows more flexible formatting options in regards to font, size, style, and color.

7. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Financial Report Writer* screen where you can print the report .
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Financial Report—Columns Dialog Box

Using this dialog box, you can select columns for your financial report. The system accesses this dialog box when you select the Columns button in the *Financial Report Writer* program.



In the Available Columns section of the dialog box, the system displays the pre-defined columns that are provided with the Financial Report Writer system and any columns that you have created using the *Report Column Maintenance* program.

Use the **Add>>** button to pick columns that you want to use in your financial report. To remove columns from your financial report; use the **<<Rem** button to remove highlighted columns or the **<<All** button to remove all columns from the Selected Columns section of the dialog box.

Once you have selected the columns for the report, you can use the **Up** and **Down** buttons to place them in desired order for the report.

To modify column options for a column, highlight the column in the Selected Columns section of the dialog box and select the **Column Options** button. The system displays the *Column Options* dialog box for the selected column. The information in dialog box depends on the type of column you select.

For budget- or activity-type columns, use this dialog box to enter company, report group, or budget information for the column. For activity-type columns, the system disables the Budget section of the dialog box.

Column Options - YTD Budget

Company

☒ All in Limit By
☐ Single Company

☐ User Profile

Report Group

☒ All in Limit By
☐ Single Report Group

Budget

For Company: TakeStock Developme
The Prime Budget Version

☐ Hidden Column

OK **Cancel** **Help**

In the Company section of the dialog box, select the source company for this column. You can select the All in Limit By radio button to indicate that you want the column to contain company information for all the companies that you selected in the Limit By section if the *Financial Report Writer* program. Select the **Single Company** radio button and enter the company code in the field below if you want to column to contain information for a specific company. You select the **User Profile** checkbox if you want the system to use the company listed in your user profile. You must specify a single company to enter a report group or budget version.

In the Report Group section of the dialog box, select the source report group for this column. (A Report Group is a set of branches, departments, warehouses, and user segments 1 and 2 that are included in the company's center structure.) You can select the All in Limit By radio button to indicate that you want the column to contain company information for all the report groups that you selected in the Limit By section if the *Financial Report Writer* program. Select the **Single Report Group** radio button and enter the report group code in the field below if you want to column to contain information for a specific report group.

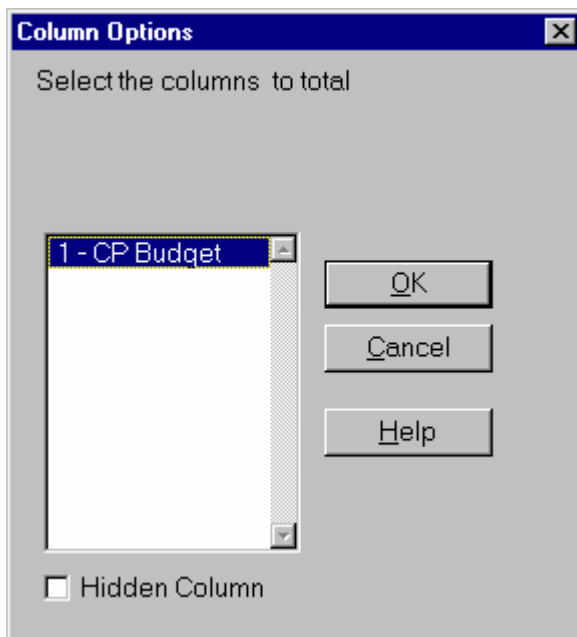
In the Budget section of the dialog box, select the source budget version for this column.

Select the **Hidden Column** checkbox if you do not want this column to print on the financial report. This can occur when a column is used in a ratio on financial

report (i.e. you need the information in the report, but want to print it only as part of the ratio used later in the report). Select the **Print % of Base** check box to print each rows percentage of the base row for this column.

Select **OK** to save the column options and return to the *Financial Report—Columns* dialog box.

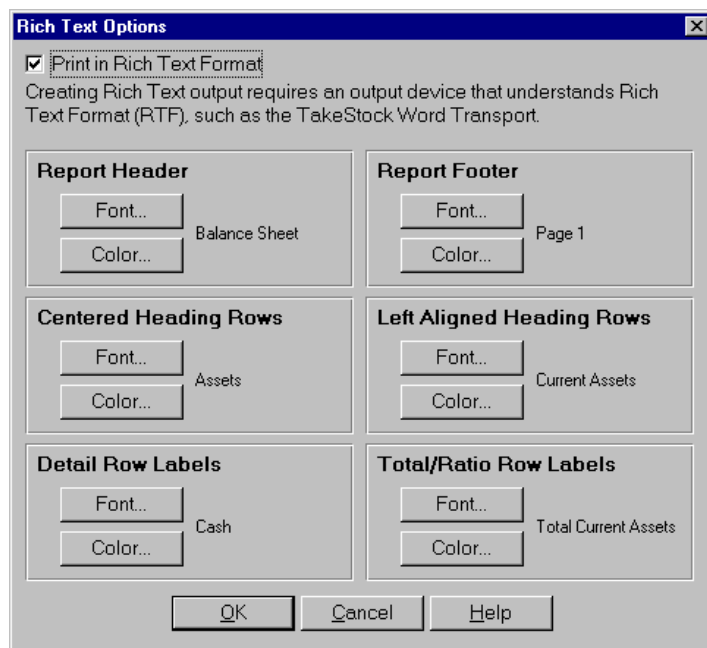
For difference- and total-type columns, use this dialog box to select the columns for totals or differences. Select the **Hidden Column** checkbox if you do not want this column to print on the financial report. This can occur when a column is used in a ratio on financial report (i.e. you need the information in the report, but want to print it only as part of the ratio used later in the report).



Select **OK** to save the column options and return to the *Financial Report—Columns* dialog box.

Rich Text Options Dialog Box

Using this dialog box, you can print your financial report in rich text format and customize the appearance of the report. The system accesses this dialog box when you select the **Rich Text Options** button on the *Financial Report Writer* program.



In the Rich Text Options dialog box, check the **Print in Rich Text Format** checkbox. The following columns and rows can be modified using different fonts and color options:

- Report Header
- Report Footer
- Centered Heading Rows
- Left Aligned Heading Rows
- Detail Row Labels
- Total/Ratio Row Labels

You can select the **Font** button to access *Font Selection* dialog box. Use this dialog box to select the font type, size and style for your RTF report. The available fonts are MS Sans Serif, Courier New, or Times New Roman.

You can select the **Color** button to access the *Color Selection* dialog box. Use this dialog box to select the font color for each column or row.

Select **OK** to return to the *Financial Report Writer* screen.

Note: You must select the **Print in Rich Text Format** checkbox to enable the buttons on this screen. Pad characters other than periods, dashes, underscores, and the equal sign do not work in RTF format.

How to enter financial report information (overview)

To enter information for a financial report, you can set up column and row information. Column layouts work independently—you can select different columns for a financial report. Each financial report is assigned a report id and unique row information. When you create a financial report using the *Financial Report Writer* program, you enter a report id and then assign the columns that you want to use in the report.

You can create columns or use the columns provided with your system. To create columns or edit the TakeStock standard columns, refer to the *Report Column Maintenance* program information in this manual.

The standard columns that are provided with your TakeStock system include:

Current Period Budget
Current Balance
Difference
Increase %
Prior Year Balance
Prior Year-to-Date Activity
Total Year-to-Date Activity
Year-to-Date Budget

You can create the report and define its header, footer, and row contents using the *Report Row Maintenance* program. Refer to the *Report Row Maintenance* information in this manual for details, or use the shortcut procedure here that provides step-by-step instructions for using the Row menu options to enter financial report row information. For detailed information about all of the Rows menu options, refer to the *Report Row Maintenance—Row view* information in this manual.

Before using this procedure, ensure that the report information has been entered for the General, Header, and Footer views of the *Report Row Maintenance* program. Then, use the Row menu options to quickly enter and format row information.

1. Access the Rows view of the *Report Row Maintenance* program by selecting the **Rows** button. From the Menu bar select *Rows→Insert Detail Rows*. The system displays the *Create Detail Row* dialog box. You can use this dialog box to select a range of account numbers and centers for a financial report. By using this dialog box, you can insert groups of details rows quickly.

- a) In the Account section, enter the first and last account numbers in the *From* and *To* fields. For example: if you are creating a balance sheet you could select ranges of asset, liability, or capital accounts. If you are creating an income statement, you could select ranges of revenue or expense accounts.
- b) In the Center section, enter the first and last center numbers in the *From* and *To* fields. This section is optional. You can also select centers using columns and report groups. In the Financial Report Writer processing, center selection hierarchy is by row, column, then report group. Select the **Summarized to a single row per account** checkbox if you want to print one center value per account. If you do not select this checkbox, the system prints rows of numbers for each center per account.
- c) In the Row Label field, enter the label for the rows you are creating.
- d) In the Sign field, select the sign (positive or negative) to print for the detail rows. Select from the following options:
 - As Account Defined**—indicates that you want to determine the sign for the row based on the accounts you selected.
 - Opposite As Acct Defined** —indicates that you want to use the opposite sign for the row based on the accounts you selected.
 - Debits Positive**—indicates that you print debits as positive numbers.
 - Credits Positive**—indicates that you print credits as positive numbers.
- e) In the *Indent Level* field, enter the indent level for all the rows you are creating.

- f) In the *Inset Level* field, enter the inset level for all the rows you are creating.
2. Select the **OK** button to return to the Row view of *Report Row Maintenance*.
3. To streamline the number of rows on the report, merge the rows that you want to combine. You can combine accounts of similar types. For example, you can combine types of cash accounts. To merge rows, highlight the rows in the browser that you want to merge, then select *Rows→Merge Rows*, and the system combines all the highlighted rows into one row in the browser. Repeat this process to group detail rows of like account types.
4. After you have merged the detail rows, you should separate them with heading and total rows.
 - a) To create heading rows, highlight the detail row in the browser and select the **Insert Row** button. The system adds the row above the highlighted one. You can use the **Up** and **Down** buttons to move the location of the row. In the *Row Type* field in the new row, select **Heading** from the dropdown list. Enter the heading for the row in the *Row Label* field and complete the rest of the information for the heading row. Refer to the Form Contents section of *Report Row Maintenance—Row view* in this document for details and field definitions.
 - b) To enter a total row for the detail rows, highlight the header row and all the detail rows that you want to total, then select the *Rows→Insert Total Row*, and the system inserts a total row below the last highlighted detail line. In the *Row Label* field, the system automatically displays the word "Total" and the text you entered for the heading row. For example if you are totaling rows for Cash Accounts, the text would display Total Cash Accounts. Complete the rest of the information for the total row. Refer to the Form Contents section of *Report Row Maintenance—Row view* in this document for details and field definitions.
5. In the browser of the Row view, set up the physical characteristics of the report by entering the underline, indent, and inset information.
6. To select detail and total rows to add and subtract on a financial report id, place the cursor in the Accounts/Rows column of a Total row in the browser of the Row view of *Report Row Maintenance* and press F9, the system displays the *Select Rows to Total* dialog box.

Select Rows To Total - Operating Income

Double-click on a row to include that row in the total. Double-click again to have the row amount subtracted from (instead of added to) the total, and again to remove the row from the total.

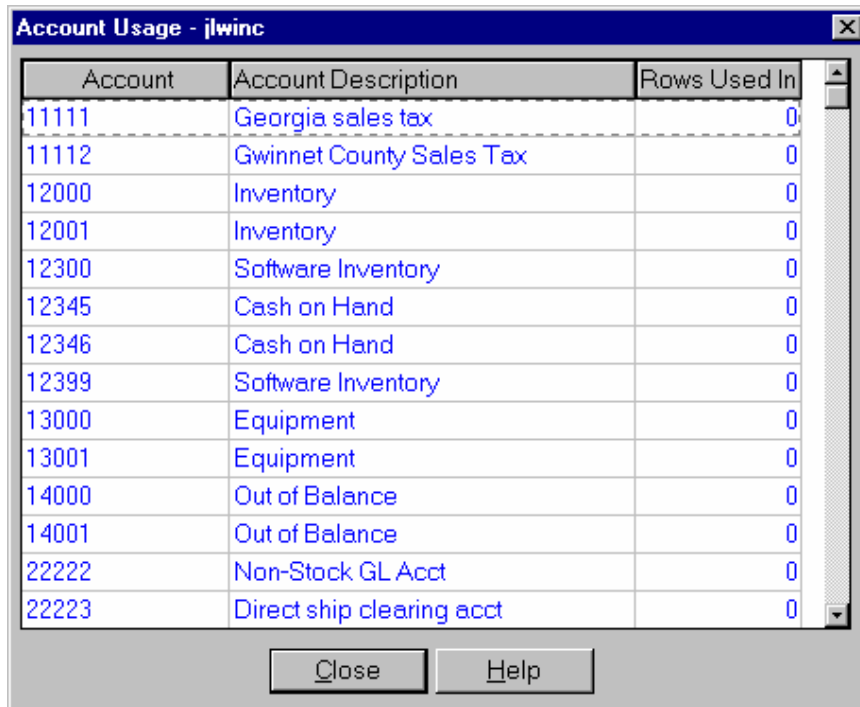
+/-	Row Type	Row Label	Accounts/Rows	
	Heading	New Income		
	Detail	<Account Description> <Account> <Center>	60001-100000-2000000	<al
	Detail	<Account Description> <Account> <Center>	60000-123456-1234567	<al
+	Total	Total Sales	Total 2 rows	
	Heading	Cost of Goods Sold		
	Detail	<Account Description> <Account> <Center>	70000-123456-1234567	<al
	Detail	<Account Description> <Account> <Center>	70001-100000-2000000	<al
-	Total	Total Cost of Goods Sold	Total 2 rows	

OK Cancel Help

In the browser of the dialog box, the system displays all the rows on the report ID. If you want to include a row in the Total, double click the row. In the +/- column of the browser the system displays a plus sign (+), indicating that this row is added in the Total row. If you want to subtract that row, double click again and the system displays a minus (-) in the +/- column of the browser indicating that row is subtracted from the total. Select the **OK** button when you are through adding and/or subtracting rows for that Total or the **Cancel** button to exit the dialog box without adding or subtracting any rows.

7. Select the **Save** icon to save your report.

8. To review the account numbers that are used in a report id, select *Rows→Show Account Usage* from the menu bar. The system accesses the *Account Usage* dialog box, which displays the account numbers, descriptions, and number of rows that the account is used in the report id. You can double click an account number to locate it in the row browser.



Account	Account Description	Rows Used In
11111	Georgia sales tax	0
11112	Gwinnet County Sales Tax	0
12000	Inventory	0
12001	Inventory	0
12300	Software Inventory	0
12345	Cash on Hand	0
12346	Cash on Hand	0
12399	Software Inventory	0
13000	Equipment	0
13001	Equipment	0
14000	Out of Balance	0
14001	Out of Balance	0
22222	Non-Stock GL Acct	0
22223	Direct ship clearing acct	0

Close Help

Consolidated Financial Reports

Consolidated financial reports are reports, which include data from more than 1 company. You can use the *Financial Report Writer* program to produce consolidated financial reports by creating a single report id in *Report Row Maintenance*, where each detail row includes the appropriate accounts for each company. (For each company to be included in the report, select that company in the combo-box at the top of the Rows view, then for each row, select the account(s) for that row for that company.)

The consolidated financial report that is produced can include a single column with all the amounts for all the companies added together or each company in a separate column. To produce a single column report, select all the companies to be included in the Limit By, choose a single column in the *Financial Report–Columns* dialog box, and choose "All in Limit By" for the company in the *Financial Report–Column Options* dialog box. To produce a multi-column report, choose only the User Profile company in the Limit By, and in the *Financial Report–Columns* dialog box, add 1 column for every company to be included, plus a total column. For every column except the total, choose a separate single company in the *Column Options* dialog box; for the total column, select all the single company columns to be included in the total.

GL Maintenances

Maintenances offers programs to select the controls that tailor General Ledger for the way your company does business, and set up and maintain information for processing business activity.

Use maintenance programs to make changes at any time after you have set up TakeStock. The changes you make can have a deep affect on the information you have developed and how TakeStock handles the information. Changes affect future transactions, but do not affect any existing transactions.

Selections on the *Maintenances* menu include:

- | | |
|--|---|
| <i>Account Maintenance</i> | Using this program, you can set up and maintain a general ledger chart of accounts, including the ability to enter new accounts, maintain certain fields of data within existing accounts, and change the status of existing account records. |
| <i>Center Maintenance</i> | Using this maintenance program, you can setup and maintain centers. A center is the second part of the GL Account/Center structure that is normally used to identify portion entity within the business organization to which the general ledger transaction is charged. |
| <i>Accounting Period Maintenance</i> | Using this maintenance program, you can define and maintain a company's fiscal calendar and periods. You also have the ability to create multiple period records that may be copied from one year to another or used as a base for the next year (e.g. create next year's beginning dates based on last year's ending dates). |
| <i>Statistical Account Maintenance</i> | Using this maintenance program, you can enter, edit and view figures for statistical-type accounts. |
| <i>Segment Maintenance</i> | Using this maintenance program, you can enter and maintain the information for the user-defined account segments #1 and #2 and center segments #1 and #2 that you created using <i>GL Control Maintenance</i> . |
| <i>Ratio Maintenance</i> | Using this maintenance program, you can specify the ratios that you want to use in the <i>Summary Management Inquiry</i> program in the System Management module. These ratios you create using this program establish calculations to use to assess your companies financial position. |
| <i>Register Type Maintenance</i> | Using this maintenance program, you can select and maintain the default Journal, Journal Category, and Journal Group to be used by each register (in all contributing modules) in TakeStock. |
| <i>Report Group Maintenance</i> | Using the <i>Report Group Maintenance</i> program you can create and maintain report groups. A Report Group is a set of branches, |

	departments, warehouses, and user segments 1 and 2 that are included in the company's center structure.
<i>Journal Maintenance</i>	Using this program, you can maintain the Journal table. The Journal table identifies the general content of a journal.
<i>Journal Group Maintenance</i>	Using this maintenance program, you can maintain a entries in the Journal Group table. A journal group field can be used optionally for grouping related journal entries together in TakeStock programs and reports.
<i>Journal Category Maintenance</i>	Using this maintenance program, you can maintain entries in the Journal Category table. A journal category is a 5 character field that can be used optionally for selections and display purposes in <i>Journal Entry</i> .
<i>Activity Cost Allocation Maintenance</i>	Use this program to associate general ledger accounts/centers and percentages of cost to the predefined activities by branch.
<i>GL Control Maintenance</i>	The <i>GL Control Maintenance</i> program allows you to enter and maintain control information for the General Ledger module. The information entered here is used throughout the GL module as defaults and options. This maintenance contributes to the flexibility of the product.

Chapter Contents

GL Maintenances	233
How To Use Maintenances	236
Maintenance Windows	236
Maintenance Modes	237
Maintenance Views	238
Default Values	239
Maintenance Menus	240
Maintenance Toolbar	244
Control Maintenance Toolbar	245
Transfer/Change Code Dialog Box	246
Account Maintenance	247
Account Maintenance—General View	248
Account Maintenance—Journals View	250
Account Maintenance—Users View	252
How to enter account maintenance information	254
Center Maintenance	257
Center Maintenance—General View	258
Center Maintenance—Accounts View	260
Center Maintenance—Users View	262
How to use the Center Maintenance program	264
Accounting Period Maintenance	267
The Auditor's Closing Period	268
How to use the Accounting Period Maintenance program	269
Statistical Account Maintenance	270
How to enter statistical account maintenance information	272
Segment Maintenance	273
How to enter segment maintenance information	274
Financial Ratio Maintenance	275

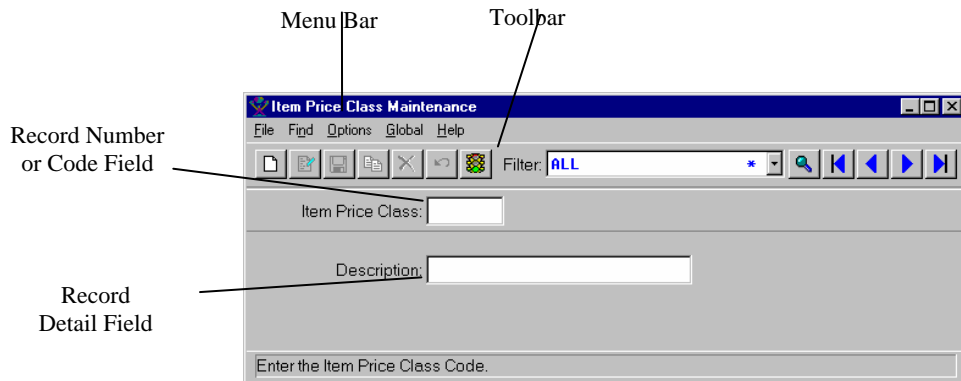
How to enter financial ratio maintenance information	277
Register Type Maintenance.....	278
How to enter register type maintenance information.....	280
Report Group Maintenance	281
How to use the Report Group Maintenance program	283
Journal Maintenance	285
How to perform journal maintenance	288
Journal Category Maintenance.....	289
How to perform journal category maintenance.....	290
Journal Group Maintenance	291
How to enter journal group maintenance information	292
Activity Cost Allocation Maintenance	293
Activity Cost Allocation Inquiry.....	295
How to set up Activity Cost Allocation Maintenance records	296
GL Control Maintenance.....	297
GL Control Maintenance Menu Options	297
GL Control Maintenance—General View	299
GL Control Maintenance—Defaults View	301
GL Control Maintenance—Account View	303
GL Control Maintenance—Center View	305
GL Control Maintenance—Register View.....	307
How to set up General Ledger Controls	309
General Ledger Account and Center Structure Changer	314
How to run the Account/Center Structure Changer.....	317

How To Use Maintenances

It is important that you understand how to use maintenances before you begin entering or changing information. All maintenances perform in the same manner, so once you learn one maintenance you can easily use any maintenance.

Maintenance Windows

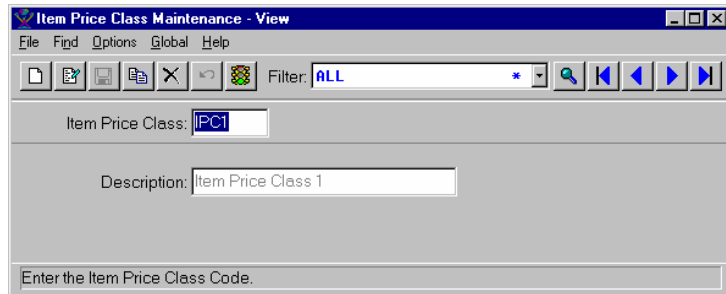
Every maintenance opens as a window with common elements. There is a menu bar, toolbar, record code or number, and detail fields.



Maintenance Modes

There are several modes or states in which to work with maintenances. These modes are View, Edit, New, and AutoAdd. When you open a maintenance, the cursor is in the first field of the record code or number. At this point there is no active mode. When you choose a mode, it displays in the title bar as a reference.

Mode Display

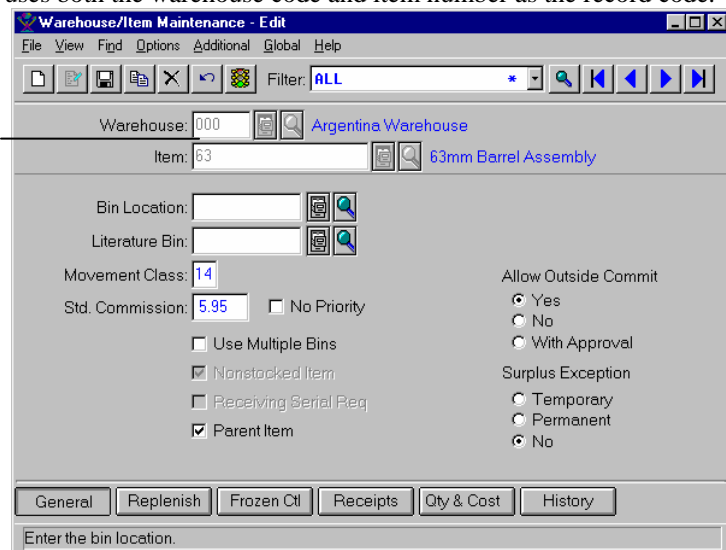


View Mode

To view an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to access the record. You can choose *Find* → *Record Lookup* or choose the *Record Lookup* icon button to open the Lookup for locating records. The *Record* buttons (First, Next, Previous, Last) are also available to display records. The *Filter* works in conjunction with the *Record* buttons by defining which records you can view, as described in the *TakeStock Basics* chapter.

Some maintenances have more than one field in the record code or number. For example, *Warehouse/Item Maintenance* uses both the warehouse code and item number as the record code.

Record Code with
Multiple Fields



You must enter a value for both fields in order to access a record. You can use **Tab** to move among the fields in the record code, and then press **Enter** to access the record.

The View mode is available so you can view the detail of a record without locking the record. This allows other users to access the record even though you are viewing it. If you edit a record, it is locked from other users. You should make any changes and save the record as quickly as possible so you do not interfere with the work of other users.

Edit Mode

To change an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to open the record. Then, choose *File* → *Edit* or choose the *Edit* icon button. Make any necessary changes to the record and then choose *File* → *Save* or choose the *Save* icon button. The changes for the record are saved, and the maintenance returns to the View mode. Before saving, you can choose the *Reset* icon button to remove any changes to the detail since you selected to edit the record.

New Mode

To add a new record, choose *File* → *New* or choose the *New* icon button. The *File* → *New* menu option and the *New* icon button changes to *End New*. Enter the information for the new record and choose *File* → *Save* or choose the *Save* icon button. The new record is saved, and the maintenance returns to the View mode. You can also choose *End New* to end without saving the new record. The *Reset* icon button is available to return the detail fields to their default values after you have entered new detail.

AutoAdd Mode

To add and save multiple records without being placed in View mode, choose *Options* → *AutoAdd* to toggle the AutoAdd mode as active. You will remain in Add mode until you choose *File* → *End New* or the *End New* icon button, or toggle the AutoAdd mode off. When the AutoAdd mode is toggled on, you will be in AutoAdd mode every time you choose to add a new record.

Copy a Record

To copy an existing record, choose *File* → *Save As* or choose the *Save As* icon button. A copy of the current record is created with a blank record code or number. Enter the code or number for the new record and choose *File* → *Save* or choose the *Save* icon button. You may need to add or change some of the detail for the new record before saving it.

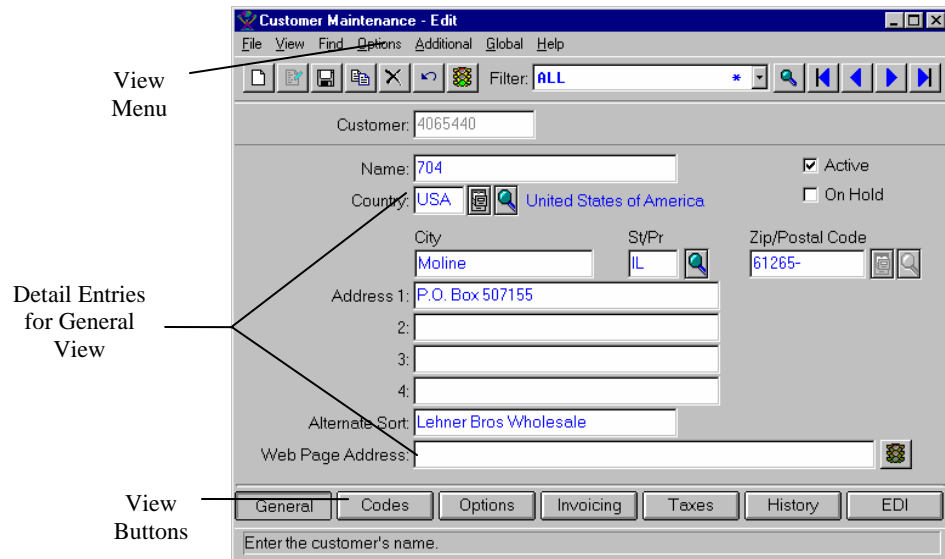
Delete a Record

To delete a record, open the record in either View mode or Edit mode. Then, choose *File* → *Delete* or choose the *Delete* icon button. You will be asked to confirm that you want to delete the record.

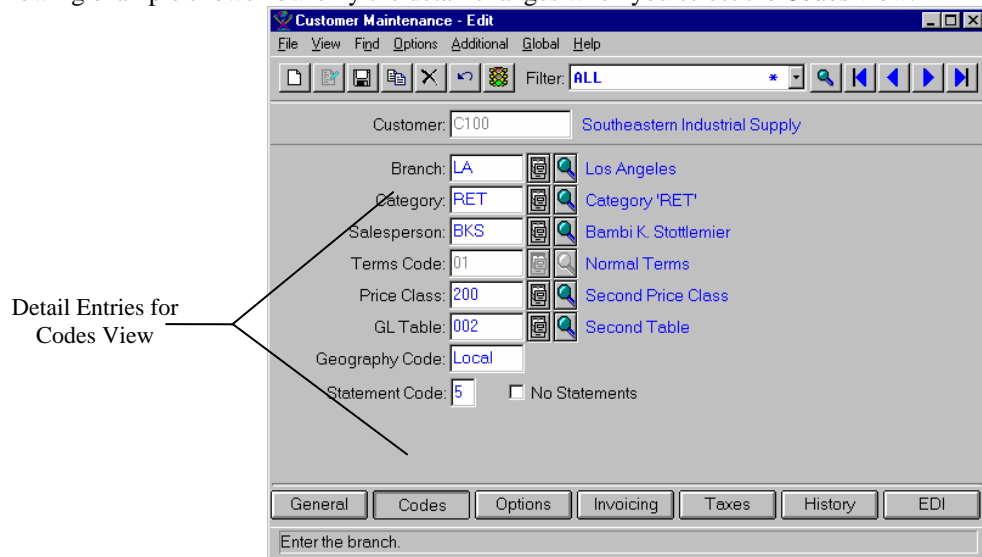
Maintenance Views

Some maintenances have multiple views for entering or displaying specific details. A View menu and a group of *View* buttons that appear at the bottom of the window are both available to access the different detail views. The detail portion of the maintenance window changes as you switch views, but the menu, toolbar, record number or code fields and View buttons remain the same. You can open or add a new record while in any of the views.

The following is an example of a *Customer Maintenance* window that uses multiple views. This first example is showing the *General* view.



The following example shows how only the detail changes when you select the *Codes* view.



There are four ways you can select a view.

- Choose the *View* button at the bottom of the screen.
- Select a view from the View menu.
- From the keyboard, press and hold the **Alt** key and use the **left** and **right arrow** keys.
- From the keyboard, press and hold the **Ctrl** key and press the **number** that corresponds to the view's position. For example, **Ctrl+2** would select *Codes* and **Ctrl+6** would select *History*.

Default Values

Many fields in each maintenance have preset default values. These values appear when you choose to add a new record. For fields that often have the same value assigned, you may want to

set the default value that is used. For example, if all customers you enter are assigned to the same price class, you may want to set that class as the default value. That class is then assigned to all new customers as you add them.

To assign your own default values, choose *Options* → *Defaults*. Then enter and save the default values you want to use for all views in the maintenance.

Maintenance Menus

All maintenances have a similar menu bar and menu options. Some maintenances have additional options beyond those explained here. The additional options that are unique to a specific maintenance are discussed in detail in the on-line help.

File Menu

The *File* menu offers options for changing modes and maintaining records. Each menu option has a corresponding icon button on the toolbar. The options available on this menu are:

Option	Select To...
New	Create new records.
Edit	Change the detail for existing records.
Save	Save a new record or the changes to an existing record.
Save As	Save the detail for an existing record with a new record number or code.
Delete	Delete the currently selected record.
Reset	In New mode, reset all detail to original defaults. In Edit mode, reset all detail before any changes were made.
Transfer/Change Codes	Accesses the <i>Transfer/Changes Codes</i> dialog box, which is used to change values for the record information. Note this menu option only displays for certain maintenance programs. Refer to the <i>Transfer/Change Code Dialog Box</i> topic at the end of this section for details.
Exit	Exit the maintenance and return to the menu.

View Menu

The *View* menu offers options for changing detail views. This menu is available only for maintenances that have multiple views. The options on this menu correspond to the views available in the maintenance.

Find Menu

The *Find* menu offers options to help you locate records. Most of these menu options have a corresponding icon button on the toolbar. The options available on this menu are:

Option	Select To...
Record Lookup	Open the Lookup for the maintenance records.
Lookup	Open the Lookup for a single field in the record number or code or for a detail field that has a Lookup.
Filter	Open the Filter Manager to select or maintain a filter as described in the <i>TakeStock Basics</i> chapter.
First	View the first record in the table, using the current filter.

Option	Select To...
Next	View the next record in the table, using the current filter.
Previous	View the previous record in the table, using the current filter.
Last	View the last record in the table, using the current filter.

Options Menu

The *Options* menu offers options to let you customize how the maintenance will work for you. You can customize each maintenance separately as the options you choose do not have an affect on any other maintenances. The options available on this menu are:

Option	Select To...
Toolbar	Toggle the display of the toolbar on and off.
AutoAdd Mode	Toggle the AutoAdd mode on or off. When the mode is on, you will be in continuous add mode each time you select <i>File</i> → <i>New</i> or the <i>New</i> icon button.
Defaults	Opens the <i>Default Record</i> where you can enter the defaults for each field. These are then the defaults used when you add new records.
User Preferences	Opens a dialog box where you can set preferences for the state of the maintenance each time you open it. You can select to have the <i>Record Lookup</i> open and remain open while the maintenance is opened, have the AutoAdd mode toggled on, and have the toolbar displayed. You can also select which views must be selected when records are added before a Save of the record is allowed. You can select the <i>Auto Add Phone Book</i> option on appropriate records to automatically add the information to the <i>TakeStock</i> Phone Book.
System Preferences	Accesses the <i>Required Views</i> dialog box and the <i>Field Audit Control</i> dialog box. You can use the <i>Required Views</i> dialog box to select which views the user must access when adding new records before the system allows you to save the new record, and the <i>Field Audit Control</i> dialog box to indicate which fields on the screen you want to track for audit purposes.

Additional Menu

The *Additional* menu lets you choose to open the maintenances for other fields used in the current maintenance. You can also select to open the Notes manager. Other options may be available depending on which maintenance you are using.

Menu Selection Function

Maintain	Opens the maintenance program for the current field.
Audit History	Accesses the <i>Maintenance Audit History</i> dialog box, which is used to view changes to the fields selected for audit tracking.
<u>Global</u>	
Menu Selection Functions	
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection

Functions

Contents

Accesses the online Help table of contents.

Glossary

Access the TakeStock Glossary.

Search for Help on

Accesses the Help system index.

Screen Help

Accesses online Help for the current screen.

About TakeStock














Displays release, licensing, and support information about TakeStock.

Special Keys

Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.




Maintenance Toolbar

As you work with the maintenances, you will find the icons on the toolbar very helpful as a shortcut to selecting options. Each of the icons has a corresponding option available from a menu.

Button	Purpose
	New icon, which makes the entry fields active so that you can enter a new maintenance record. When the system is in Active mode, the purpose of this button changes to <i>End New</i> . If you are editing an maintenance record, your system will have the Edit icon instead of the New icon.
	Edit icon, which makes the entry fields active so that you can make changes to an existing maintenance record. If you are entering a new maintenance record, your system will have the New icon instead of the Edit icon.
	Save icon, which saves a new record or save the changes to an existing record.
	Copy icon, which saves a copy of an existing record with a different record code or number.
	Delete icon, which deletes an existing record.
	Reset icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an existing record.
	Go icon, which allows you to view a record that matches the entry in the record code or number field(s).
	Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this menu offers the Warehouse Lookup. If the current field is Unit of Measure, this menu offers the Unit of Measure Lookup.
	Maintain icon, which run the maintenance option for the current field. You can add, change, or delete records for the current field from the appropriate maintenance program.
	First Record icon, which allows you to view the first record in table, using the current filter.
	Previous Record icon, which allows you to view the previous record in table, using the current filter.
	Next Record icon, which allows you to view the next record in table, using the current filter.
	Last Record icon, which allows you to view the last record in table, using the current filter.

Control Maintenance Toolbar

The control maintenance toolbar offers shortcuts to the following menu options.

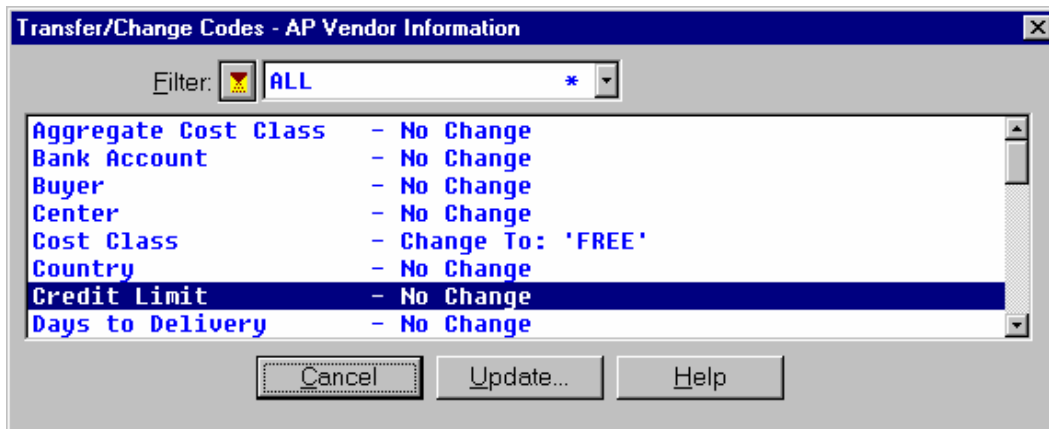
Button	Purpose
	Edit icon, which makes the entry fields active so that you can make changes to an existing Control record. If you are entering a new control record, your system will have the New icon instead of the Edit icon.
	Save icon, which saves a new record or save the changes to an existing record.
	Reset icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an existing record.

Transfer/Change Code Dialog Box

Use the Transfer/Change Codes dialog box to globally change or transfer code values to specific maintenance records defined by a search filter. You reach this dialog box by selecting File→Transfer Change/Codes from certain Maintenance programs within the TakeStock system.

For each type of maintenance record that contains this option, the dialog box displays all the available types of codes.

To change a code, double-click the appropriate field in the browser, enter the new value, then select **OK**. When you have entered new values for all of the desired fields, select the **Update** button on the *Transfer/Change Code* dialog box.



Account Maintenance

Using this maintenance program, you can maintain a general ledger chart of accounts, including the ability to enter new accounts, maintain certain fields of data within existing accounts, and change the status of existing account records.

Use the *GL Control Maintenance* program to structure the account number and tailor it to consist of the base account number (required) and up to two additional account segments (optional). The order of the account number and the two segments is determined by the *GL Control Maintenance* sequence settings and may be changed. The *GL Control Maintenance* program also determines the length, position, and separator of each segment. Segments are entered using the *Segment Maintenance* program.

There are three views for entering account number maintenance information:

- The General view, which is used to enter account number parameters such as the account type, use, effective dates, and limits information.
- The Journals view, which is used to indicate the journals in the system in which the account number is valid.
- The Users view, which is used to indicate which user groups in the system may use this account number.

Account Maintenance—General View

Using this maintenance program, you can maintain a general ledger chart of accounts, including the ability to enter new accounts, maintain certain fields of data within existing accounts, and change the status of existing account records. Using the General view, you can enter account number parameters such as the account type, use, effective dates, and limits information.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Account #</i>	The account number (as defined in GL Control Maintenance) for this record.
<i>Description</i>	The description for the account number.
<i>Account Type</i>	The type of account. Available choices from the dropdown list include: Asset, Liability, Revenue, Expense, Capital, Memo, and Statistical.
<i>Summary Mngmnt Type</i>	The account summary type. Available choices from the dropdown list include: Acct Receivable, Inventory, Cash, Other Current Asset, Fixed Asset, Acct. Payable, Other Current Liability, Long-term Liability, Retained Earnings, Stock Holder Equity, Sales, Cost, Operating Expenses, Taxes, Employees, Sales Employees, Warehouse Employees, Interest Paid, No of Shares and Stocks.
<i>Effective Date</i>	The date the account number goes into effect.

<i>Expiration Date</i>	The date the account number is no longer active.
<i>Balance Limit</i>	The maximum balance allowed for this account. The system displays a warning if a balance exceeds this balance.
<i>Transaction Limit</i>	The maximum amount allowed for 1 transaction for this account. The system displays a warning if a transaction exceeds this limit.
Status	<p>In the Status section screen, indicate the posting capability of the account. Select:</p> <p>Active to indicate whether the account number is active for posting from all modules,</p> <p>Suspended to indicate that the account number allows only GL Journals to post, or</p> <p>Inactive to indicate that the account number does not allow posting.</p>
Posting Account	Indicates that you can post to this account number. This checkbox is disabled for the Statistical account type.
Budget Account	Indicates that this is a budget account number. This checkbox is disabled for the Statistical account type.

Menus

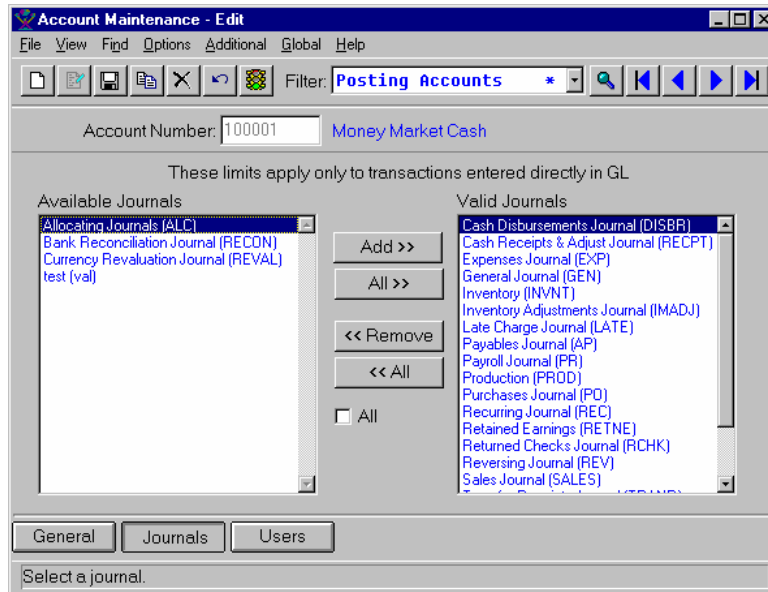
File	View
Find	Options
Additional	Global
Help	

See Also

How to enter Account Number maintenance information

Account Maintenance—Journals View

Using this maintenance program, you can maintain a general ledger chart of accounts, including the ability to enter new accounts, maintain certain fields of data within existing accounts, and change the status of existing account records. Using the Journals view, you can indicate the journals used when making journal entries in the GL module in which the account number is valid.



Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Valid Journals

In the Valid Journals section of the screen, the system displays all journals that are valid in the TakeStock system.

Add>>

Adds the highlighted journals in the Available Journals section of the screen. These journals are then available for the account displayed at the top of the screen.

All>>

Makes all journals available for this account number.

<<Remove

Removes the highlighted journals that are available for this account number

<<All

Makes all journals available for this account number.

All

Indicates that you want to make all journals unavailable for this account number. To highlight all valid journals, click the **All** checkbox.

Menus

File

View

Find

Options

[Additional](#)

[Global](#)

[Help](#)

See Also

[How to enter Account Number maintenance information](#)

Account Maintenance—Users View

Using this maintenance program, you can maintain a general ledger chart of accounts, including the ability to enter new accounts, maintain certain fields of data within existing accounts, and change the status of existing account records. You can use the Users view to indicate which user groups in the system may use this account number when making journal entries in the GL module.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Valid User Groups In the Valid User Groups section of the screen, the system displays all user groups that are valid in the TakeStock system.

Add>> Adds the highlighted user groups in the Available User Groups section of the screen. These user groups are then available for the account displayed at the top of the screen.

All>> Makes this account number available for all user groups.

<<Remove Removes the highlighted user groups that are available for this account number

<<All Makes this account number available for all user groups.

All Indicates that you want to make this account number user groups available to all user groups. To highlight all valid user groups, click the **All** checkbox.

Menus

File

View

Find Options

Additional Global

Help

See Also

How to enter Account Number maintenance information

How to enter account maintenance information

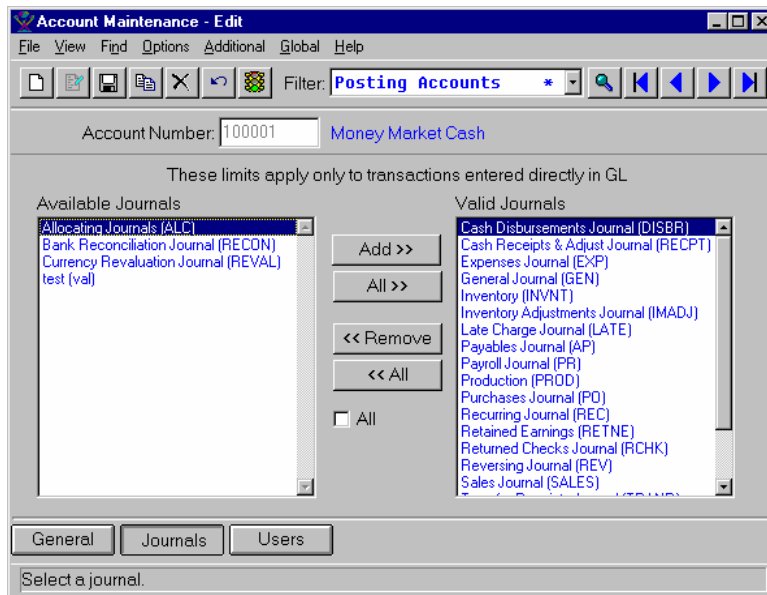
1. Access the *Account Maintenance* program by selecting *Maintenances* → *Account Maintenance* from the GL main menu. The system displays the General view of the *Account Maintenance* program.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Account #</i>	The account number (as defined in GL Control Maintenance) for this record.
<i>Description</i>	The description for the account number.
<i>Account Type</i>	The type of account. Available choices from the dropdown list include: Asset, Liability, Revenue, Expense, Capital, Memo, and Statistical.
<i>Summary Mngmnt Type</i>	The account summary type. Available choices from the dropdown list include: Acct Receivable, Inventory, Cash, Other Current Asset, Fixed Asset, Acct. Payable, Other Current Liability, Long-term Liability, Retained Earnings, Stock Holder Equity, Sales, Cost, Operating Expenses, Taxes, Employees, Sales Employees, Warehouse Employees, Interest Paid, No of Shares and Stocks.
<i>Effective Date</i>	The date the account number goes into effect.
<i>Expiration Date</i>	The date the account number is no longer active.

- Balance Limit** The maximum balance allowed for this account. The system displays a warning if a balance exceeds this balance.
- Transaction Limit** The maximum amount allowed for 1 transaction for this account. The system displays a warning if a transaction exceeds this limit.
- Status** In the Status section screen, indicate the posting capability of the account. Select:
Active to indicate whether the account number is active for posting from all modules,
Suspended to indicate that the account number allows only GL Journals to post, or
Inactive to indicate that the account number does not allow posting.
- Posting Account** Indicates that you can post to this account number. This checkbox is disabled for the Statistical account type.
- Budget Account** Indicates that this is a budget account number. This checkbox is disabled for the Statistical account type.

4. Access the Journals view of the *Account Maintenance* screen by selecting the **Journals** button or *View → Journals* from the menu bar. The system displays the Journals view.

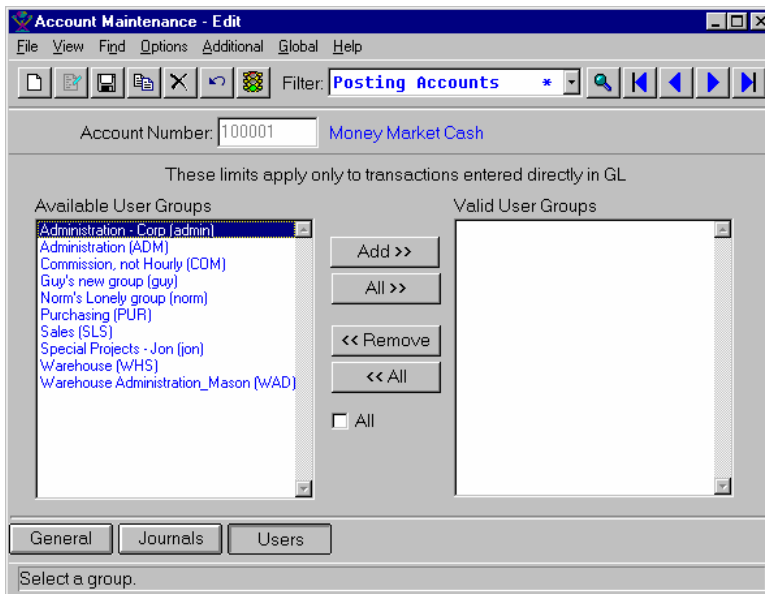


5. The system displays the account number in the *Account #* field at the top of the screen for reference. In the Valid Journals section of the screen, the system displays all journals that are valid in the TakeStock system. To remove journals that are available for this account number, highlight the journals in the Available Journals section of the screen and click the **<<Remove** button. If you want to make all journals unavailable for this account number, use the **<<All** button to remove all journals in the Available Journals section.

To add journals to the Valid Journals section, highlight the journals that you want to be available for this account number and click the **Add>>** button to display these journals in the Available Journals

section of the screen. If you want to make all journals available for this account number, use the **All>>** button to display all journals in the Available Journals section. To move all valid journals to the Available Journals section of the screen, click the **All** checkbox.

6. Access the Users view of the *Account Maintenance* screen by selecting the **Users** button or **View → Users** from the menu bar. The system displays the Users view.



7. The system displays the account number in the *Account #* field at the top of the screen for reference. In the Valid User Groups section of the screen, the system displays all user groups that are valid in the TakeStock system. Highlight the user groups that you want to be available for this account number and click the **Add>>** button to display these user groups in the Available User Groups section of the screen. If you want to make all user groups available for this account number, use the **All>>** button to display all journals in the Available User Groups section. Conversely, to remove user groups that are available for this account number, highlight the user groups in the Available User Groups section of the screen and click the **<<Remove** button. If you want to make all journals unavailable for this account number, use the **<<All** button to remove all journals in the Available User Groups section. To highlight all valid user groups, click the **All** checkbox.
8. Select the **Save** icon to save your work. The system then displays a message box asking you if you want to go ahead and run the *Report Row Maintenance* program to add this account to a row of a financial report. Select **Yes** and the system accesses the *Report Row Maintenance* program. Select **No** if you do not want to run the *Report Row Maintenance* program, then exit the *Account Maintenance* program or enter additional account numbers.

Center Maintenance

Using this maintenance program, you can setup and maintain centers. A center is the second part of the GL Account/Center structure that is normally used to identify the portion or entity within the business organization to which the general ledger transaction is charged. For example, the business entity may be branch, warehouse, department, profit center, cost center, development project, and so on.

Centers are alpha-numeric and 1 to 20 characters in length (including segment separators). They are subdivided into a maximum of 5 segments, including the optional pre-defined segments of branch, warehouse, department and segments # 1 & 2. The branch, warehouse, or department segments each have a mandatory length of 3 characters.

The system allows you to create centers when you enter a new branch, department, warehouse or segment using the *Branch Maintenance* or *Department Maintenance* programs in the System Management module, the *Warehouse Maintenance* program in Inventory Management, or the *Segment Maintenance* program in GL. Therefore, the only reason to *add* a center would be if you deleted an existing structured center or did not create one initially. Maintaining centers also depends on the order and length of the center's segments as defined in the *GL Control Maintenance* program.

There are three views for entering center maintenance information:

- ◆ The General view, which is used to enter center parameters such as the description and type.
- ◆ The Accounts view, which is used to indicate the accounts in the system in which the center is valid.
- ◆ The Security view, which is used to indicate which user groups in the system may use this center.

Center Maintenance—General View

Using this maintenance program, you can setup and maintain centers. Using the General view, you can enter center parameters such as the description and type.

A center is the second part of the GL Account/Center structure that is normally used to identify a portion or entity within the business organization to which the general ledger transaction is charged. For example, the business entity may be branch, warehouse, department, profit center, cost center, development project, and so on.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Center</i>	The center you want to maintain.
<i>Description</i>	The center description (up to 30 characters).
Center Status	In the Center Status section of the form, indicate the status for the center. Select the Active radio button if the center is active (for posting), the Inactive radio button if the center is inactive, or the Suspended radio button if want to suspend posting to this center.
Posting Center	Indicates that this center can be used for posting.
Budget Center	Indicates that this center can be used for budgeting.

Menus

File

View

Find Options

Additional Global

Help

See Also

How to use the Center Maintenance program

Center Maintenance—Accounts View

Using this maintenance program, you can setup and maintain centers. Using the Accounts view, you can indicate the accounts in the system in which the center is valid.

A center is the second part of the GL Account/Center structure that is normally used to identify a portion or entity within the business organization to which the general ledger transaction is charged. For example, the business entity may be branch, warehouse, department, profit center, cost center, development project, and so on.

Valid	Account	Description
Yes	100001	Money Market Cash
Yes	100475	Accounts Payable
Yes	1101	Cash - Payroll
Yes	110573	Gain/Loss for all Currencies
Yes	110574	Gain/Loss for Swiss Francs
Yes	1111	Petty Cash
Yes	11110	Payroll Cash
Yes	1111111	Slush Fund
Yes	11120	Operating Cash

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Same Account As</i>	The center from which you want to copy valid accounts. Note: If you copy valid accounts from another center, you cannot modify the value in the Valid column of the browser.
Yes	Validates the highlighted account number line in the browser for the displayed center.
No	Invalidates the highlighted account number line in the browser.
All	Makes all of the account numbers valid for this center.
None	Makes all of the account numbers invalid for this center.
All	Indicates that you want to make all account numbers valid for this center.

Menus

File	View
Find	Options
Additional	Global
Help	

See Also

How to use the Center Maintenance program

Center Maintenance—Users View

Using this maintenance program, you can setup and maintain centers. Using the Users view, you can indicate which user groups in the system may use this center when making journal entries in the GL module.

A center is the second part of the GL Account/Center structure that is normally used to identify a portion or entity within the business organization to which the general ledger transaction is charged. For example, the business entity may be branch, warehouse, department, profit center, cost center, development project, and so on.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Valid Groups

In the Valid Groups section of the screen, the system displays all user groups that are valid in the TakeStock system.

Add>>

Adds the highlighted user groups to the Available Groups section of the screen. These user groups are then available for the center displayed at the top of the screen.

All>>

Makes this center number available for all user groups.

<<Remove

Removes the highlighted user groups that are available for this center number.

<<All

Makes this center number available for all user groups.

All

Indicates that you want to make this center number available to all user groups. To highlight all valid user groups, click the **All** checkbox.

Menus

File	View
Find	Options
Additional	Global
Help	

See Also

How to use the Center Maintenance program

How to use the Center Maintenance program

1. Access the *Center Maintenance* program by selecting *Maintenances* → *Center Maintenance* from the GL main menu. The system displays the General view of the *Center Maintenance* program.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Center</i>	The center you want to maintain.
<i>Description</i>	The center description (up to 30 characters).
Center Status	In the Center Status section of the form, indicate the status for the center. Select the Active radio button if the center is active (for posting), the Inactive radio button if the center is inactive, or the Suspended radio button if want to suspend posting to this center.
Posting Center	Indicates that this center can be used for posting.
Budget Center	Indicates that this center can be used for budgeting.

4. Access the Accounts view of the *Center Maintenance* screen by selecting the **Accounts** button or *View* → *Accounts* from the menu bar. The system displays the Accounts view.

Center Maintenance - Edit

File View Find Options Additional Global Help

Filter: Posting Centers

Center: Entire Company

Valid Accounts

Same Accounts As:

Valid	Account	Description
Yes	100001	Money Market Cash
Yes	100475	Accounts Payable
Yes	1101	Cash - Payroll
Yes	110573	Gain/Loss for all Currencies
Yes	110574	Gain/Loss for Swiss Francs
Yes	1111	Petty Cash
Yes	11110	Payroll Cash
Yes	1111111	Slush Fund
Yes	11120	Operating Cash

Yes No All None

☒ All Valid

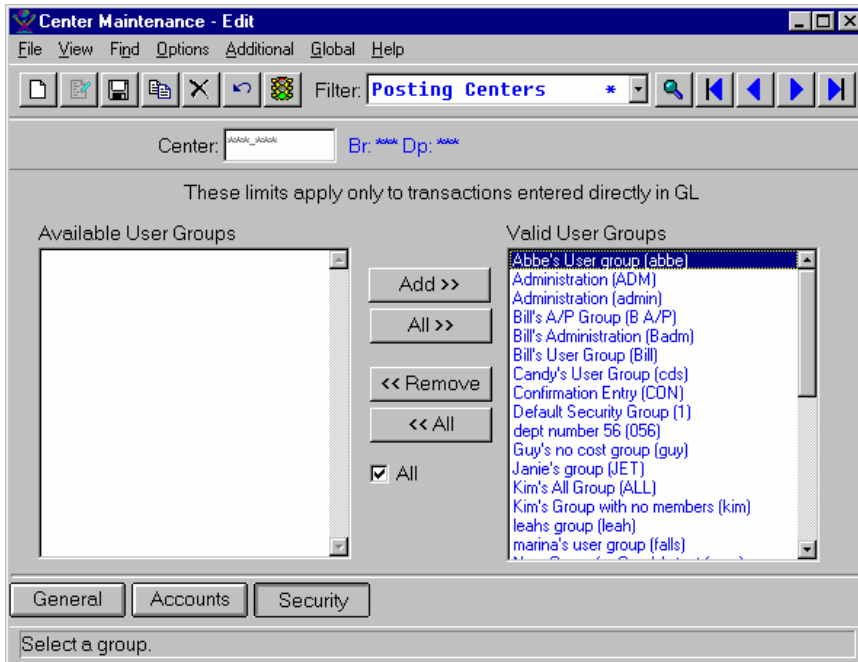
General Accounts Users

Enter the center code.

5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Same</i>	The center from which you want to copy valid accounts. Note: If
<i>Account As</i>	you copy valid accounts from another center, you cannot modify the value in the Valid column of the browser.

6. In the browser in the lower portion of the screen, the system displays all accounts for the center. You can highlight an account number line in the browser and use the **Yes** and **No** buttons to validate or invalidate the account. Select the **All** button to make all of the account numbers valid or the **None** button to invalidate them all. When you select these buttons the value in the Valid column of the browser changes. You can also select the **All** checkbox to make all account numbers valid for this center.
7. Access the Security view of the *Center Maintenance* screen by selecting the **Security** button or *View* → *Security* from the menu bar. The system displays the Security view.



8. The system displays the center number in the *Center* field at the top of the screen as a reference. In the Valid User Groups section of the screen, the system displays all user groups that are valid for making GL entries in the GL module. Highlight the user groups that you want to be available for this account number and click the **Add>>** button to display these user groups in the Available User Groups section of the screen. If you want to make all user groups available for this account number, use the **All>>** button to display all journals in the Available
9. User Groups section. Conversely, to remove user groups that are available for this account number, highlight the user groups in the Available User Groups section of the screen and click the **<<Remove** button. If you want to make all journals unavailable for this account number, use the **<<All** button to remove all journals in the Available User Groups section. To highlight all valid user groups, click the **All** checkbox.
10. Save your work, and exit the program.

Accounting Period Maintenance

Using this maintenance program, you can define and maintain a companies fiscal calendar and periods. You also have the ability to create multiple period records that may be copied from one year to another or used as a base for the next year (e.g. create next year's ending dates based on last year's ending dates).

Each fiscal year has a defined set of periods with label names and ending dates. In the browser in the lower portion of the screen, the system displays the period name and number, the year-end closing status, and the last posting date for each period in the year. In edit mode, you can modify the period information in the browser.

Pd	Name	Ending Date	Closing PD	Last Posting
1	January	01/31/1998	No	1/31/1998
2	February	02/28/1998	No	2/28/1998
3	March	03/31/1998	No	3/31/1998
4	April	04/30/1998	No	4/30/1998
5	May	05/31/1998	No	5/31/1998
6	June	06/30/1998	No	6/30/1998
7	July	07/31/1998	No	7/31/1998
8	Closing	07/31/1998	Yes	7/31/1998

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Year</i>	The fiscal year for this accounting period record.
<i># of Periods</i>	The number of periods that you want to assign in this fiscal year.
<i>Name</i>	The name for current period.
<i>Ending Date</i>	The ending date for the period.
<i>Closing Period</i>	Indicates that this year includes an Auditor's Closing period.
<i>Last Posting</i>	This is a display only field; it displays the last posting date for the period.

Menus

File	Find
Options	Additional

[Global](#)[Help](#)

See Also

[The Auditor's Closing Period](#)[How to use the Accounting Period Maintenance program](#)

The Auditor's Closing Period

In most accounting practices, each account year is divided into a number of periods. This is the number of normal periods in the company's fiscal year. In the *Accounting Period Maintenance* program, you can indicate that the year has an auditor's closing period in addition to the normal fiscal year periods. If you do this, the TakeStock GL Period records are created for all the normal fiscal year periods, and the auditor's closing period. The system assigns the closing period the next number available, so if there are 12 normal periods the closing period is 13. Since it does not represent a period of time, the ending date is the same as the ending date of the last normal period. Note that period Zero, where the year-end retained earnings entry is posted, is different from the auditor's closing period and does not have a record in the TakeStock GL Period table.

The auditor's closing period is special, and the following rules apply to it:

- You can never use it as the current period in any module, including GL.
- You cannot post to the auditor's closing period except by manual journal entries in GL.
- If the current period is the first period of the year and you run a register to post to the "prior" period, the system will not post to the auditor's closing period, instead it posts to the last normal period of the previous year. Likewise, if the current period is the last normal period of the year, and you run a register to post to the "next" period, the system will not post to the closing period, instead it posts to the first period of the next year.
- Recurring journal entries generally do not post to auditor's closing periods.
- Reversing entries from the last normal period do not reverse in the auditor's closing period, they reverse in the first period of the following year. However, reversing entries can be entered in the auditor's closing period, and they also reverse in the first period of the following year.
- Any time you request a generic range of periods for a report or update, the auditor's closing period should be considered part of the last normal period for purposes of computing this range. For example, if the current period is 2/1998 and the range "3 periods ago" to "current period" is requested, and 1997 has 12 normal periods plus a closing period, the periods 12/1997, 13/1997, 01/1998, and 02/1998 would be printed.

How to use the Accounting Period Maintenance program

1. Access the *Accounting Period Maintenance* program by selecting *General Ledger* → *Setup* → *Maintenances* → *Accounting Period Maintenance* from the GL main menu. The system displays the *Accounting Period Maintenance* program.

Pd	Name	Ending Date	Closing PD	Last Posting
1	January	01/31/1998	No	1/31/1998
2	February	02/28/1998	No	2/28/1998
3	March	03/31/1998	No	3/31/1998
4	April	04/30/1998	No	4/30/1998
5	May	05/31/1998	No	5/31/1998
6	June	06/30/1998	No	6/30/1998
7	July	07/31/1998	No	7/31/1998
8	Closing	07/31/1998	Yes	7/31/1998

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Year The fiscal year for this accounting period record.

of Periods The number of periods that you want to assign in this fiscal year.

4. In the browser in the lower portion of the screen, double click a line to edit or enter information in the following fields as necessary. In the *Pd* fields, the system displays the number of periods that you entered in the *# of Periods* field.

Name The name for current period.

Ending Date The ending date for the period.

Closing Period Indicates that this year includes an Auditor's Closing period.

Last Posting This is a display only field; it displays the last posting date for the period.

5. Select the **Save** icon to save your work, then exit the program or select *File* → *Exit* to exit the screen without saving your work.

Statistical Account Maintenance

Using this maintenance program, you can enter, edit and view figures for statistical-type accounts.

Use the *Account Maintenance* program to set up account a general ledger chart of accounts, including the ability to enter new accounts, define the account type, and change the status of existing account records. Use the *GL Control Maintenance* program to structure the account number and tailor it to consist of the base account number (required) and up to two additional account segments (optional).

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Account # The statistical GL account number for this record.

Center The GL center number for this record.

Year The accounting year for this record.

The periods by label for this accounting year In the lower portion of the screen, the system displays all the periods defined for the accounting year you entered above. The system displays the periods that you entered in *Accounting Period Maintenance*. In the field for each period, enter the amount for the statistical account record.

Menus

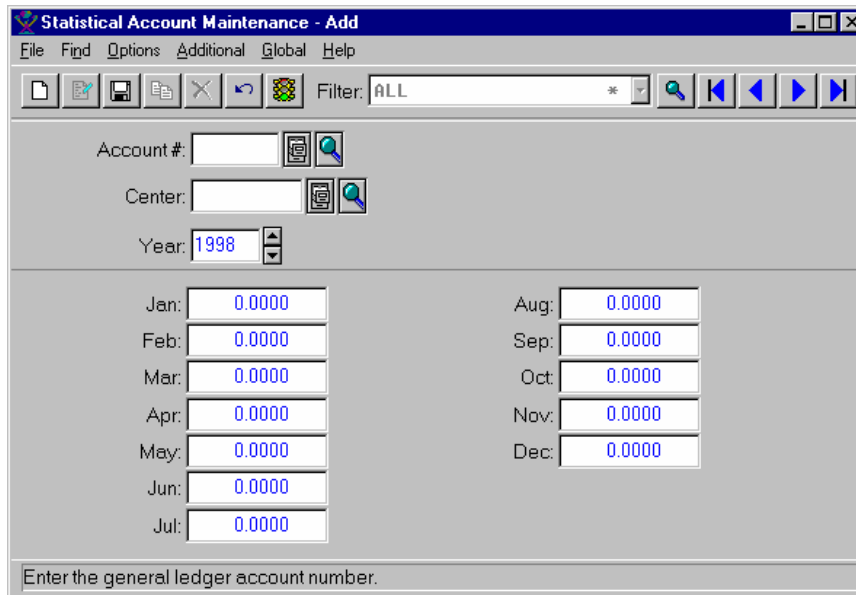
File	Find
Options	Additional
Global	Help

See Also

[How to enter statistical account maintenance](#)

How to enter statistical account maintenance information

1. Access the *Statistical Account Maintenance* program by selecting *Maintenances* ➔ *Statistical Account Maintenance* from the GL main menu.



Statistical Account Maintenance - Add

File Find Options Additional Global Help

Filter: ALL

Account #:

Center:

Year: 1998

Jan: 0.0000	Aug: 0.0000
Feb: 0.0000	Sep: 0.0000
Mar: 0.0000	Oct: 0.0000
Apr: 0.0000	Nov: 0.0000
May: 0.0000	Dec: 0.0000
Jun: 0.0000	
Jul: 0.0000	

Enter the general ledger account number.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

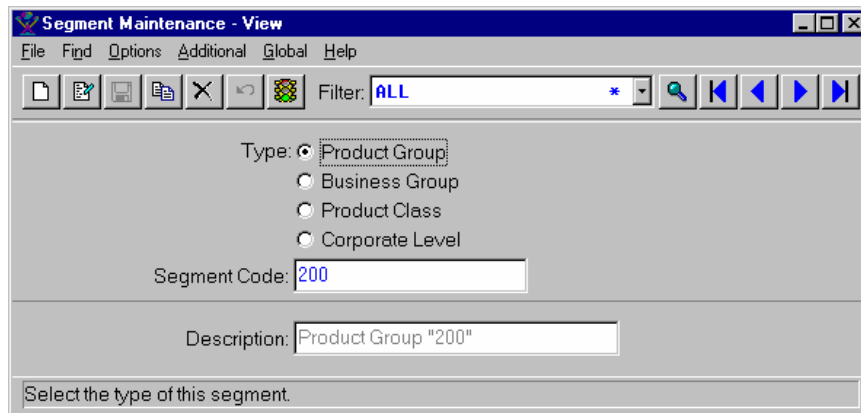
<i>Account #</i>	The statistical GL account number for this record.
<i>Center</i>	The GL center number for this record.
<i>Year</i>	The accounting year for this record.
The periods by label for this accounting year	In the lower portion of the screen, the system displays all the period defined for the accounting year you entered above. The system displays the periods that you entered in <i>Accounting Period Maintenance</i> . In the field for each period, enter the amount for the statistical account record.

4. Select the **Save** icon to save your work, then exit the program or select *File* ➔ *Exit* to exit the screen without saving your work.

Segment Maintenance

Using this maintenance program, you can enter and maintain the information for the user-defined account segments #1 and #2 and center segments #1 and #2 that you created using *GL Control Maintenance*.

Use the *GL Control Maintenance* program to structure the account number and tailor it to consist of the base account number (required) and up to two additional account segments (optional). The order of the account number and the two segments is determined by the *GL Control Maintenance* sequence settings and may be changed. The *GL Control Maintenance* program also determines the length, position, and separator of each segment. Once you define the segments in *GL Control Maintenance*, use the *Segment Maintenance* program to define the account or center segment type and enter a description for the segment.



Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Type	In the type section of the screen, indicate the segment type for this record. The system displays a radio button for each account and center segment you have defined in your system.
<i>Segment Code</i>	The segment code that corresponds to the segment type radio button you selected above. The system displays the information you enter in the <i>GL Control Maintenance</i> program.
<i>Description</i>	The description for the segment record.

Menus

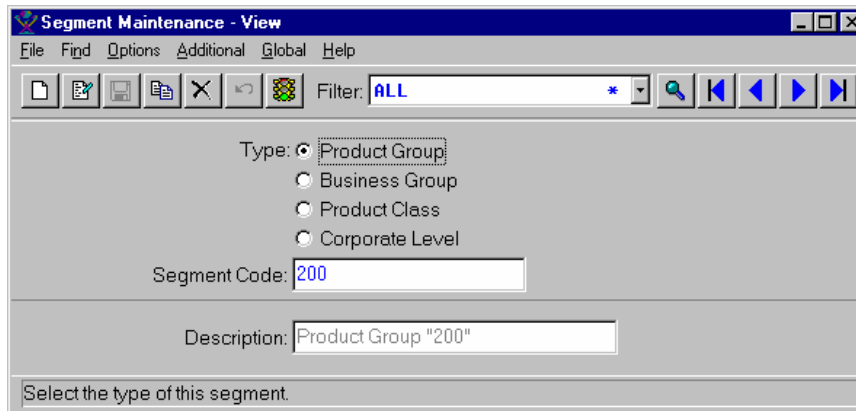
File	Find
Options	Additional
Global	Help

See Also

How to enter segment maintenance information

How to enter segment maintenance information

1. Access the *Segment Maintenance* program by selecting *Maintenances* → *Setup* → *Segment Maintenance* from the GL main menu.



2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Type In the type section of the screen, indicate the segment type for this record. The system displays a radio button for each account and center segment you have defined in your system.

Segment Code The segment code that corresponds to the segment type radio button you selected above. The system displays the information you enter in the *GL Control Maintenance* program.

Description The description for the segment record.

4. Select the **Save** icon to save your work, then exit the program or select *File* → *Exit* to exit the screen without saving your work.

Financial Ratio Maintenance

Using this maintenance program, you can specify the ratios that you want to use in the *Summary Management Inquiry* program. These ratios you create using this program establish calculations to use to assess your companies financial position.

The TakeStock GL module comes with ratios supplied. You can select from these standard ratios to establish calculations to easily assess your companies' financial position. You can use the account type, summary type, and statistical accounts as the basis for these calculations. The ratio can be limited by the center and can be imbedded in financial statements.

The ratios provided with the system include the following:

- Current Ratio = Current Assets / Current Liabilities
- Cash to Assets % = Cash / Total Assets x 100
- Fixed Assets to Assets % = Fixed Assets / Total Assets x 100
- Acid Test Ratio = (Current Assets - Inventory) / Current Liabilities
- Payables to Assets % = Total AP / Total Assets x100
- Debt to Asset Ratio = Total Liabilities / Total Assets
- Times Interest Earned Ratio = (Net Profit before taxes + Interest Paid) / Interest Paid
- Average Collection Days = Receivables / Sales/ Days
- AR Turns = Sales / Total AR
- Inventory Turns = COGS / Inventory
- Average Inventory Handled per Warehouse Employee = Ending Inventory / Number of Warehouse Employees
- Fixed Asset Turns = Sales / Fixed Assets
- Total Asset Turns = Sales / Total Assets
- Working Capital Turns = Sales / (Assets - Current Liabilities)
- Sales per Employee = Sales / Number of Employees
- Sales per Salesperson = Sales / Number of Salespeople
- GM per Employee = GM \$ / Number Employees
- GM per Salesperson = GM \$ / Number of Salespeople
- Equity to Assets % = Total Equity / Total Assets x 100
- Debt to Equity Ratio = Total AP / Total Equity
- Long Term Debt to Equity = Long Term AP / Total Equity

- $\text{GM \% on Sales} = \text{GM \$} / \text{Sales} \times 100$
- $\text{Return on Sales} = \text{Net Profit before taxes} / \text{Sales} \times 100$
- $\text{Return on Assets} = \text{Net Profit before taxes} / \text{Total Assets} \times 100$
- $\text{Net Return on Sales} = \text{Net Profit after taxes} / \text{Sales} \times 100$
- $\text{Net Return on Investment (ROI)} = \text{Net Income} / \text{Total Capital} \times 100$
- $\text{Net Return on Total Assets} = \text{Net Profit after tax} / \text{Total Assets}$
- $\text{Return on Net Worth} = \text{Net Profit after tax} / \text{Net Worth}$
- $\text{Earnings per Share} = \text{Net Income} / \text{Number of Shares}$

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Ratio</i>	The ratio name (up to 8 characters) for this record
<i>Description</i>	The ratio description for this record.
<i>Procedure Name</i>	The name of the calculation procedure to use for this ratio. Select the Files button to access the <i>Select a File</i> dialog box, which is used to browse to select a calculation procedure file.
Display in Summary Management Inquiry	Indicates that this ratio is valid for the <i>Summary Management Inquiry</i> program.

Menus

File	Find
Options	Additional
Global	Help

See Also

How to enter financial ratio maintenance information

How to enter financial ratio maintenance information

1. Access the *Financial Ratio Maintenance* program by selecting *Maintenances* → *Setup* → *Financial Ratio Maintenance* from the GL main menu.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Ratio</i>	The ratio name (up to 8 characters) for this record
<i>Description</i>	The ratio description for this record.
<i>Procedure Name</i>	The name of the calculation procedure to use for this ratio. Select the Files button to access the <i>Select a File</i> dialog box, which is used to browse to select a calculation procedure file.
Display in Summary Management Inquiry	Indicates that this ratio is valid for the <i>Summary Management Inquiry</i> program.

4. Select the **Save** icon to save your work, then exit the program or select *File* → *Exit* to exit the screen without saving your work.

Register Type Maintenance

Using this maintenance program, you can select and maintain the default Journal, Journal Category, and Journal Group to be used by each register (in all contributing modules) in TakeStock.

The following register types are supplied with your TakeStock system:

Register Type	Register Description	Register Type	Register Description
APD	AP Document Register	ICA	Adjustments Register
APP	Payment Register	ICP	Physical Inventory Register
APR	Revaluation Register	ICR	Transfer Receipt Register
ARC	Cash Receipts and Adjustments Register	ICS	Transfer Shipment Register
ARR	Returned Check Register	MCP	Production Register
ARS	Service Charge Register	POR	Receipts Register
GLA	GL Import Register	SMR	Reconciliation Register
GLI	GLI Import Register	SOD	Daily Sales Register

The screenshot shows the 'Register Type Maintenance - Edit' window. At the top is a menu bar with 'File', 'Find', 'Options', 'Additional', 'Global', and 'Help'. Below the menu is a toolbar with various icons. A 'Filter' dropdown is set to 'ALL'. The main form area contains the following fields:

- Register Type:** A text box containing 'APD'.
- Program Name:** A text box containing 'apgdcmn.w' with a magnifying glass icon and the text 'AP Document Register' to its right.
- Description:** A text box containing 'AP Document Register'.
- Journal:** A text box containing 'AP' with a magnifying glass icon and the text 'Payables Journal' to its right.
- Category:** A text box containing 'Gen' with a magnifying glass icon and the text 'General' to its right.
- Group:** A text box containing 'General' with a magnifying glass icon and the text 'General' to its right.

At the bottom of the window is a status bar with the text 'Enter the register description.'

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Register Type</i>	The register type for this record.
<i>Program Name</i>	The register program for this type.
<i>Description</i>	The description or name of the register program.
<i>Journal</i>	The journal to which this register type posts.

Category The default journal category for this register type record.

Group The default journal group for this register type record.

Menus

File Find

Options Additional

Global Help

See Also

How to enter register type maintenance information

How to enter register type maintenance information

1. Access the *Register Type Maintenance* program by selecting *Maintenances* → *Setup* → *Register Type Maintenance* from the GL main menu.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Register Type</i>	The register type for this record.
<i>Program Name</i>	The register program for this type.
<i>Description</i>	The description or name of the register program.
<i>Journal</i>	The journal to which this register type posts.
<i>Category</i>	The default journal category for this register type record.
<i>Group</i>	The default journal group for this register type record.

4. Select the **Save** icon to save your work, then exit the program or select *File* → *Exit* to exit the screen without saving your work.

Report Group Maintenance

Using the *Report Group Maintenance* program you can create and maintain report groups. A Report Group is a set of branches, departments, warehouses, and user segments 1 and 2 that are included in the company's center structure. Report groups are used in GL reporting for limiting which center segments are included, printed, and used in the sort order of the printing.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Report Group</i>	The report group code for this record. The report group code may be up to 10 characters in length.
<i>Description</i>	The description for the report group. The description may be up to 40 characters in length.
Branches	In the Branches section of the screen, the system displays all branches that are valid in the TakeStock system.
Departments	In the Departments section of the screen, the system displays all departments that are valid in the TakeStock system.
Add/Remove [for branches]	Access the <i>Add/Remove Branches</i> dialog box, which is used to add the highlighted branches in the Available Branches section of the screen. These user groups are then available for the center displayed at the top of the screen. Using this dialog box, you can select the branches that you want to be available for this report group. The system displays all branches in the Selected Branches section of the dialog box. Highlight the branches that you want remove from this report group and click the << Rem button to display these branches in the Available Branches section of the screen. If you want to make all branches available, but

Fields, Buttons, Checkboxes & Icons

not selected for this report group, use the **<<All** button to display all branches in the Available Branches section. Conversely, to select branches for this report group, highlight the branches in the Available Branches section of the screen and click the **Add>>** button. If you want to make all branches available for this report group, click the **All** checkbox or the to **All>>** button to add all branches to the Selected Branches section of the dialog box.

**Add/Remove
[for departments]**

Access the *Add/Remove Departments* dialog box, which is used to add the highlighted departments in the Available Departments section of the screen. Using this dialog box, you can select the departments that you want to be available for this report group. The system displays all departments in the Selected Departments section of the dialog box. Highlight the departments that you want remove from this report group and click the **<<Rem** button to display these departments in the Available Departments section of the screen. If you want to make all departments available, but not selected for this report group, use the **<<All** button to display all departments in the Available Departments section. Conversely, to select departments for this report group, highlight the departments in the Available Departments section of the screen and click the **Add>>** button. If you want to make all departments available for this report group, use the **All** checkbox or the to **All>>** button to add all departments to the Selected Departments section of the dialog box.

Menus

File	Find
Options	Additional
Global	Help

See Also

How to use the Report Group Maintenance program

How to use the Report Group Maintenance program

1. Access the *Report Group Maintenance* program by selecting *Maintenances* → *Setup* → *Report Group Maintenance* from the GL main menu.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Report Group</i>	The report group code for this record. The report group code may be up to 10 characters in length.
<i>Description</i>	The description for the report group. The description may be up to 40 characters in length.
4. In the Branches and Departments sections of the screen, the system displays the branches and departments for an existing report group. These selection boxes display **<ALL>** as the default for new report groups.
5. For the Branches section, select the **Add/Remove** button to access the *Add/Remove Branches* dialog box. Using this dialog box, you can select the branches that you want to be available for this report group. The system displays all branches in the Selected Branches section of the dialog box. Highlight the branches that you want remove from this report group and click the **<<Rem** button to display these branches in the Available Branches section of the screen. If you want to make all branches available, but not selected for this report group, use the **<<All** button to display all branches in the Available Branches section. Conversely, to select branches for this report group, highlight the branches in the Available Branches section of the screen and click the **Add>>** button. If you want to make all branches available for this report group, click the **All** checkbox or the to **All>>** button to add all branches to the Selected Branches section of the dialog box.

6. For the Departments section, select the **Add/Remove** button to access the *Add/Remove Departments* dialog box. Using this dialog box, you can select the departments that you want to be available for this report group. The system displays all departments in the Selected Departments section of the dialog box. Highlight the departments that you want remove from this report group and click the **<<Rem** button to display these departments in the Available Departments section of the screen. If you want to make all departments available, but not selected for this report group, use the **<<All** button to display all departments in the Available Departments section. Conversely, to select departments for this report group, highlight the departments in the Available Departments section of the screen and click the **Add>>** button. If you want to make all departments available for this report group, use the **All** checkbox or the to **All>>** button to add all departments to the Selected Departments section of the dialog box.
7. Select the **Save** icon to save your work, then exit the program or select File ➔Exit to exit the screen without saving your work.

Journal Maintenance

Using this program, you can maintain the Journal table. The Journal table identifies the general content of a journal. The Journal code is a designation that indicates what general activity is contained in that journal. Using the *Journal Maintenance* program, you can define as many additional journals as you want. You can use any of the journals that you define instead of any of the default journals (including 'GEN', and 'REV') listed in the table below. You can also define the default Journal category and journal group, which are used whenever the journal is used in *GL Journal Entry*. Use this program to view the last journal entry number used in the system.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Journal</i>	The journal identifier for this record.
<i>Description</i>	The description for the journal identifier.
<i>Journal Type</i>	The type of Journal. Available choices from the dropdown list include: General, Recurring, Reversing, Allocating, Year End, and Other Module.
<i>Default Category</i>	The default category for the journal. You can use the Maintenance or Lookup icons to assist you in entering a default category.
<i>Default Group</i>	The default group for the journal. You can use the Maintenance or Lookup icons to assist you in entering a default group.
<i>Last Journal Entry #</i>	The system displays the last journal entry number in this field.

Menus

File

Find

Options Additional
Global Help

See Also

How to set up journal maintenance information

Standard Journals

Typical Journals are 'sales journal', 'purchases journal', 'cash receipts and adjustments journal', 'late charge journal', 'cash disbursements journal', 'general journal', and so on. A table of standard Journals with descriptions is shipped with the TakeStock General Ledger module. The table below lists the standard journals that come with the module.

<u>Journal</u>	<u>Jnl Type</u>	<u>Journal Description</u>	<u>Module</u>	<u>Module Name</u>
GEN *	G	General journal	GL	General Ledger
REC	R	Recurring journal	GL	General Ledger
REV **	V	Reversing journal	GL	General Ledger
ALC	A	Allocations journal	GL	General Ledger
INVNT	X	Inventory	IM, MC, PO	Inventory Management, Manufacturing Control, Purchase Orders
IMADJ	X	Inventory adjustments journal	IM	Inventory Management
AP	X	Payables journal	AP	Accounts Payable
DISBR	X	Cash disbursements journal	AP	Accounts Payable
RECPT	X	Cash receipts and adjustments journal	AR	Accounts Receivable
EXP	X	Expenses journal	AP	Accounts Payable
LATE	X	Late charge journal	AR	Accounts Receivable
PO	X	Purchases journal	PO	Purchasing
RCHK	X	Returned check journal	AR	Accounts Receivable
SALES	X	Sales journal	AR, & SO	Accounts Receivable and Sales Order
TRANR	X	Transfer receipts journal	IM	Inventory Management

TRANS	X	Transfer shipments journal	IM	Inventory Management
RETNE	X	Retain Earnings	GL	General Ledger
PR	X	Payroll journal	PR	Abra Payroll (GL InterLink)
YREND	Y	Year end journal	GL	General Ledger

Legend

* The journal to be used as the general journal default

** The journal to be used as the reversing journal default (standard journals only)

Journal Maintenance Entry Guidelines

- You can define a given journal to originate in more than one application module, such as SALES in the Standard Journals chart. The Journal Type is described and assigned in the *Journal Maintenance* program.
- Any Journal defined as coming only from General Ledger may have a Journal Type of **G** (general), **R** (recurring), **V** (reversing), **A** (allocations), or **Y** (year end).
- A Journal identified as coming from any module other than General Ledger (even if General Ledger is one of the defined valid modules), may only have a Journal Type equal to **G** (general) or **X**(other module). The **X** type journal does not allow entries from GL Journal, but only from registers for the designated module.

How to perform journal maintenance

1. Access the *Journal Maintenance* program by selecting *Maintenances* ➔ *Setup* ➔ *Journal Maintenance* from the GL main menu.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Journal</i>	The journal identifier for this record.
<i>Description</i>	The description for the journal identifier.
<i>Journal Type</i>	The type of Journal. Available choices from the dropdown list include: General, Recurring, Reversing, Allocating, Year End, and Other Module.
<i>Default Category</i>	The default category for the journal. You can use the Maintenance or Lookup icons to assist you in entering a default category.
<i>Default Group</i>	The default group for the journal. You can use the Maintenance or Lookup icons to assist you in entering a default group.
<i>Last Journal Entry #</i>	The system displays the last journal entry number in this field.

4. Select the **Save** icon to save your work, then exit the program or select File ➔ Exit to exit the screen without saving your work.

Journal Category Maintenance

Using this maintenance program, you can maintain entries in the Journal Category table. A journal category is a 5-character field that can be used optionally for selections and display purposes in *Journal Entry*. Therefore, each Journal record shipped with the TakeStock General Ledger module contains pre-set defaults for the journal category. The default of Journal Category for each Journal is the Journal itself.

For example, by allowing the Journal Category default to the Journal you can make general journal correction entries in General Ledger and tie them to the original journal by keying the Journal of the original journal as the Journal Category. Later, an inquiry that looks at the *Journal Category* field accesses both the entries of the original journal as well as any general journal entries made from within General Ledger and displays them in a common list since all of these transactions have a common entry in the *Journal Category* field (such as 'SALES').

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Journal Category The journal category code for this record.

Description The description for the journal category.

Menus

File	Find
Options	Additional
Global	Help

See Also

How to perform journal category maintenance

How to perform journal category maintenance

1. Access the *Journal Category Maintenance* program by selecting *Maintenances* ➔ *Setup* ➔ *Journal Category Maintenance* from the GL main menu.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Journal Category The journal category code for this record.

Description The description for the journal category.

4. Select the **Save** icon to save your work, then exit the program or select *File* ➔ *Exit* to exit the screen without saving your work.

Journal Group Maintenance

Using this maintenance program, you can maintain a entries in the Journal Group table. A journal group field can be used optionally for grouping related journal entries together in TakeStock programs and reports.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Journal Group The journal group code for this record.

Description The description for the journal group.

Menus

File	Find
Options	Additional
Global	Help

See Also

How to enter Journal group maintenance information

How to enter journal group maintenance information

1. Access the *Journal Group Maintenance* program by selecting *Maintenances* → *Journal Group Maintenance* from the GL main menu.

2. Select the **New** or **Edit** icon, as appropriate.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Journal Group The journal group code for this record.

Description The description for the journal group.

4. Select the **Save** icon to save your work, then exit the program or select File → Exit to exit the screen without saving your work.

Activity Cost Allocation Maintenance

Use this program to associate general ledger accounts/centers and percentages of cost to the predefined activities by branch. The information entered in this maintenance is used in calculating the cost allocation for each Activity. Note that you do not have to enter accounts for each Activity. You should enter the information for the Activities applicable to your business. Note that you do not have to enter accounts for each Activity. You should enter the information for the Activities applicable to your business. There are 7 system-defined activities for you to choose from: Sales Cost, Sales Support Costs, Office Costs, Administrative Costs, Handling Costs, Delivery Costs, and Storage Costs. You must enter a GL Account number, a GL Center, and Activity and branch the account and center are associated with.

When you save each account/center combination, the system checks for allocation of over 100 percent within all records. If over allocation occurs, a message appears warning that over allocation will occur, then the system saves the record. From the Additional menu, you can access the Activity Cost Allocation Inquiry to display either over allocated account only or all accounts allocated. You can double click a line in the inquiry browser to display cost allocation detail for the account/center combination.

Activity Cost Allocation Maintenance - Edit

File Find Options Additional Global Help

Filter: ALL

Activity: Sales Costs

Branch: ATL

Account: 61110

Center: ATL-***

Percentage: 25.00

Account	Center	Pcnt	Account Description	Cent
61110	ATL-***	25.00	Regular Pay	Branch ATL
61310	ATL-***	100.00	Commission Expense	Branch ATL

Save

End Add

Add

Edit

Delete

Select line to display.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Activity

Enter the code to use for this activity. You can select from: **Sales Costs, Sales Support Costs, Office Costs, Administrative Costs, Handling Costs, Delivery Costs, and Storage Costs.**

Branch

Enter the branch to associate with this activity.

Account

Enter the GL account number to associate with the activity and branch.

Fields, Buttons, Checkboxes, & Icons

<i>Number</i>	The system displays the description for the account when you enter a valid account code.
<i>Center</i>	Enter the center to associate with the account number. The system displays the description for the center when you enter a valid center code.
<i>Percentage</i>	Enter the percentage of cost to allocate to this activity by branch combination
Add	Adds the account, center and percentage combination to the activity/branch.
Edit	Replaces the highlighted account, center and percentage combination are associated with the activity/branch.
Delete	Removes the highlighted account, center and percentage combination associated with the activity/branch.

Menus

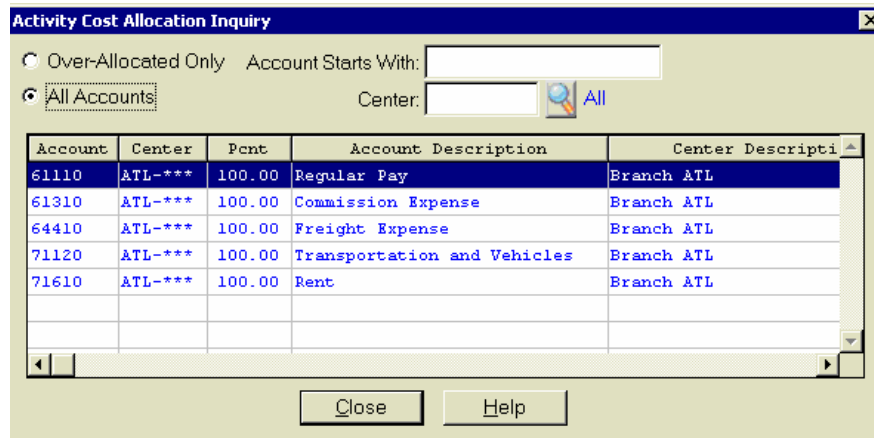
File	Find	Options	Additional	Global	Help
-------------	-------------	----------------	-------------------	---------------	-------------

See Also

How to set up Activity Maintenance records


Activity Cost Allocation Inquiry

Use the *Activity Cost Allocation Inquiry* to display either over-allocated accounts only or all accounts allocated. Double click a line in the inquiry browser to display cost allocation detail for the account/center combination. You can access the *Activity Cost Allocation Inquiry* from the Additional menu of Activity Cost Allocation Maintenance.



Activity Cost Allocation Inquiry

☐ Over-Allocated Only Account Starts With:

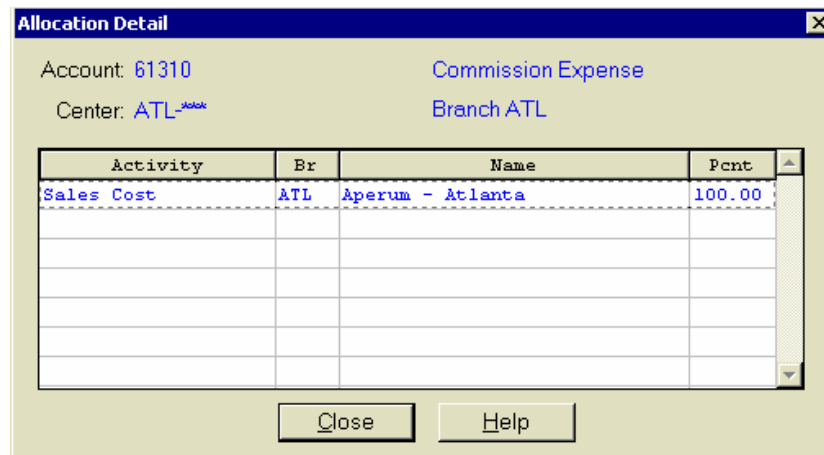
☒ All Accounts Center:  All

Account	Center	Pcnt	Account Description	Center Description
61110	ATL-***	100.00	Regular Pay	Branch ATL
61310	ATL-***	100.00	Commission Expense	Branch ATL
64410	ATL-***	100.00	Freight Expense	Branch ATL
71120	ATL-***	100.00	Transportation and Vehicles	Branch ATL
71610	ATL-***	100.00	Rent	Branch ATL

Close Help

Allocation Detail Dialog Box

Use the *Allocation Detail* dialog box to view cost allocation detail for account/center combinations used in activity cost allocation. This system displays this dialog box when you double click a line in the *Activity Cost Allocation Inquiry* program. For each account/center combination, the screen displays the cost allocation record information including the account/center descriptions, branch name and code, and percent allocation.



Allocation Detail

Account: 61310 Commission Expense

Center: ATL-*** Branch ATL

Activity	Br	Name	Pcnt
Sales Cost	ATL	Aperum - Atlanta	100.00

Close Help

How to set up Activity Cost Allocation Maintenance records

1. Access the Activity Cost Allocation Maint. program by selecting Maintenances→Setup→ Activity Cost Allocation Maint. from the GL main menu. The system displays the Activity Cost Allocation Maint program.

Activity Cost Allocation Maintenance - Edit

File Find Options Additional Global Help

Filter: ALL

Activity: Sales Costs

Branch: ATL Aperum - Atlanta

Account: 61110 Regular Pay

Center: ATL-*** Branch ATL

Percentage: 25.00

Account	Center	Pcnt	Account Description	Cent
61110	ATL-***	25.00	Regular Pay	Branch ATL
61310	ATL-***	100.00	Commission Expense	Branch ATL

Select line to display.

Buttons: Save, End Add, Add, Edit, Delete

2. To create a new activity maintenance record, click the **New** icon or select File→New from the menu bar. Enter the activity code and branch and click the **Add** icon. To display an existing Activity Cost Allocation Maintenance record, type the activity code and branch and click the Edit icon.
3. (Optional) To add an account, center and percentage combination to the activity/branch, select the **Add** button and then enter the account, center and percentage in the available fields.
4. (Optional) To replace an account, center and percentage combination associated with the activity/branch, the highlight the account, center and percentage combination in the browser and press the **Edit** button and then enter the account, center and percentage in the available fields.
5. (Optional) To delete an account, center and percentage combination associated with the activity/branch the highlight the account, center and percentage combination in the browser and press the **Delete** button.
6. Select the **Save** icon to save your work.
7. Exit the program.

GL Control Maintenance

The *GL Control Maintenance* program allows you to enter and maintain control information for the General Ledger Module. The information entered here is used throughout the GL Module as defaults and options. This maintenance contributes to the flexibility of the product.

There are five views for entering GL control maintenance information:

- ◆ The General view, which is used to enter general parameters that are used throughout the GL module as defaults and options.
- ◆ The Defaults view, which is used to indicate default journal budget, and center information for the GL module.
- ◆ The Account view, which is used to view the account number format. Note that the Account view of GL Control Maintenance is a displays-only screen.
- ◆ The Center view, which is used to view the center format used in the account number. Note that the Center view of GL Control Maintenance is a displays-only screen.
- ◆ The Register view, which is used to indicate whether you run register by branch and displays register status information.

GL Control Maintenance Menu Options

File

Menu Selection	Function
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Reset	Sets the information for the current record back to its original state.
Exit	Exits the current program.

View

Menu Selection	Function
General	Displays the General view.
Defaults	Displays the Defaults view.
Account	Displays the Account view.
Center	Displays the Center view.
Register	Displays the Register view.

Lookup

Menu Selection	Function
Lookup	Accesses the <i>Lookup</i> feature for the selected field.

Options

Menu Selection	Function
----------------	----------

Toolbar

Toggles the display of the toolbar on and off.

User Preferences

Opens the *Preferences* dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.

Field Audit Control

Accesses the *Maintenance Audit Control* dialog box, which is used to select which fields in a maintenance program you want to track for audit history.

GL Control Maintenance—General View

The *GL Control Maintenance* program allows you to enter and maintain control information for the General Ledger Module. The information entered here is used throughout the GL Module as defaults and options. Using the General view, you can enter general parameters that are used throughout the GL module as defaults and options.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

General	Accesses the General view of <i>GL Control Maintenance</i> .
Defaults	Accesses the Defaults view of <i>GL Control Maintenance</i> .
Accounts	Accesses the Accounts view of <i>GL Control Maintenance</i> .
Register	Accesses the Register view of <i>GL Control Maintenance</i> .
<i>Current GL Period</i>	The current GL period for this company.
<i>Last EOP Update</i>	The date of the last GL end-of-period update. This is a display-only field.
<i>Last End of Year</i>	The date of the last GL end-of-year update. This is a display-only field.
<i>Years to Store History</i>	The number of years of history to be stored. The end-of-period process will remove older history records.
Journal Posting	In the Journal Posting section of the screen, select the type of posting process to use. Select the Immediate radio button if you

want to actually post the journal entry without hesitation upon release or the **Batch** radio button if you want to prepare the journal entry for the *Post Journal Entries* program upon release.

Auto-Create Future Periods

Indicates that you want the system to automatically create future periods if necessary for end-of-period processing.

Retained Earnings

In the Retained Earnings section of the screen, enter the journal to use for retained earnings in the *Journal* field and the account number to use for retained earnings in the *Account* field.

Periods to Allow

In the # Periods to Allow section of the screen, enter the number of periods (back) to allow prior posting in the *Prior Period Postings* field and the number periods (ahead) to allow of future postings in the *Future Period Postings* field.

Menus

File

View

Lookup

Options

Additional

Global

Help

See Also

How to set up General Ledger Controls

GL Control Maintenance—General View

GL Control Maintenance—Defaults View

GL Control Maintenance—Account View

GL Control Maintenance—Center View

GL Control Maintenance—Regeister View

GL Control Maintenance—Defaults View

The *GL Control Maintenance* program allows you to enter and maintain control information for the General Ledger Module. The information entered here is used throughout the GL Module as defaults and options. Using the Defaults view, you can indicate default journal budget, and center information for the GL module.

GL Control Maintenance - Edit

File View Lookup Options Additional Global Help

Defaults:

Budget: The Prime Budget Version

Center: Branch ATL

General Journal: General Journal

Reversing Journal: Reversing Journal

General Defaults Account Center Register

Enter the name of the default budget to use.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

General	Accesses the General view of <i>GL Control Maintenance</i> .
Defaults	Accesses the Defaults view of <i>GL Control Maintenance</i> .
Accounts	Accesses the Accounts view of <i>GL Control Maintenance</i> .
Register	Accesses the Register view of <i>GL Control Maintenance</i> .
<i>Budget</i>	The name of the default budget to use.
<i>Center</i>	The name of the default center to use.
<i>General Journal</i>	The name of the default general journal to use.
<i>Reversing Journal</i>	The name of the default reversing journal to use.

Menus

File	View
Lookup	Options

Additional

Global

Help

See Also

How to set up General Ledger Controls

GL Control Maintenance—General View

GL Control Maintenance—Defaults View

GL Control Maintenance—Account View

GL Control Maintenance—Center View

GL Control Maintenance—Regeister View

GL Control Maintenance—Account View

The *GL Control Maintenance* program allows you to enter control information for the General Ledger Module. This is a display-only screen. Using the Account view, you can *view* the account number format use in the TakeStock system.

The screenshot shows the 'GL Control Maintenance - View' window. It has a menu bar with 'File', 'View', 'Lookup', 'Options', 'Additional', 'Global', and 'Help'. Below the menu bar are three icons: a document, a monitor, and a refresh symbol. The main area is titled 'Account Number:' and contains a table with columns 'Use', 'Length', 'Label', and 'Sequence'. The table has three rows: 'Base Number' (checked, length 7, label 'Account Base #', sequence 1), 'Segment #1' (unchecked, length 0, label empty, sequence 0), and 'Segment #2' (unchecked, length 0, label empty, sequence 0). Below the table is a 'Separator:' dropdown set to '-' and a 'Total Length: 7' label. A 'Mask: BBBBBBBB' is displayed in blue. At the bottom are five buttons: 'General', 'Defaults', 'Account', 'Center', and 'Register'. A status bar at the very bottom says 'Check to run GL registers by branch.'

	Use	Length	Label	Sequence
Base Number	<input checked="" type="checkbox"/>	7	Account Base #	1
Segment #1	<input type="checkbox"/>	0		0
Segment #2	<input type="checkbox"/>	0		0

Separator: -
Total Length: 7
Mask: BBBBBBBB

General Defaults Account Center Register

Check to run GL registers by branch.

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

General Accesses the General view of *GL Control Maintenance*.

Defaults Accesses the Defaults view of *GL Control Maintenance*.

Center Accesses the Center view of *GL Control Maintenance*.

Register Accesses the Register view of *GL Control Maintenance*.

Base Number In the Base Number section of the screen, the system displays the account base number length and position in the account number.

Segment #1 In the Segment #1 section of the screen, the system displays the account number format.

Segment #2 In the Segment #2 section of the screen, the system displays the account number format.

Separator The separator character to use in the account number.

Menus

File

View

Help

How to set up General Ledger Controls

GL Control Maintenance—Defaults View

GL Control Maintenance—Account View

GL Control Maintenance—Center View

GL Control Maintenance—Register View

GL Control Maintenance—Center View

The *GL Control Maintenance* program allows you to enter control information for the General Ledger Module. The information entered here is used throughout the GL Module as defaults and options. Using the Center view, you can *view* the center format used in the account number.

Center:	Use	Length	Label	Sequence
Branch	<input checked="" type="checkbox"/>	3	Branch	1
Warehouse	<input type="checkbox"/>	0	Warehouse	0
Department	<input checked="" type="checkbox"/>	3	Department	2
Segment #1	<input type="checkbox"/>	0		0
Segment #2	<input type="checkbox"/>	0		0

PC Separator: /
 Total Length: 7
 Mask: BBB/DDD

General Defaults Account **Center** Register

Check to include branch in the center. ☐ Center

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

General	Accesses the General view of <i>GL Control Maintenance</i> .
Defaults	Accesses the Defaults view of <i>GL Control Maintenance</i> .
Accounts	Accesses the Accounts view of <i>GL Control Maintenance</i> .
Register	Accesses the Register view of <i>GL Control Maintenance</i> .
Branch	In the Branch section of the screen, the system displays the center format for the branch.
Warehouse	In the Warehouse section of the screen, the system displays the center format for the warehouse.
Department	In the Department section of the screen, the system displays the center format for the department.
Segment #1	In the Segment #1 section of the screen, the system displays the center format for segment #1.
Segment #2	In the Segment #2 section of the screen, the system displays the center format for segment #2.

PC Separator The separator character to use in the account center.

Menus

File	View
Lookup	Options
Additional	Global
Help	

See Also

- How to set up General Ledger Controls
- GL Control Maintenance—General View
- GL Control Maintenance—Defaults View
- GL Control Maintenance—Account View
- GL Control Maintenance—Center View
- GL Control Maintenance—Register View

GL Control Maintenance—Register View

The *GL Control Maintenance* program allows you to enter and maintain control information for the General Ledger Module. The information entered here is used throughout the GL Module as defaults and options. Using the Register view, you can indicate whether you run register by branch and displays register status information.

Register Name	Last Reg#	Current User	Status
GL InterLink Register	000012		Not Running

Form Contents

Fields, Buttons, Checkboxes & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

General Accesses the General view of *GL Control Maintenance*.

Defaults Accesses the Defaults view of *GL Control Maintenance*.

Accounts Accesses the Accounts view of *GL Control Maintenance*.

Register Accesses the Register view of *GL Control Maintenance*.

Run Registers by Branch Indicates that GL registers are run by branch. If selected, the register control information for the branch is used, and the same register can be run simultaneously for different branches. The information for the GL InterLink Register is maintained by the *SM Branch Maintenance* program.

Last Reg. # Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated. These numbers are tracked by the system but cannot be modified here. During initial setup, leave the register numbers blank.

Current User This field displays the user code of the person currently running this register. This field is maintained by the system and can not

be entered or changed.

[Register Status
Indicators:]

These radio buttons are selected by the system and cannot be changed.

Not Running—If selected, indicates that the system is not currently running this register.

Printing—If selected, indicates that the system is printing this register.

Updating—If selected, indicates that the system is updating this register.

Menus

File

View

Lookup

Options

Additional

Global

Help

See Also

How to set up General Ledger Controls

GL Control Maintenance—General View

GL Control Maintenance—Defaults View

GL Control Maintenance—Account View

GL Control Maintenance—Center View

GL Control Maintenance—Register View

How to set up General Ledger Controls

1. Access the *GL Control Maintenance* program by selecting *Maintenances* → *Setup* → *GL Control Maintenance* from the GL main menu. The system displays the General view of the *GL Control Maintenance* program.

2. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Current GL Period</i>	The current GL period for this company.
<i>Last EOP Update</i>	The date of the last GL end-of-period update. This is a display-only field.
<i>Last End of Year</i>	The date of the last GL end-of-year update. This is a display-only field.
<i>Years to Store History</i>	The number of years of history to be stored. The end-of-period process will remove older history records.
<i>Journal Posting</i>	In the Journal Posting section of the screen, select the type of posting process to use. Select the Immediate radio button if you want to actually post the journal entry without hesitation upon release or the Batch radio button if you want to prepare the journal entry for the <i>Post Journal Entries</i> program upon release.
Auto-Create Future Periods	Indicates that you want the system to automatically create future periods if necessary for end-of-period processing.

Retained Earnings In the Retained Earnings section of the screen, enter the journal to use for retained earnings in the *Journal* field and the account number to use for retained earnings in the *Account* field.

Periods to Allow In the # Periods to Allow section of the screen, enter the number of periods (back) to allow prior posting in the *Prior Period Postings* field and the number periods (ahead) to allow of future postings in the *Future Period Postings* field.

3. Access the Defaults view of the *GL Control Maintenance* screen by selecting the **Defaults** button or *View* → *Defaults* from the menu bar. The system displays the Defaults view.

GL Control Maintenance - Edit

File View Lookup Options Additional Global Help

Defaults:

Budget: [The Prime Budget Version](#)

Center: [The Master Center](#)

General Journal: [General Journal](#)

Reversing Journal: [Reversing Journal](#)

General Defaults Account Center Register

Enter the name of the default budget to use.

4. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Budget</i>	The name of the default budget to use.
<i>Center</i>	The name of the default center to use.
<i>General Journal</i>	The name of the default general journal to use.
<i>Reversing Journal</i>	The name of the default reversing journal to use.

5. Access the Account view of the *GL Control Maintenance* screen by selecting the **Account** button or *View* → *Account* from the menu bar. The system displays the Account view.

	Use	Length	Label	Sequence
Base Number	<input checked="" type="checkbox"/>	7	Account Base #	1
Segment #1	<input type="checkbox"/>	0		0
Segment #2	<input type="checkbox"/>	0		0

Separator: -

Total Length: 7

Mask: BBBBBBB

General Defaults **Account** Center Register

☐ Check to run GL registers by branch.

6. Review information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for definitions.

Base Number	In the Base Number section of the screen, the system displays the account base number length and position in the account number.
Segment #1	In the Segment #1 section of the screen, the system displays the account number format.
Segment #2	In the Segment #2 section of the screen, the system displays the account number format.
Separator	The separator character to use in the account number.

7. Access the Center view of the *GL Control Maintenance* screen by selecting the **Center** button or *View* → *Center* from the menus bar. The system displays the Center view.

Center:	Use	Length	Label	Sequence
Branch	<input checked="" type="checkbox"/>	3	Branch	1
Warehouse	<input type="checkbox"/>	0	Warehouse	0
Department	<input checked="" type="checkbox"/>	3	Department	2
Segment #1	<input type="checkbox"/>	0		0
Segment #2	<input type="checkbox"/>	0		0

PC Separator: /

Total Length: 7

Mask: BBB/DDD

General Defaults Account **Center** Register

☐ Check to include branch in the center. Center

8. Review information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for definitions.

Branch	In the Branch section of the screen, the system displays the center format for the branch.
Warehouse	In the Warehouse section of the screen, the system displays the center format for the warehouse.
Department	In the Department section of the screen, the system displays the center format for the department.
Segment #1	In the Segment #1 section of the screen, the system displays the center format for segment #1.
Segment #2	In the Segment #2 section of the screen, the system displays the center format for segment #2.
PC Separator	The separator character to use in the account center.

9. Access the Registers view of the *GL Control Maintenance* screen by selecting the **Registers** button or *View* → *Registers* from the menu bar. The system displays the Registers view.

Register Name	Last Reg#	Current User	Status
GL InterLink Register	000012		Not Running

10. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Run Registers by Branch	Indicates that GL registers are run by branch. If selected, the register control information for the branch is used, and the same register can be run simultaneously for different branches. The information for the GL InterLink Register is maintained by the SM <i>Branch Maintenance</i> program.
-------------------------	---

11. In the lower portion of the screen, the system displays the last register number, current user and status of the GL InterLink register contained in the GL module. If you do not run registers by branch, the following information is maintained for the registers in General Ledger.

Last Reg. #	Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated. These numbers are tracked by the system but cannot be modified here. During initial setup, leave the register numbers blank.
Current User	This field displays the user code of the person currently running this register. This field is maintained by the system and can not be entered or changed.
[Register Status Indicators:]	<p>These radio buttons are selected by the system and cannot be changed.</p> <p>Not Running—If selected, indicates that the system is not currently running this register.</p> <p>Printing—If selected, indicates that the system is printing this register.</p> <p>Updating—If selected, indicates that the system is updating this register.</p>

12. Save your work, and exit the program.

General Ledger Account and Center Structure Changer

The General Ledger Account and Center Structure Changer special utility allows you to change the structure of GL Accounts and/or Centers. You can access the General Ledger Account and Center Structure Changer from the Additional menu of *GL Control Maintenance*.

The feature uses the Account and Center views of the GL Control Maintenance program.

On the Account view you can modify whether to use segments, their lengths, labels, and/or sequences.

On the Center view you can modify whether to use the branch, warehouse, department, segment 1 and/or segment 2 values and their sequence numbers. You can also modify the segment 1 and 2 lengths and labels, as well as the center separator value.

You can then review, and as necessary override, the new Account and/or Center values prior to converting. The update converts all Accounts and/or Centers throughout the system, both current and historical. This utility allows changes of existing GL Accounts or Centers and includes the ability to add a segment to the structure, delete a segment from the structure, change the width of the account base segment or any user segment, change the segment order, change the separator, or any combination of the previously mentioned except adding and deleting a segment at the same time.

To use the *General Ledger Account and Center Structure Changer*, you must:

- Be logged in as the System Administrator.
- Be running with full Progress 4GL development license (i.e. not Query only).
- Have made a recent backup of your database
- Be the only user logged into the company
- Have considered the change they want to make and know exactly how they want postings made in the old structure to map to the new structure.
- Have sufficient time available for the process to complete (potentially many hours) before anyone else will need to use the system.

General Ledger Account and Center Structure Changer Tips and Hints

User-defined segments can be created through this program. In the Changes dialog just enter the correct values in the segment positions and during the update process the segment records will be created.

Branches, departments, and warehouses cannot be created through this program. If you are adding one of these segments to the center structure, any values you want to include in existing center codes must already exist before running this program.

By default the program populates new center segments with asterisks, new account segments with blanks.

If the same value is entered in the "New Value" column in the Changes dialog for multiple accounts/centers, these accounts/centers will be merged into a single account/center with the value entered. In this case transactions, balances, budgets, and statistical amounts can be combined. The remaining account/center will use the description from one of the original accounts/centers, but it is impossible to predict which one will be used; therefore, after running this program the user should check every account/center record to make sure the description is correct.

Limitations/Constraints

This program does not change any accounts stored as field comparison values in filters, or in the Limit By section of any report templates. These will need to be updated manually.

This program will change any accounts it finds in the Financial Reportwriter row definitions, either as individual accounts or the beginning or ending account of a range. It will not change partial or invalid accounts that are the beginning or ending of a range, and will not guarantee that the resulting account selections or ranges make sense anymore. Users should review all financial report setups after running this program.

Warnings and Disclaimers

Note the following information. This program changes the account and center structure company wide; this can have grave and extensive consequences. Be certain to read all the warnings and disclaimers listed below before running this program.

- You cannot completely remove the center. Some customers try to use this program to do that. You must have at least one segment in the center; we suggest the customer use "Branch" if nothing else.
- You can only make one change at a time. If you want to make two changes, you have to run the program twice. Example: (1) add warehouse, then (2) remove department.
- If you add a new segment, such as warehouse, then previous postings will display a center with warehouse of "***", for the default.
- If you remove a segment of the center, then previous postings will be summarized.
- Some customers and consultants have reported problems when using this program to make changes to the GL account number structure. For example, the account number used to be xxxxxxxx, and the customer wants to change it to xxx-xxxx. Use extreme caution when attempting changes such as this, and check the results very carefully in the training account first before trying this in the live production account.
- Never perform this change in the live production account without carefully testing it in the training account and looking at the results very closely.
- Post conversion checks should include careful review of GL balancing reports, such as the trial balance.
- The user must be logged in with the 'admin' user code. No other users may be logged on. Adequate time must be planned for to allow the update to complete. Use a freshly-copied version of the training account to test and determine how much update time is required.
- Verify that you have several good backups saved immediately prior to performing this update. Set aside these backups and keep them available for a reasonable period of time after the update.

See Also

How to run the Account/Center Structure Changer

How to run the Account/Center Structure Changer

1. Run *GL Control Maintenance*.
2. Choose *File → Edit*.
3. Choose *Enable Account/Center Structure Change* from the Additional menu.
4. Choose **Yes** at the confirmation message.
5. Access the Accounts and Centers views of *GL Control Maintenance* and change either the account structure, the center structure, or both.
6. Choose *File → Save*.
7. In the dialog that appears enter the correct new value for each account or center. Choose **OK**.
8. Wait for the process to finish.

GL End-of-Period

Chapter Contents

End-of-Period	319
End-of-Period Close	319
How to perform the end of period close for the General Ledger	321

End-of-Period Close

Using this program, you can close the current accounting period for each module. The next period becomes the new current period. If closing GL and it is the last period of the year, the system automatically performs a year-end close.

For General Ledger, the End-of-Period Close program checks whether the other modules have been closed for that period (AR, AP, SO, PO, PR, SA, IM, and so on) and will not close ahead of any of the other modules.

The rule is: No module will be left open behind (or have a current fiscal period less than) the GL, and no module will be more than one fiscal period ahead of the GL.

Processing for closing a period for a module generally consists of:

- Rolling any period-to-date information (YTD if last period of year).
- Removing history greater than the specified number of years stored for the module.
- Setting the current period to the next period and updating the last closed date.

The program also allows you to select an exception printer. The *End-of Period Close* program only prints a report if there are exceptions. If the system discovers exceptions, the update process will not continue for any module and the system displays a message about the exception.

If you are closing the GL and it is the last period of the year, the program zeros out the revenue and expense accounts and posts the difference to retained earnings. As an audit trail, the system creates a GL journal entry and posts it to the 'zero' period. (This information may be accessed through the GL Financial Report Writer.)

Note: This system-generated journal entry needs to be adjusted for any prior period journal entries that cross year boundaries.

	Close	Period	Description
AP	<input type="checkbox"/>	02/2004	February 2004
AR	<input type="checkbox"/>	02/2004	February 2004
GL	<input type="checkbox"/>	01/2004	January 2004
IM	<input type="checkbox"/>	02/2004	February 2004
MC	<input type="checkbox"/>	02/2004	February 2004
PO	<input type="checkbox"/>	02/2004	February 2004
SO	<input type="checkbox"/>	02/2004	February 2004

Exception Printer: DOC_Q Setup

Update Cancel Help

Form Contents

Fields, Buttons, Checkboxes & Icons

- Update** Runs the End-of-Period Close processing for the selected modules.
- Cancel** Exits the screen without saving any changes.
- Help** Accesses online Help for this screen.
- Close** Indicates the module for which you want to close posting. The system displays the current GL period as the default in the *Period* and *Description* fields.
- Exception Printer** Use the **Setup** button to access the *Print Setup* dialog box, where you can select a printer to use for an exception report. (The End-of Period Close program only prints a report if there are exceptions.)

See Also

How to perform the end of period close for the General Ledger

How to perform the end of period close for the General Ledger

1. Access the *End of Period Close* screen in the *End of Period* submodule of the *General Ledger* module. The complete path is *General Ledger* → *End of Period* → *End of Period Close*.

	Close	Period	Description
AP	<input type="checkbox"/>	02/2004	February 2004
AR	<input type="checkbox"/>	02/2004	February 2004
GL	<input type="checkbox"/>	01/2004	January 2004
IM	<input type="checkbox"/>	02/2004	February 2004
MC	<input type="checkbox"/>	02/2004	February 2004
PO	<input type="checkbox"/>	02/2004	February 2004
SO	<input type="checkbox"/>	02/2004	February 2004

Exception Printer: DOC_Q Setup

Update Cancel Help

2. For each module that you want to close, select the **Close** checkbox to perform a close for the period displayed.
3. You have now completed the information for the *End of Period Close* screen. You can select:
 - **Update** to run the End-of-Period Close processing for the selected modules.
 - **Cancel** to exit without saving your current selections.
 - **Help** to access the online Help for this screen.
 - **Setup** to access the *Print Setup* dialog box, where you can select a printer to use for an exception report. (The *End-of-Period Close* program only prints a report if there are exceptions.)

GL Terminology

The list below provides summary information on terms used in the TakeStock General Ledger module.

Account Number

The first portion of the GL Account/Center structure normally used to identify the specific type of financial activity a particular transaction happens to be, such as sales revenue, interest income, travel expense, administrative salary, and so on.

Allocation

The distribution of account balances or budget amounts among a number of account/center combinations.

Allocation Basis

The distribution basis for an allocation. (see fixed or proportional allocation basis)

Center

The second part of the GL Account/Center structure which is normally used to identify to which portion or entity within the business organization or business structure that the general ledger transaction is being charged. (E.g. the business entity may be branch, warehouse, department, profit center, cost center, development project, etc.)

Closed Fiscal Period

A general ledger fiscal period that represents a time period in the past, is not the 'current' fiscal period, and does not receive journal transactions in the normal course of business.

Current Fiscal Period

The fiscal period in General Ledger in which the user is currently conducting business. The current fiscal period is advanced to the next defined fiscal period by performing the General Ledger end-of-period close process.

Fiscal Period

A period of time, defined by the user, over which financial business activity is measured. Not necessarily the same as a calendar month, this is the base time frame in which financial activity is reported in General Ledger. The user defines how many fiscal periods make up a fiscal year and when each fiscal period starts and stops by indicating calendar ending date for each period and giving each period a short name (such as Jan, Feb, Mar, etc.). There may be from 1 to 13

fiscal periods in a fiscal year. (The last fiscal period in a fiscal year may be defined to be a fiscal period for year end closing entries only via a check box.)

Fiscal Year

The year over which financial business activity is measured, as defined by the user. This does not necessarily correspond to the calendar year and is made up of fiscal periods, not necessarily calendar months.

Fixed Allocation Basis

The fixed allocation basis will distribute the allocation pool to the destination accounts based on a fixed allocation method. The distributions defined in the Fixed Allocation Basis include: Percent, Unit Ratio, Current Period Activity, Current Period Ending Balance, Year to Date Activity, Range of Periods Activity, and Range of Periods Ending Balance.

Future Fiscal Period

Any General Ledger fiscal period that is defined with dates that are future dates as compared to the current fiscal period.

GL Identifier

A combination of 5 data fields within a General Ledger transaction that gives each transaction a unique identity. The General Ledger identification is made up of the Journal Number (5 characters), Register Type (5 characters), Branch/Warehouse (this entry can be blank, but space is required), Register Number or Entry Number for GL entries (5 characters), and Journal Line Number. The format is as follows: XXXXX XXX-XXX-XXXXXX.

Journal

A collection of General Ledger journal entries containing the same journal, which is a 5 character field that identifies the journal. Journals are user-defined, including a short description. Also, the journal is the first 5 characters in the structure of the journal identifier.

Journal Batch

Each journal batch is essentially an unposted journal entry. Therefore, each batch is uniquely identified by a combination of the Journal and Entry Number of the journal. Journal batches only exist if the user has selected batch journal entry and posting in *GL Control Maintenance*.

Journal Entry

Two or more General Ledger transaction lines, composed of at least one debit transaction line and one credit transaction line, whose total debits equal the total credits. All transaction lines have the same posting period and year, and contain the same journal and entry number. Each journal entry is assigned a unique entry number within the journal.

Journal Entry Number

The number assigned by the system for journal entries from GL. The entry number for journal entries from other modules is known as the register number.

Journal Identifier

A combination of 3 data fields within a General Ledger transaction that gives each transaction a unique identity. Journal identification is made up of Journal, Register ID (Register Type, Branch/Warehouse, Register Number or Entry Number), and Journal Line Number.

Journal Line Number

A 5 digit, sequential number, with 00001 assigned to the first transaction line within a journal entry.

Journal Transaction Line

A single transaction line in a journal entry that is either a debit or a credit, has a General Ledger account number (including a center designation, if used), may contain a brief memo, and contains a journal identification that designates the source from which the transaction was generated, and with other journal transactions, collectively form a journal entry.

Journal Type

A field that pertains to journals entered into General Ledger and identifies whether the General Ledger journal is a general journal, recurring journal, reversing journal, allocation journal. It also identifies a journal for entries from other modules or for year end postings only. When starting the Journal Entry program, the system looks at the journal type pertaining to the journal selected by the user to determine the screen formats to be displayed during journal entry.

Pool Amount

The total amount of dollars to be distributed in an allocation. This can be entered manually, or compiled from the account balances/budget amounts using any of the following: Current Period Activity or Ending Balance, Year To Date Activity, and Range Of Periods Activity or Ending Balance.

Prior Fiscal Period

Any General Ledger fiscal period that is defined with dates that are older than the current fiscal period.

Proportional Allocation Basis

The proportional allocation basis distributes the allocation pool to the destination accounts based on an entered percentage or unit ratio using different accounts from the destination as the basis for that relationship. (e.g. using the sales figures of the branches and their proportion to the total sales as the basis for distributing the branches' expenses for supplies.) The proportional distribution basis can also be computed using any of the following: Current Period Activity or

Ending Balance, Year To Date Activity, Range Of Periods Activity or Ending Balance, Year To Date Average Activity, Range Of Periods Average Activity, or Range Of Periods Average Ending Balance.

Recurring Entry

A journal entry that must be made on a consistent, recurring basis (monthly, quarterly, etc.).

Register ID

This is a unique number that is assigned by the system and contains identifying information as to the origin of the journal entry. The Register ID consists of three parts: 1) Register Type (from other modules) or GLX (from General Ledger journal entries), 2) Branch or Warehouse (for registers from other modules), and 3) Register Number (from other modules) or Entry Number (from GL).

Register Number

A 6 digit sequential number, used as an integral part of journal identifier structure, and is unique within the journal for any given fiscal period/year. The register number is assigned by the originating module.

Register Type

A 3 character field that identifies the specific register from which a journal entry originated. If the journal entry originated from GL directly, then the register type would be GLX.

Reversing Entry

A journal entry that totally reverses a prior journal entry. Normally, a reversing entry reverses an entry that occurred in the period immediately prior to the period in which the reversal is being made. The reversing entry consists of the same number of journal transactions as the original entry, but for each original debit transaction, a credit is made (using the same GL account number as the original transaction), and for each original credit transaction, a debit is made (using the same GL account number as the original transaction).

Segment

The subdivision of the GL account and center structure.

Source or Destination Type

In allocations, the type of figures to use in the source or post to in the destination. (Actual or Budget)

Unit Ratio

A value, either defined by the user or calculated by the system, that is based on the relationship to the total of all values. (e.g. The unit ratio of a specific branch's sales to the company's total sales.)

Index

A

Account Balance Limit	21
account information	
viewing	138
Account Maintenance General View	248
Account Maintenance Journals View	250
Account Maintenance Users View	252
Account Number Maintenance	247
account number maintenance information	
entering	254
account numbers in report ids	
reviewing	207
Account Usage Dialog Box	207
Account Views	
GL Control Maintenance	303, 304
Account/Center Structure Changer	
running	317
Accounting Period Maintenance.....	268
Accounting Period Maintenance program	
using.....	269
accounts	
copying.....	81
Accounts Views	
Center Maintenance.....	261
Additional Journal Entry Features	21
allocating entries	
entering	108
Allocating Entry Maintenance Destination View	101
Allocating Entry Maintenance Posting View	105
allocating/recurring journal entries	
posting.....	56
Allocation Entry Maintenance	94
Allocation Entry Maintenance General View	97
Allocation Entry Maintenance Source View.....	99
Allocation Preview Dialog Box.....	107

allocations	
establishing	94
Allocations	93
Overview	93
program listings.....	93
Allocations Features	8
Allocations Programs	
Allocation Entry Maintenance	94
Automatic Balancing	21
 B	
batch mode	
posting journal entries.....	50
Batch Posting.....	6, 22
Budget Distribution Maintenance.....	64
Budget Distribution Maintenance program	
using.....	66
Budget Entry	68, 70
Budget Entry program	
using.....	71
Budget Listing and Worksheet.....	83
Budget Listings	
printing	86
Budget Version Maintenance	61
Budget Version Maintenance program	
using.....	63
Budget Worksheets	
printing	83
Budgets.....	57
Overview	57
program listings.....	57
budgets (existing)	
copying.....	81, 82
Budgets Dialog Boxes	
Copy Budget	81
Proportional.....	76, 77
Budgets Features	7

Budgets Menu Options	59
Budgets Procedures	
How to use the Budget Version Maintenance program	63
Budgets Programs	
Budget Distribution Maintenance	64
Budget Entry	68
Budget Listing and Worksheet	83
Budget Version Maintenance	62
C	
center information	
viewing	155
Center Inquiry	155
Center Maintenance	257
Center Maintenance Accounts View	260
Center Maintenance General View	258
Center Maintenance program	
using	264
Center Maintenance Users View	262
Center Views	
GL Control Maintenance	305, 306
centers	
maintaining	257
setting up and maintaining	257
changing (proportionally)	
budget values by account periods	76
changing codes	246
chart of accounts	
maintaining	247
Closing Periods	268
codes	
modifying	246
column maintenance information	
entering	189
column parameters	
creating	182
maintaining	182

common journal entry screen	24
company budgets	
entering and maintaining	68
maintaining	68
Consolidated Financial Reports	232
Copy Budget Dialog Box	81
Copy Past Entry Dialog Box	29
copying a Prior Journal Entry	20
copying existing budgets or actual accounts	81
Create Detail Rows Dialog Box	204
creating and maintaining column parameters	182
creating and maintaining report ids with specific row parameters	193
creating financial report detail rows	204
creating financial reports by company and report group	215
creating journal entries	20
creating journal entry templates	28
creating reversing journal entries	15

D

Defaults View

GL Control Maintenance	301, 302
------------------------------	----------

defining and maintaining a company's fiscal calendar and periods	267
--	-----

Destination Views

Allocation Entry Maintenance	101
------------------------------------	-----

detail and total rows to add and subtract on financial report ids

selecting	206
-----------------	-----

detail rows

creating	204
----------------	-----

Dialog Boxes

Account Usage	207
Allocation Preview	107
Copy Budget	81
Copy Past Entry	29
Fixed	79
Import Journal Entry Template	28
Proportional	76
Rich Text Format	225

Save Journal Entry Template.....	28
Select Row to Total.....	206

E

End of Period Features.....	11
End-of-Period Programs	
End-of-Period Close.....	319, 320
End-of-Period Close	319
entering	
editing and viewing figures for statistical-type accounts.....	270
entering a recurring journal entry.....	41
entering account number maintenance information	254
entering allocating entries.....	108
entering and maintaining company budgets.....	68
entering and maintaining GL control information.....	297
entering detail information for general journal entries	32
entering financial ratio maintenance information.....	277
entering financial report information (overview)	227
entering general or reversing journal entry header information	30
entering journal group maintenance information	292
entering new journal entries	28
entering register type maintenance information	280
entering report column maintenance information.....	189
entering report row maintenance information.....	208
entering segment maintenance information	274
entering statistical account maintenance information.....	272
establishing unlimited allocations	94

F

Features

Allocations.....	8
Batch Posting	6
Budgets	7
End of Period	11, 12
Financial Reports	10
Flexible General Ledger Account Structure.....	3
General Ledger	3
Journal Entry.....	21

General Ledger	Index
Journals.....	5
Standard Reports.....	9
Financial Ratio Maintenance	275
financial ratio maintenance information	
entering	277
Financial Report Columns Dialog Box.....	222
financial report detail rows	
creating	204
financial report information (overview)	
entering	229
Financial Report Writer.....	215
Columns Dialog Box	222
using.....	219
Financial Report Writer Report.....	218
financial reports	
selecting columns	222
financial reports by company and report group	
creating	215
Financial Reports Features	10
fiscal calendar and periods	
defining and maintaining	267
maintaining.....	267
fixed changes	
making to budget values by account period	79
Fixed Dialog Box.....	79
Flexible General Ledger Account Structure	3
Footer View	
Report Row Maintenance	197
Format View	
Report Column Maintenance	186
Future Period Journal Entry.....	23
G	
general journal entries	
entering detail information.....	32
General Ledger Account and Center Structure Changer	314
general ledger chart of accounts	

maintaining	247
General Ledger Controls	
setting up	309
General Ledger Dialog Boxes	
Create Detail Rows	204
Fixed	79
Rich Text Format	225
Select Row to Total	206
General Ledger Features	3, 5, 6, 7, 8, 9, 10, 11
Allocations Features	3
Batch Posting	3
Budgets Features	3
End of Period Features	3
Financial Reports Features	3
Flexible General Ledger Account Structure	3
Journals Features	3
Standard Reports Features	3
General Ledger Module	1
Overview	1
program listings	1
General Ledger procedures	
How to enter general or reversing journal entry header information	30
General Ledger Procedures	
How to enter a recurring journal entry	41
How to enter allocating entries	108
How to enter detail information for general journal entries	32
How to post allocating/recurring journal entries	55
How to print a budget listing or worksheet	88
How to print a trial balance	174
How to use the Budget Entry program	71
How to use the GL Account Inquiry program	144
How to use the Journal Inquiry program	153
Procedures	
How to use the Budget Distribution Maintenance program	66
General Ledger Programs	
Center Inquiry	155
Post Allocating/Recurring Entries	52

Recurring Entry	37
general or reversing journal entry header information	
entering	31
General View	
GL Control Maintenance	299, 300
Report Column Maintenance	184
Report Row Maintenance	195
General Views	248
Account Maintenance	248
Allocation Entry Maintenance	97
Center Maintenance.....	259
generating reversing journal entries	15
GI Basic Process Flow	117
GI Import Layout Fields Dialog Box	127
GI Terminology	131
GL Account Inquiry	138
GL Account Inquiry program	
using.....	144, 145, 147
GL control information	
entering and maintaining.....	297
maintaining.....	297
GL Control Maintenance.....	297
GL Control Maintenance Account View.....	303
GL Control Maintenance Center View	305
GL Control Maintenance Defaults View	301
GL Control Maintenance General View.....	299
GL Control Maintenance Register View	307
GL Import Register	120
GL InterLink	120
GL InterLink Introduction	115
GL Sub Ledger Report	177
printing	181
GL Terminology	323
Global	96

H

Header View

Report Row Maintenance	203
Help	96
How to enter a recurring journal entry	41
Distribution of Control Amount	41
To enter detail information for recurring journal entries	42
How to enter account number maintenance information	254
How to enter allocating entries	108
How to enter detail information for general journal entries	32
Distribution of the Control Amount	32
To Enter Reversing Journal Entry Information	34
How to enter financial ratio maintenance information	277
How to enter financial report information (overview)	227
How to enter general or reversing journal entry header information	30
How to enter journal group maintenance information	292
How to enter register type maintenance information	280
How to enter report column maintenance information	189
How to enter report row maintenance information	208
How to enter segment maintenance information	274
How to enter statistical account maintenance information	272
How to perform journal category maintenance	290
How to perform journal maintenance	288
How to post allocating/recurring journal entries	55
How to post journal entries in batch mode	50
How to print a budget listing or worksheet	88
How to print a trial balance	174
How to print the GL Sub Ledger Report	180
How to print the Journal Listing report	167
How to run the Account/Center Structure Changer	317
How to run the GL Import Register	125
How to set up General Ledger Controls	309
How to use the Accounting Period Maintenance program	269
How to use the Budget Distribution Maintenance program	66
How to use the Budget Entry program	71
How to use the Budget Version Maintenance program	63
How to use the Center Inquiry program	159
How to use the Center Maintenance program	264
How to use the Financial Report Writer	219

How to use the GI Import Layout Fields dialog box.....	129
How to use the GL Account Inquiry program	144
How to use the Journal Inquiry program	153
How to use the Report Group Maintenance program.....	283

I

Immediate Posting	22
Import Journal Entry Template Dialog Box.....	28
Inquiries	133
Overview	133
program listings.....	133
Inquiries Programs	
GL Account Inquiry	143
Journal Inquiry.....	149
Inquiries Sub-module Overview.....	134

J

journal category maintenance	
performing	290
Journal Category Maintenance.....	289
Journal Entries Dialog Boxes	
Copy Past Entry	29
journal entries	
entering import	28
posting in batch mode	50
viewing	149
Journal Entries.....	13
Overview	13
program listings.....	13
Journal Entries Dialog Boxes	
Import Journal Entry Template.....	28
Save Journal Entry Template.....	28
journal entries in batch mode	
posting.....	51
Journal Entries Menu Options	18
Journal Entries Procedures	
How to post journal entries in batch mode.....	50
Journal Entries Programs	

Post Journal Entries	47
Journal Entry	16, 24, 25, 26, 27
Future Period	23
general journals	24
Header and Detail Information	16
Lines.....	17
Linked.....	16
Prior Period	23
program overview	16
Recurring.....	16, 17
Reversing	16, 17
reversing journals.....	24
Journal Entry Features	21
Account Balance Limit	21
Automatic Balancing	21
Transaction Amount Limit Features	21
Transaction Limit.....	21
Journal Entry Posting Options	22
Batch Posting.....	22
Immediate Posting	22
Journal Entry Programs	
Journal Entry	16, 24
journal entry templates	
creating	28
Journal Entry Templates Features	20
creating journal entries.....	20
Journal Group Maintenance	291
journal group maintenance information	
entering	292
Journal Inquiry	149, 152
Journal Inquiry program	
using.....	153
Journal Listing.....	164, 166
Journal Listing report	
printing	167
journal maintenance	
performing	288

Journal Maintenance	285
journal transactions (source and destination)	
previewing	107
journals	
general entries	24
reversing entries	26
Journals Features	5
Journals Views	
Account Maintenance	250
L	
listings	
journals.....	164
transactions in the generic subledger table	177
trial balances	170
M	
maintaining company budgets.....	68
maintaining a company's fiscal calendar and periods	267
maintaining centers	257
maintaining column parameters	182
maintaining general ledger chart of accounts.....	247
maintaining GL control information.....	297
maintaining Journal content.....	285
maintaining records for the Budget table.....	61
Maintenance Procedures	
How to enter financial ratio maintenance information.....	277
How to enter journal group maintenance information	292
How to enter register type maintenance information	280
How to enter segment maintenance information	274
How to enter statistical account maintenance information	272
How to perform journal category maintenance	290
How to perform journal maintenance.....	288
How to run the Account/Center Structure Changer	317
How to set up General Ledger Controls	309
How to use the Accounting Period Maintenance program	269
How to use the Center Maintenance program	264
How to use the Report Group Maintenance program.....	283

Maintenance Programs

Accounting Period Maintenance	267
Center Maintenance.....	257
Financial Ratio Maintenance.....	276
General Ledger Account and Center Structure Changer	314
GL Control Maintenance	297
Journal Category Maintenance	289
Journal Group Maintenance.....	291
Journal Maintenance.....	286, 287
Register Type Maintenance	279
Report Group Maintenance.....	281, 282
Segment Maintenance	273
Statistical Account Maintenance	270
Maintenance Toolbar	244
Maintenances	233
Overview	233
program listings.....	233
Maintenances Procedures	
How to enter account number maintenance information	254
Maintenances Programs	
Account Number Maintenance.....	247
making fixed changes to the budget values by account period.....	79

O

Overview

Journal Entries	13
Reports.....	162, 163

Overviews

Allocations.....	93
Budgets	57
General Ledger	1, 2
Inquiries.....	133
Journal Entry program	16
Maintenances.....	233

P

performing journal category maintenance	290
performing journal maintenance	288

periods	
defining and maintaining	267
maintaining	267
Periods	
Closing	268
Periods View	
Report Column Maintenance	187, 188
Policies and Setup	118
Post Allocating/Recurring Entries	52, 114
Post Allocating/Recurring Entries Print	54
Post Journal Entries	47
batch mode	47
Post Journal Entries Print	49
posting allocating/recurring journal entries	55
posting journal entries in batch mode	50
Posting Options	
Journal Entry	22
posting released journal entries	47
Posting Views	
Allocation Entry Maintenance	105
previewing source and destination journal transactions	107
printing a budget listing or worksheet	88
printing Budget Listings and Budget Worksheets	83
printing the GL Sub Ledger Report	180
printing the Journal Listing report	167
printing trial balances	174
Prior Period Journal Entry	23
procedures	
How to enter general or reversing journal entry header information	30
Procedures	
How to enter a recurring journal entry	41
How to enter account number maintenance information	254
How to enter allocating entries	108
How to enter detail information for general journal entries	32
How to enter financial ratio maintenance information	277
How to enter financial report information (overview)	227
How to enter journal group maintenance information	292

How to enter register type maintenance information	280
How to enter report column maintenance information	189
How to enter report row maintenance information	208
How to enter segment maintenance information	274
How to enter statistical account maintenance information	272
How to perform journal category maintenance	290
How to perform journal maintenance	288
How to post allocating/recurring journal entries	55
How to post journal entries in batch mode	50
How to print a budget listing or worksheet	88
How to print a trial balance	174
How to print the GL Sub Ledger Report	180
How to print the Journal Listing report	167
How to run the Account/Center Structure Changer	317
How to set up General Ledger Controls	309
How to use the Accounting Period Maintenance program	269
How to use the Budget Distribution Maintenance program	66
How to use the Budget Entry program	71
How to use the Budget Version Maintenance program	63
How to use the Center Maintenance program	264
How to use the Financial Report Writer	219
How to use the GL Account Inquiry program	144
How to use the Journal Inquiry program	153
How to use the Report Group Maintenance program	283
processing ready-for-release recurring journal entries	52
Programs	
Account Number Maintenance	247
Accounting Period Maintenance	267
Allocation Entry Maintenance	94
Budget Distribution Maintenance	64, 65
Budget Entry	68
Budget Listing and Worksheet	83
Budget Version Maintenance	61
Center Inquiry	155
Center Maintenance	257
End-of-Period Close	319
Financial Ratio Maintenance	275

Financial Report Writer	215
General Ledger Account and Center Structure Changer	314
GL Account Inquiry	138
GL Control Maintenance	297
GL Sub Ledger Report.....	177
Journal Category Maintenance	289
Journal Entry.....	16, 24
Journal Group Maintenance.....	291
Journal Inquiry.....	149
Journal Listing.....	164
Journal Maintenance.....	285
Post Allocating/Recurring Entries	52
Post Journal Entries.....	47, 48
Recurring Entry	37
Register Type Maintenance	278
Report Column Maintenance	182
Report Group Maintenance.....	281
Report Row Maintenance	193
Segment Maintenance	273
Statistical Account Maintenance.....	270
Trial Balance Report	170
proportional changes to budget values by account periods	76
Proportional Dialog Box.....	76

R

Recurring Entry.....	39, 40
recurring journal entries	
entering	37, 38, 42
Reference Information	117
Register Type Maintenance.....	278
register type maintenance information	
entering	280
Register Views	
GL Control Maintenance	307, 308
released journal entries	
posting.....	47, 48
Report Column Maintenance.....	182

Report Column Maintenance Format View	185
Report Column Maintenance General View	183
report column maintenance information	
entering	189
Report Column Maintenance Periods View.....	187
Report Group Maintenance	281
Report Group Maintenance program	
using.....	283, 284
Report Row Maintenance	193
Report Row Maintenance Footer View.....	196
Report Row Maintenance General View	194
Report Row Maintenance Header View	202
report row maintenance information	
entering	208
Report Row Maintenance Rows View	198
Reports	162
Overview	162
program listings.....	162
Reports Dialog Boxes	
Columns	222, 223, 224
Reports Procedures	
How to enter financial report information (overview)	227
How to enter report column maintenance information.....	189
How to enter report row maintenance information.....	208
How to print the GL Sub Ledger Report	180
How to print the Journal Listing report	167
How to use the Financial Report Writer	219
Reports Programs	
Financial Report Writer	215
GL Sub Ledger Report.....	177
Journal Listing	164, 165
Report Column Maintenance	182
Report Row Maintenance	193
Trial Balance Report	170
Reversing Journal Entries	15
generating	15
reversing journal entry header information	

entering	30
reviewing account numbers in report ids	207
Rich Text Format Dialog Box	225
row maintenance information	
entering	208
row parameters	
creating and maintaining	193
maintaining	193
Rows Views	
Report Row Maintenance	201
RTF	225, 226
running the Account/Center Structure Changer	317

S

Save Journal Entry Template Dialog Box	28
Segment Maintenance	273
segment maintenance information	
entering	274
Select Row to Total Dialog Box	206
selecting columns for financial reports	222
selecting detail and total rows to add and subtract on financial report ids	206
setting up and maintaining centers	257
setting up General Ledger Controls	309
setting up standard distribution percentages or unit ratios	64
Source Views	
Allocation Entry Maintenance	99
specifying ratios for the Summary Management Inquiry program	275
standard distribution percentages	
setting up	64
Standard Reports Features	9
Statistical Account Maintenance	270
statistical account maintenance information	
entering	272
statistical-type accounts	
entering	
editing and viewing figures	270
Subledger Report	179

Summary Management Inquiry program	
specifying ratios	275
System Features.....	v
System Procedures	v
 T	
templates	
creating for journal entries	28
The Auditor's Closing Period	268
Transaction Amount Limit Features.....	21
Transaction Limit	21
Transfer/Change Code Dialog Box.....	246
Trial Balance.....	173
Trial Balance Report.....	170
trial balances	
printing	174
 U	
unit ratios	
setting up.....	64
Users Views	
Account Maintenance	252
Center Maintenance.....	263
using budget versions.....	61
using the Accounting Period Maintenance program.....	269
using the Budget Distribution Maintenance program	66
using the Budget Entry program.....	71
using the Budget Version Maintenance program	63
using the Center Maintenance program	264
using the Financial Report Writer	219
using the GL Account Inquiry program.....	144
using the Journal Inquiry program	153
using the Report Group Maintenance program	283
 V	
Vertical Budgeting.....	93
viewing account information	138
viewing center information.....	155

viewing journal entries 149

W

Welcome to TakeStock..... iii