



Infor10 ERP Discrete iEnterprise (XA)

Accounting Management General Ledger User's Guide

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To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to XA.

For a complete list of the books in the XA library, see the bibliography on the XA documentation CD.

Before you begin

If you are not familiar with the System i, please complete the System i education for the basic operating concepts of the System i.

What this book contains

Chapters 1 and 2 acquaint you with the application. Be sure to read the first two chapters before you use the instructions in the remaining sections. Use these chapters to understand how this application works and what you need to know to manage it.

The next group of chapters describes the options on the Main Menu. For example, Chapter 3 contains information about option 1 of the Main Menu. Each chapter includes information about how to use the displays associated with each option.

The last group of chapters describes the reports and forms for this application.

Use the appendixes to find information about using offline files or other functions specific to your application.

Summary of changes

More specific instructions have been added to fiscal year accounting, journal posting, year-end close, and period-end close.

Option 4 has been added to the Journal Processing menu (AMGM10) to allow you to create recurring batches, and option 5 has been added to the same menu to allow you to reverse journal transactions that have been posted. New displays are shown to accomplish these tasks.

Revision bars mark changes in the book.

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Current liabilities 2000--2499	B-3
Long-term liabilities 2500--2999	B-3
Stockholder's equity 3000--3999	B-3
Income (revenue) 4000--4099	B-3
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Income (revenue) 4000--4099	B-7
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Chapter 1. Introducing the General Ledger application

This chapter contains general information you need to know about what General Ledger does and how it works:

What General Ledger does	1-1
How General Ledger works with other applications	1-3
How the information flows within General Ledger	1-4
How the application is designed	1-6
Using eWorkPlace with XA documentation.....	1-11

Some concepts and features that are common to most of the XA applications are discussed in two other books: [Getting Started with XA and Planning and Installing XA](#).

- [Menus and displays](#)
- [Graphics support](#)
- [Group Job support](#)
- [Master file searches](#)
- [Audits and controls](#)
- [Security](#)
- [Question and Answer data base](#)

What General Ledger does

A general ledger keeps track of the assets and liabilities of your company. The ledger is a very important part of any business operation; it must be kept accurate and in balance at all times. Through long accepted practice, a double entry accounting system has evolved. This means each entry places equal debits and credits in the general ledger. A significant part of the periodic processing is designed to see that all of the entries posted to the general ledger are in balance. Safeguards have been built into the system procedures to assist you in this control. In addition, it is expected that you maintain external controls which, when combined with internal controls of this application, round out the system of accounting controls and audit trails used to maintain the accuracy of the General Ledger application.

The General Ledger (GL) application is designed to handle the general ledger function for up to 89 companies. Many of the processing steps allow you to perform functions for more than one company at a time. Others are designed to process one company at a time in order to maintain the integrity of the General Ledger application. The ease of submitting jobs from a work station provides the flexibility for running multiple jobs for different companies concurrently.

The accounting entries, after being prepared by someone in your company, are entered into the system, edited, verified and balanced before being formatted into a General Journal. This "journal" is the official accounting document showing the detailed entries that will be made to the General Ledger. Journals prepared by other applications you may install (Accounts Payable, Payroll, Financial Analysis, Accounts Receivable, and Purchasing) can also be incorporated into General Ledger processing.

These detailed entries will be printed from time to time to provide your company's management with an overall financial picture of the company. The reports can also include budget or previous-year values associated with the accounts so that trends can be quickly spotted.

The General Ledger Main Menu

To become familiar with the main functions of GL, look at the General Ledger Main Menu.

```
AMGM00                      Accounting Management General Ledger          *****
                             Main Menu

Type option or command; press Enter.

  1. Journal Processing >>
  2. Demand Reports >>
  3. Fiscal Period Close
  4. Year-End Close >>
  5. File Maintenance >>
  6. File Listings >>
  7. Inquiry >>
  8. Journal History >>
  9. Consolidation Support >>

==> _____

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status F12=Return  F22=Messages
```

Option 1. Journal Processing. Use this option to enter general journal transactions interactively, to change a previously entered batch, to enter general journal transactions from prerecorded diskettes, and to post transactions entered.

Option 2. Demand Reports. Use this option to print General Ledger reports on demand, and to print a Journal History Report.

Option 3. Fiscal Period Close. Use this option to enter the Fiscal Period Close options.

Option 4. Year-End Close. Use this option to print the Year-End Audit Listing and prepare the General Ledger Master file for next year's processing.

Option 5. File Maintenance. Use this option to add, change, or delete General Ledger accounts, add, change, delete, or copy statement formats, copy a Chart of Accounts, update the Period End Date Table, or add or change currency IDs for a company.

Option 6. File Listings. Use this option to print the Chart of Accounts, accounts with current, budget, or previous year amounts, statement formats, and period end dates.

Option 7. Inquiry. Use this option to show the period balances for an account, period end dates, and period processing status for a company.

Option 8. Journal History. Use this option to inquire, archive, restore, and delete journal history records.

Option 9. Consolidation Support. Use this option to create a GL Balance Transfer file (GLXFER) in journal entry format, containing the GELMAS balances, or print a Consolidation Worksheet.

How General Ledger works with other applications

The General Ledger application accepts data from Accounts Payable, Payroll, Financial Analysis, and Accounts Receivable when they are installed and interfacing with General Ledger. Appropriate journal transactions are created by those applications and added to the Temporary General Ledger file. These journals are processed with the General Journal when General Ledger reports and statements are printed. Refer to the *CAS User's Guide* for a further description of how General Ledger interfaces with these applications. You must remember to consider how these other applications affect General Ledger processing, such as Fiscal Period Close.

General Ledger interfaces

GL does not send information to the other XA applications.

GL receives information from ...

- AP** Purchase journal distribution and cash disbursements.
- AR** Information about cash receipt and adjustment transactions; gain/loss information when using multiple currencies.
- COM** Invoice information; sales information to print GL worksheet during month end close.
- F/A** Depreciation transactions, automatic journal entries, and new budget amounts when a proposed budget is posted.
- IM** Transaction history.
- PC&C** Labor, overhead, machine, and miscellaneous cost information.
- PM&C** Transaction history.
- PR** Summary of all gross pay, tax, deduction, and net pay entry requests.
- PUR** Purchase journal distribution.
- REP** Transaction cost information.

How the information flows within General Ledger

Figure 1-1 shows how information flows through the General Ledger application.

You can use GL to enter general journal transactions, post these transactions to the accounts in the General Ledger Master file, and print several reports and statements used in General Ledger accounting. General Ledger accounting usually follows the cycle described in Figure 1-1, but some flexibility is built into the application. For instance, you can print financial statements for a prior accounting period at any time within the same fiscal year. A certain amount of inflexibility is also designed into GL to maintain the accuracy and auditability of this critical area of your business.

General Ledger information is entered through the work station as a batch on diskette or disk. Appropriate journals are produced by the applications which created the General Ledger information.

When all transactions for a period have been posted, the fiscal period-end cycle is started. The Financial Statement Worksheet is printed to preview the effect of transactions on financial statements and to determine period-close entries. Finally, the period-close procedure produces the General Ledger, Comparative General Ledger, Income Statement, Balance Sheet, and Statement of Changes in Financial Position. These statements can also be printed upon demand.

At year-end, the Fiscal Year-End Audit listing is printed and General Ledger accounts are initialized for next year's processing.

If you chose to use the Journal History option during application tailoring, journal transactions from the Temporary General Ledger file are saved into the Current History file. You can then archive, restore, and delete journal history records, as well as print a Journal History Report from either the Current or Restored History file. you can also inquire about the Current Journal History records.

If you choose to install Multi-Currency Support, you can translate financial statements from the local currency to a foreign currency, or vice versa. This allows the Financial Statement Worksheet, Comparative General Ledger, Income Statement, Balance Sheet, and Statement of Changes in Financial Position to print showing either original balances or translated balances.

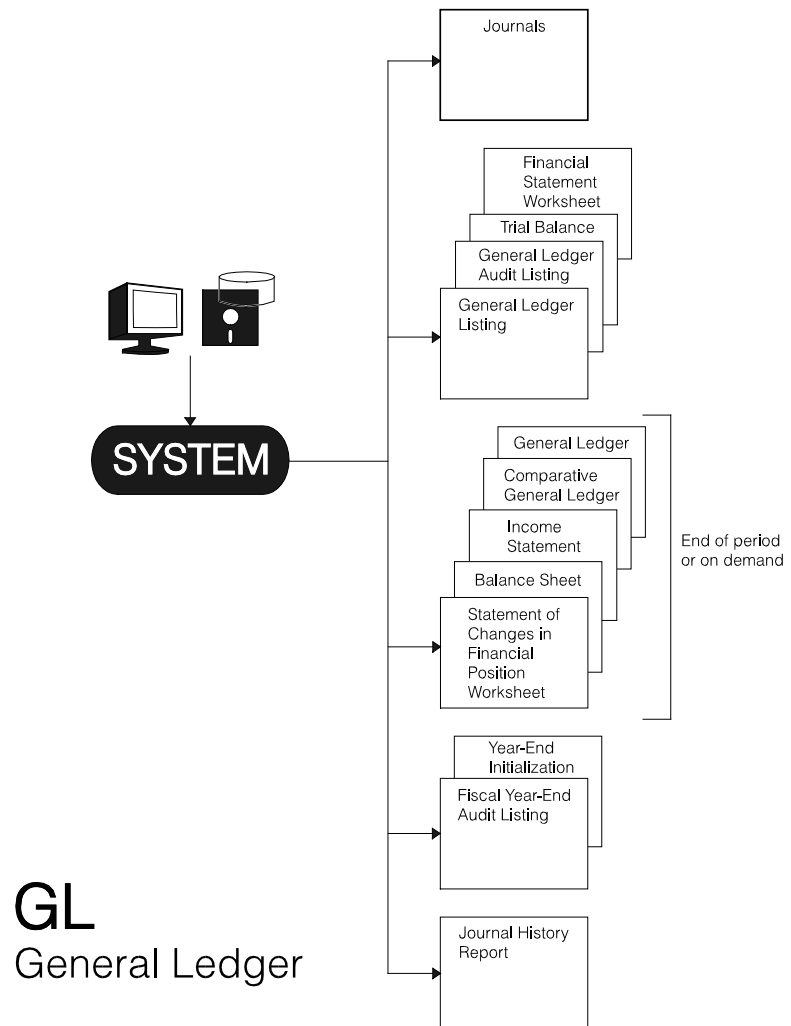


Figure 1-1. General Ledger information flow

How the application is designed

A standard system structure supports the General Ledger application and system functions. The structure elements that you need to understand are:

- Master file searches: You can look up information in various master files by typing a question mark in a field that supports searching.
- Files: Files are collections of data organized in a meaningful way. Some files contain relatively permanent data, and they are called master files. Other files are used to store data until it is processed, printed, or moved to a master file, and they are called temporary files or transaction files. All files are composed of records, which are composed of fields. Each field is an item of data, such as a general ledger account number.
- Reports: You can print information using the reports function.
- Inquiries: You can see information at your work station by using the inquiry function.

Master file searches

XA has master file searches that you can use to look up information in various master files. To begin a search, type a question mark (?) in a field that supports searching.

After you type a question mark in an eligible field, use **FIELD EXIT**, and then press **Enter**. A display appears on which you describe the type of search you want and what you want to find.

Files

Information in the General Ledger application is maintained in three kinds of files: master files, control files, and work files.

Master files

Master files maintain information that is usually permanent and is used repeatedly in processing journal entries and in printing statements and reports. For example, the Chart of Accounts is stored in the General Ledger Master file for use by any task that requires that information. Master files can be maintained concurrently (multiple users can update the same master file at the same time). Master files contain two types of information:

- Static information, or information that rarely changes, such as account definitions.
- Dynamic information, or information which changes frequently, such as account balances.

The General Ledger application uses six master files:

- Current History (CURHIS) file
- General Journal Transaction Entry Control (GELWRC) file
- General Ledger History Control (GLHCTL) file
- General Ledger Master (GELMAS) file
- General Ledger Statement Format Master (GLFORM) file
- Period End Date Table (PEDTBL) file.

Current History (CURHIS). Records are copied from the Temporary General Ledger file into this file during end-of-month or period close. The Current History file is used to accumulate journal history. See Chapter 10, "Journal History" for more information about journal history accumulation and processing options.

General Journal Transaction Entry Control (GELWRC). This control file contains one record for each general journal transaction entry batch currently in use on your system. Each record contains information about its associated transaction entry batch, such as batch status, entry date, or number of records.

General Ledger History Control (GLHCTL). This control file contains 99 records: one record for each of the 99 history files you could have saved. Each record contains information about its corresponding history file, for example, the range of companies and posting dates contained in the file.

General Ledger Master (GELMAS). This file contains at least two records for each account in a Chart of Accounts. The budget year record is optional. A Chart of Accounts must be defined for each company that uses the General Ledger application. There can be nine records for each account: one for current year information, one for budget year, one for the previous year (last year), and additionally, current, last year, and budget records for translated and measurement balances for each account in the file.

You use these additional records if you answer Y to DO YOU WANT TO INSTALL MULTIPLE CURRENCY during application tailoring. Each record contains information, such as account description and type, period-by-period debits and credits, currency ID, consolidation account number, and consolidation account type for translating and transferring balances. See Chapter 7, "File Maintenance" for more information.

General Ledger Statement Format Master (GLFORM). This file contains records that define how the income statement and balance sheet are printed. Each company using General Ledger can define up to ten different statement formats. Statement formats should be defined in pairs; for example, an income statement and balance sheet for a particular format number. The only restrictions are:

- Format number 0 must be defined for each company and must include a company's entire Chart of Accounts.
- A balance sheet format requires an income statement format. Current period profit and loss is calculated by the income statement program, and the balance sheet requires the profit or loss amount which is passed from the income statement program.

See Chapter 7, "File Maintenance" for more information.

Period End Date Table (PEDTBL). This file contains dates used to retrieve exchange rates from the Exchange Rate table when the General Ledger Balance Translation program interfaces with the currency conversion routine. See Chapter 5, "Fiscal Period Close" for more information.

System Control File

The System Control file is the major system file for XA. It shows relatively unchanging information that is used by more than one application or operation. When you install an application and enter responses to the Questionnaire, the information is stored in SYSCTL. It contains the functional options you chose, the report options you chose, and any constant information you entered (such as company name). To change information in the System Control file, answer the Questionnaire again or use Cross Application Support file maintenance.

Work files

Work files are created by the General Ledger application to hold information that you enter and post to journals. Work files include:

- General Journal Transaction Entry (GELWRK) file
- GL Balance Transfer (GLXFER) file.
- Restored History (RSTHIS) file
- Temporary General Ledger (TEMGEN) file.

General Journal Transaction Entry (GELWRK). This work file contains general journal transaction batch entries you have typed in or entered from offline files. These batches are posted to the general journal after being edited and corrected. The records in this file include debit and credit account numbers, debit and credit amounts, and descriptive information associated with general journal posting. See Chapter 3, "Journal Processing" for more information.

GL Balance Transfer (GLXFER). This work file contains the GL balances selected for transfer between a parent company and foreign subsidiaries. The balances are in journal entry format, and are entered through Journal Processing.

Restored History (RSTHIS). This file contains journal history records restored from diskette or tape. See Chapter 10, "Journal History" for more information.

Temporary General Ledger (TEMGEN) . This work file contains the posted journal entries from General Ledger and other applications—Accounts Payable, Payroll, Financial Analysis, and Accounts Receivable when those applications are installed. These posted entries are purged from this file, reports are printed, and account balances are updated at fiscal period close. See Chapter 5, "Fiscal Period Close" for more information.

Major reports

After you enter general journal transactions, you can post those transactions, enter another batch of transactions, print reports, statements, audit journals, or copy, print, or audit the chart of accounts.

You can print the following reports during the General Ledger accounting cycle:

- When general journal transactions are posted:
 - General Journal Proof
 - General Journal
- After posting and as needed:
 - Financial Statement Worksheet
 - Journal Audits
 - General Ledger Audit Listings
 - Preliminary General Ledger
 - Comparative General Ledger
 - Income Statement
 - Balance Sheet
 - Statement of Changes in Financial Position
 - Journal History Report
- As a result of closing a fiscal period:
 - General Ledger
 - Comparative General Ledger
 - Income Statement
 - Balance Sheet
 - Statement of Changes in Financial Position
 - Journal Transactions Copied to Current History
- As a result of closing a fiscal year:
 - Fiscal Year-end Close General Ledger
- When translating General Ledger balances:
 - General Ledger Balance Translation Exception Report
 - General Ledger Translation Audit Trail
- When consolidating company balances:
 - General Ledger Transfer Control Report
 - Consolidation Worksheet Report
- As needed or when requested:
 - Chart of Accounts
 - General Ledger listings
 - Copy Chart of Accounts
 - Journal History Report

Balance sheet (AMG44)

Lists all assets and liabilities and reflects the financial condition of your company at a certain point in time. It can be printed with either original balances or translated financial statement balances. This report is also printed in the format you specify.

Comparative general ledger (AMG42). Lists the Chart of Accounts with a summary of transactions for the current period and current year-to-date. It can be printed with either Original Balances or Translated Financial Statement Balances. It also prints comparative budget and previous year periods.

Consolidation worksheet (AMG92). Lists consolidated balances for a specified range of companies in a side-by-side format on one report.

Financial statement worksheet (AMG22). Lists each General Ledger account with a summary of transactions for a given period. These transactions are reflected on the income statement and balance sheet.

General journal (AMG14). Lists all posted transactions for the selected period.

General Ledger Detail Audit Listing (AMG30A). Lists the Chart of Accounts with period-by-period debits, credits, net change, year-to-date accumulation, plus the new balance forward.

General Journal Entry Edit (AMG05A). Lists all batch transactions for a session and prints messages for all transactions in error. It also prints batch status and batch totals.

General Journal Proof (AMG05B). Lists all general journal transactions for a selected period by transaction source.

General Ledger (AMV03). Lists the Chart of Accounts, detailing all journal transactions for the period.

General Ledger Chart of Accounts (AMG59). Lists all General Ledger accounts used by a company. The accounts are described and categorized according to asset, liability, income, or expense.

General Ledger Detail Audit Listing (AMG30A). Lists the Chart of Accounts with period-by-debits, credits, net change, year-to-date accumulation, plus the new balance forward.

General Ledger Edit Listing (AMG30C). Lists the Chart of Accounts with associated amount fields in the General Ledger Master file.

General Ledger File Listing (AMG30D). Lists the Chart of Accounts with associated account balance forward for each period for current, budget, and last year records.

General Ledger Fiscal Year-End Audit Listing (AMG30B). Lists the Chart of Accounts and is similar to the General Ledger Detail Audit Listing except that all periods are detailed, including those with no posted amounts. It is printed as a historical document prior to preparing the General Ledger Master file for the next year's processing.

Income Statement (AMG43). Lists the revenue and expenses for a period. The values are compared to budget or previous year to calculate net profit or loss. It can be printed with either original balances or translated financial statement balances. This report is prepared in a format you specify.

Journal History Report (AMG25). Lists journal history by range of periods or months/years, and account numbers. The accounts are described and categorized according to transaction amount, journal reference number, debit/credit, transaction source, order number, check number, and entry date.

Period End Date Table listing (AMG7LA). Lists the period end dates by company for current year and last year.

Statement of Changes in Financial Position (AMG45). Summarizes the source and application of funds for the Balance Sheet accounts of your company. It can be printed with either original balances or translated financial statement balances.

See Chapter 12, "Report descriptions" for samples of all reports, statements, and listings produced by the General Ledger application.

Inquiries

During any of the general ledger cycles, situations may occur that require a prompt, convenient way of retrieving information. You can interrupt what you are doing to see the status of any General Ledger account, fiscal period, period end date, or current journal history. An inquiry is a request to see specific information on the display.

The kinds of information you can review online include:

- Period/month balances for a company, account, and account type selected
- Period/month end dates for a selected company
- Status of processing periods/months for a selected company
- Current journal history and posted journals.

Using eWorkPlace with XA documentation

eWorkPlace (eWP) is the Microsoft®, Windows™-based graphical user interface for XA. The eWP windows co-exist with the XA character-based displays, called Host screens. If you are using eWP, you can view the corresponding Host screen for any eWP window, if necessary.

Note: If you have modified a Host screen, the GUI default is used. The default GUI feature can be enabled or disabled.

The user's guides and help text contain instructions that reference the host XA screens (called panels and displays) rather than the eWP windows.

To understand how a Host screen instruction relates to an action on a eWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, **Cancel** on a button and on a File pull-down corresponds to the user guide instruction "use **F12=Cancel** to return to the previous display".

Note: For the instruction "press **Enter**", the corresponding control on an eWP window is an **OK** button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the eWorkPlace window.

Documentation instructions	eWorkPlace actions
To change the details of a vendor, type 2 next to the vendor and press Enter .	Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button.
To create a vendor, use F6 .	Select Create on the Functions menu or click the Create button.
Position to command. If you want to skip to a particular command, type the full or partial command.	Type the full or partial command in the position to entry field and click the Position button.
Type the information requested and press Enter .	Type values in or select values for the entry fields and click the OK button.
Type the information requested and use a function key.	Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down.
Use the Item Master maintenance display to.....	Use the Item Master maintenance window to.....

For more information about eWP, see *Getting Started with eWorkPlace*.

Chapter 2. Managing General Ledger

This chapter contains information about using General Ledger features and functions in your business operations.

Before you begin General Ledger operations.....	2-1
General Ledger functions and calculations	2-5

Before you begin General Ledger operations

Before you begin running General Ledger, you need to:

- Analyze the tasks involved in managing this application.
- Establish the accounting year. Decide whether to use 12-month or 13-period accounting.
- Establish which entry method or combination of methods you will use.
- Examine the source material you receive and determine how you will group this information into batches.
- Establish the accounting controls to be used and determine who will be responsible for applying them.
- Establish the sequence for performing your operations.
- Schedule the work.

Determine the tasks

First, examine your General Ledger operation and divide the work into several major tasks and decide who is to do them. This activity helps you to organize your entire operation so you can focus on one major task at a time. For example, in your General Ledger operation, you can:

- Prepare input data, such as journal entries. This information should be provided on special forms for you.
- Edit forms before entry to verify that all the required information is present and to provide adding machine tapes and balancing totals with the forms.
- Resolve any errors found when the application edits the entry. For example, if invalid General Ledger account numbers or out-of-balance entries are found, these should be corrected by the person who prepared the input forms.
- Review all edit listings and reports, noting any discrepancies and submitting corrections.
- Determine who is responsible for requesting General Ledger reports and statements.
- Determine if you want to accumulate and report Journal History.

Select an entry method

The application accepts information entered directly from a work station or from diskettes or disk files. You must decide which method or combination of the two is best for your operation.

The following are some factors you should consider when planning your installation of the General Ledger application:

- Frequency of general journal entry or processing
- Volume of general journal transactions
- Time required to enter transactions
- Operator availability to enter transactions
- Availability of a work station for interactive data entry
- Requirements of any other applications co-resident with General Ledger and the possibility of contention for system resources arising from this.

After you have analyzed the requirements of your particular environment, you can determine the most efficient and appropriate data entry procedures.

Determine source material and batches

General journal transactions are always transcribed from original books of entry. You must determine who should do this and onto what medium the transactions will be written—data entry form, diskette or disk. An input form should be used to submit general journal transactions. Your department can use the blank forms in Chapter 13, “Blank forms” for data preparation and later for daily operations. Keep the blank forms as master copies and reproduce as many as you need for future use. There are two rules to remember when entering batches of general journal transactions:

1. Each batch must contain information for only one company and for only one accounting period.
2. If you use offline files to process recurring entries, remember to change the posting date or period on the file before submitting it.

Establish controls

Accounting controls are critical to your business, not only for accurate reporting of income and taxes, but also for maintaining efficiency and guarding against erroneous information.

The General Ledger application has several internal controls that maintain and preserve the integrity of the application. See Chapter 14, “Accounting controls and audits” for more information.

Determine what to use

There are few special requirements for processing General Ledger transactions and printing reports and statements. Forms are necessary only for encoding master file data entry, general journal transactions, and control purposes. You may want to consider a report request form. The following is a list of those forms recommended for efficient General Ledger operation:

- General Ledger Master File Maintenance (used to update your Chart of Accounts)
- General Ledger Statement Format File Maintenance (used to update income statement and balance sheet formats)
- General Journal Transaction Entry (used for interactive journal entry)
- General Journal 3741 Entry (used for recording journal entries on diskette)
- General Journal Batch Control (used to audit batch totals)
- General Ledger Period Control (used to audit journal totals, including those journals posted by Accounts Payable, Payroll, Financial Analysis, or Accounts Receivable). See Chapter 3, "Journal Processing" for more information.

See Chapter 14, "Accounting controls and audits" for more information. See Chapter 13, "Blank forms" for copies of the blank forms.

In addition to forms, you may require diskettes for entering general journal transactions.

Establish the sequence

The General Ledger cycle is initiated from Main Menu AMGM00. The Main Menu lists the functions of General Ledger in the normal operational sequence. Select options 1 through 4 and select options from their secondary menus in sequence, as needed, to complete a full accounting cycle. Figure 2-1 on page 2-4 shows the General Ledger accounting cycle from journal entry through journal posting, fiscal period close, and fiscal year-end close.

Schedule the work

You need to schedule the various General Ledger activities to meet the needs of your company. You must make sure your system time is scheduled so that the time can be used efficiently.

Using a monthly calendar, assign each activity to a specific day or days, even if you use 13-period accounting. If Accounts Payable, Payroll, Financial Analysis, or Accounts Receivable are installed, be sure you include the applicable activity in your schedule. You also can use the General Ledger accounting cycle shown in Figure 2-1 on page 2-4 to assist in the scheduling of work.

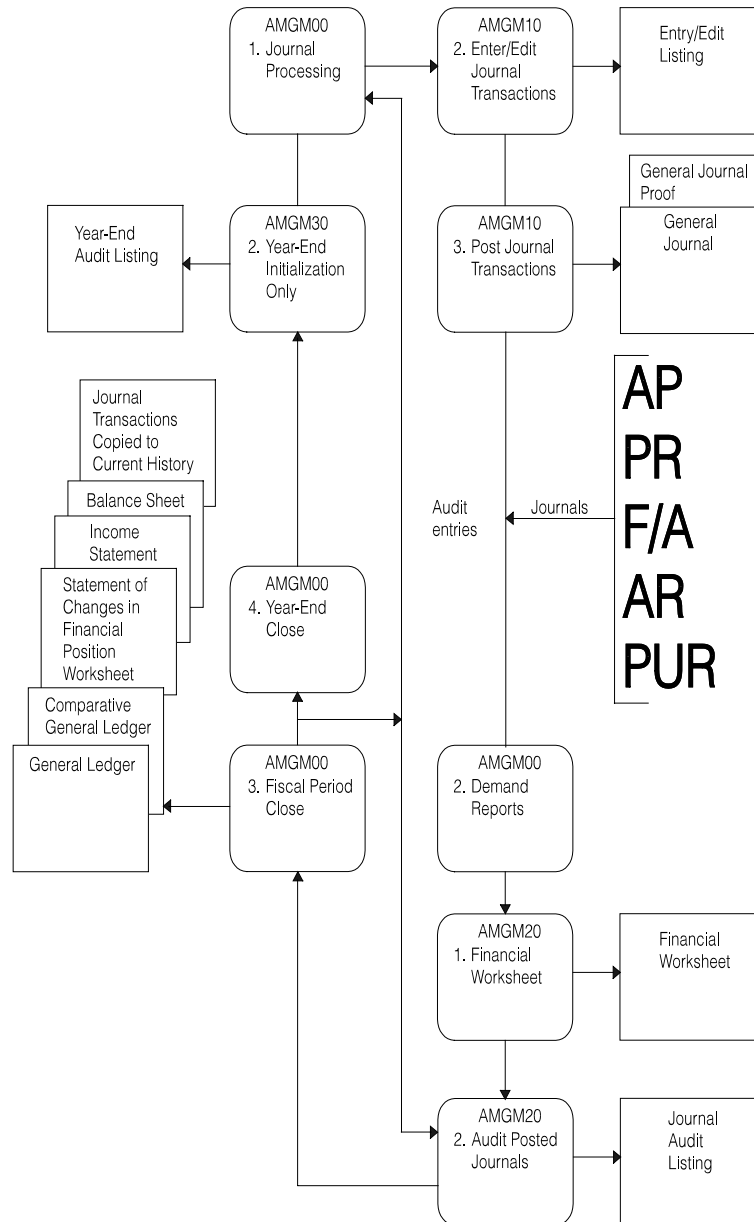


Figure 2-1. General Ledger accounting cycle

General Ledger functions and calculations

Before you use General Ledger, you need to:

- Understand the calculations performed by General Ledger and other features of the application.
- Change fiscal year accounting cycle
- Understand special use account numbers.
- Understand Multi-Currency Support.

Understand the calculations and other features

You need to understand several calculations and other features of the General Ledger application so you can make better judgments during daily operations:

- In journal entry, batch debit and credit totals must balance. Records accepted in error are included in debit and credit totals so when an erroneous account number prevents the closing of a batch, you will know the amounts are correct.
- In journal posting, the General Journal Proof must balance by source of original entry. This is not only an accounting control but also provides a more detailed audit trail.
- Year-to-date calculations are based on your first fiscal month, designated when you answer the Questionnaire, through the period you want to process.
- When selecting a specific period for a report, balance forward amounts could include journal transactions for any previous periods which are not closed.

The sign notation on some reports is determined as follows:

Account type	If balance is DR	If balance is CR
AS - Asset	blank	CR
LI - Liability	DR	blank
EX - Expense	blank	CR
IC - Income	DR	blank

On the income statement for group numbers with a column code of 3 or T, the sign always prints.

Change fiscal year accounting cycle

If you want to change from a 12-month to a 13-month period accounting cycle, perform the following steps:

1. Close all open months in the current fiscal year.
2. Perform a year-end close.
3. Archive and delete all current journal history. If you have more than the current year's history on the system, archive the journal history separately for each year.
4. Re-run the Install/Tailor questionnaire changing the response to question G08 to '01' ('What is this company's first fiscal month').

You must complete all these steps before entering and posting journals for the new year. If it is not possible to wait to post journals until after making these changes, enter and post to the month that is the equivalent of the new year period. Remember when doing this that your first fiscal period (under 13 period accounting) is always '01'.

Understand special use account numbers

The general ledger account numbers 9999995, 9999996, 9999997, and 9999998 are reserved for special use by certain applications to prevent out-of-balance conditions. The specific applications are as follows:

F/A	9999995
AR	9999996
PR	9999997
AP, PUR	9999998.

An application uses its number if a valid account number is not available when a posting is made; it prevents the posting of an out-of-balance entry. If one of these numbers is used, you must manually transfer the entry to the proper account prior to closing the period. Follow these steps:

1. If you do not already have a general ledger account number, assign one.
2. Add both the new assigned number and the 999999X number that was used in the General Ledger Master file.
3. Add the new general ledger number to the application where it is needed, for example, the Questionnaire or a file such as the Deduction Distribution file. You can determine this from your particular situation.
4. Make General Journal entries as needed to zero the 999999X accounts and put the entry into the proper accounts.

General ledger account number 99999999999999 is a reserved account used to store retained earnings calculated by the income statement program.

Understand multi-currency support

Using multi-currency support, General Ledger allows a subsidiary to keep its books in its home currency and report results to a foreign parent company in the parent company's currency. It also allows a parent company to produce consolidated financial statements for subsidiaries that report their results in foreign currencies.

When a company has foreign subsidiaries, each foreign subsidiary keeps its books in its own national currency. In order to produce consolidated financial statements, these balances must be translated (converted) to the parent's currency. Once this is done, adjustment and elimination entries can be made and statements generated using existing XA functions.

GL multi-currency support allows you to:

- Permit subsidiaries to maintain their own chart of accounts and then convert and summarize these accounts to a standard chart of accounts for consolidation purposes.
- Create files that are used to send ledger balances between XA General Ledger installations.
- Translate foreign currency balances to the parent's national currency. Translation routines support compliance with FAS52 and the EEC 7 Directive on consolidations. Translations that neutralize exchange rate fluctuations for internal measurement purposes are also possible.
- Provide a consolidation worksheet that shows balances for multiple companies on one report.

- Produce financial statements and Financial Analysis Report Writer reports that show either original or translated balances.

Install multi-currency support

You need to complete eight steps before using multi-currency Support to consolidate domestic and foreign subsidiaries.

1. Maintain your Currency ID file (CURRID) through Cross Application Support
2. Maintain your Exchange Rate file (EXRATE) through Cross Application Support
3. Implement a Consolidation Chart of Accounts
4. Decide who translates foreign currency balances
5. Set-up currency IDs
6. Set-up the GL Period End Date Table
7. Assign currency IDs to accounts
8. Review statement formats.

See the *CAS User's Guide* for instructions on maintaining your Currency ID file and Exchange Rate file.

Translate General Ledger balance

The net result of the translation done in General Ledger is that the GELMAS file may contain up to three set of records: original balances, translated balances, and measurement balances. You can maintain only the Original balances records (record types 1–3).

- The original balances contain the amounts entered into GL through journal entries. The record types are:
 - 1 Current balances—current year
 - 2 Budget balances—current year
 - 3 Last Year balances—prior year.
- The translated balances contain amounts translated from foreign currency to local currency or local currency to foreign currency in accordance with generally accepted accounting principles which reflect exchange rate fluctuations. These record types are:
 - 4 Translated Balances Current—current year
 - 5 Translated Balances Budget—current year
 - 6 Translated Balances Last Year—prior year.
- Exchange rate fluctuations can distort internal measurements. The measurement balances contain amounts translated from foreign currency to local currency or local currency to foreign currency in a way that neutralizes the impact of exchange rate fluctuations. These balances are used to create management reports that eliminate the impact of exchange rate changes. These measurement reporting balances can then be reported through the Financial Analysis application's Report Writer. These record types are:
 - 7 Measurement Balances Current—current year translated budget rates
 - 8 Measurement Balances Budget—budget amounts translated at current year rates
 - 9 Measurement Balances Last Year—prior year amounts translated to prior year rates.

If multi-currency support currency translation is specified during application tailoring, each translated account must have an associated currency ID. The currency ID identifies the set of exchange rates to be used for translation. The exchange rates are stored in the Exchange Rate Table. Each account must also have a consolidation company number and a consolidation account number.

During General Ledger Balance Translation, the currency ID in the GELMAS file indicates the exchange rates to be passed to the Currency Conversion Routine. After translation, the resulting balances are returned to General Ledger and the GELMAS file is updated with the translated amounts. If the translation runs successfully, all records selected of types 4–9 currently in GELMAS are replaced with the new records.

Note: Record type 7, Measurement Balances Current, uses the rate (currency ID) defined on the budget record. You must have a budget record defined to create this record type.

Translation Gain/Loss

Once the GELMAS file has been updated, the translation gain/loss amount is calculated and entered in GELMAS. Translation gain/loss is only calculated for current and last year records (record types 4, 6, 7, and 9). It is not calculated for budget records (record types 5 and 8).

The procedure is as follows:

- You add the translation account to the GL Master file through file maintenance.
- The translation gain/loss amount is calculated for each debit/credit pair of GELMAS amount fields (example: Period 1 Debits and Period 1 Credits). The gain/loss amount is the difference between the total debit balances and the total credit balances.
- Once the translation gain/loss amounts are calculated, a record containing this information is added to the GELMAS file. The record contains the following:
 - The translation gain/loss account number entered on display AMG403.
 - Static information from the source record
 - An account type code of 4, 6, 7, or 9, depending on the type of record being created
- The translation gain/loss amount is recorded in GELMAS as follows: debits are recorded in the debit field and the credit field is set to zero; credits are recorded in the credit field and the debit field is set to zero.

Consolidation support

The consolidation support function allows a transfer of balances between subsidiaries and parent companies. For example: using the GL Balance Transfer function, a subsidiary creates a General Journal Transaction Entry File containing its GELMAS file balances and sends it to its parent company. The parent company uses the Journal Processing and Fiscal Period Close functions to process the journal and record the information on its own GELMAS file.

In another situation, a parent company can use the GL Balance Transfer function to create a General Journal Transaction Entry File containing the GELMAS balances summarized by consolidation company and consolidation account number. Then

they use the Journal Processing and Fiscal Period Close functions to record this journal on GELMAS.

The process for GL Balances Transfer is as follows:

- The program determines the GELMAS records to process. A record is selected when its company number and record type code match the selection criteria entered on display AMG901.
- If the Summarize Balances option is answered Y, the system uses the consolidation company and consolidation account number instead of the regular company and account numbers. These records are summarized into a single record.
- A GLXFER record is built. The GLXFER is the offline file name used in Journal Processing, option 2 (Enter Transactions from Offline Files).
- The GL Balance Control report is built.

Use multi-currency support

The General Ledger multi-currency support feature extends the XA General Ledger application's consolidation capabilities so it is able to produce consolidated financial statements for companies that have foreign subsidiaries.

The sections that follow describe how to install and run multi-currency support.

Implement a Consolidation Chart of Accounts. The first step in any consolidation is for the parent and subsidiary companies to establish a chart of accounts that they will use for consolidation purposes.

If you already have one chart of accounts for your companies you can skip this step.

If you are like most companies that operate internationally, you will find that there are good business and sometimes legal reasons for companies to have different charts of accounts. XA now supports this by adding consolidation company and consolidation account elements to the GL Master file (GELMAS).

This data is used in the following way:

- Each company keeps its books using its own chart of accounts
- When data is sent to the parent company, the balances in GELMAS are converted to the consolidation company and consolidation account by GL Balance Transfer.
- When the balances are received by the parent, they are processed as an offline journal using option 1 (Journal Processing) from the Main Menu (AMGM00).

Decide who translates foreign currency balances. When companies have foreign subsidiaries, each company keeps its books in its own national currency. In order to consolidate, the balances on the foreign subsidiaries' books must be translated to the parent's national currency.

The translation may be done by either the subsidiary or the parent. If the translation is done by the subsidiary, both the subsidiary and the parent see the translated results. If the translation is done by the parent, it is usually easier to ensure that it is done in a consistent way.

XA allows you to decide whether the balances are translated by the subsidiaries or the parent. It also allows you to have some subsidiary companies translate their balances and others send balances in their national currency.

If a company is doing statement translation, you need to answer the Install/Tailor questions as follows for the company number that is being translated:

- Question G03—DO YOU WANT TO INSTALL MULTI-CURRENCY IN GL/FA?—answer YES
- If you answer NO, questions G11 and G12 do not appear.
- Question G11—ENTER A THREE CHARACTER ORIGINAL BALANCES CURRENCY ID
 - If the translation is being done by the subsidiary, leave this field blank.
 - If the translation is being done by the parent, enter the currency ID that defines the currency used by the subsidiary. For example, if a U.S. parent was translating the balances for a French subsidiary, the currency ID might be "FFS".
- Question G12 —ENTER A THREE CHARACTER TRANSLATION CURRENCY ID
 - If the translation is being done by the subsidiary, enter the currency ID that defines the currency used by the parent. For example, if a French subsidiary was translating balances for a U.S. parent, the currency ID might be "US\$".
 - If the translation is being done by the parent, enter the currency ID that defines the currency used by the subsidiary. Note, this should be the same currency ID you entered for Question 11. In this case this currency ID represents the units of the subsidiary's currency necessary for translation to the local currency.

Set up currency IDs. The accounting principles that determine the exchange rates used in translating balances are complex and often vary by country. You may find that the exchange rate used varies according to the type of account that is being translated. Consult your CPA for advice on what exchange rates to use.

In XA, exchange rates are maintained through the Cross Application Support (CAS) Multiple Currency Support menu option, which is used to maintain exchange rate data for General Ledger and other applications. Each set of exchange rates is identified by a currency ID, and it is possible to have many currency IDs for a single national currency. Currency IDs are identified to a national currency by a Primary Currency code. The Primary Currency code is also set-up as a Currency ID with blanks in its own Primary Currency code as shown below.

Currency ID	Description	Primary currency code
FFS	French Francs	—
FF1	FFS Balance Sheet	FFS
FF2	FFS Income Statement	FFS
FF3	FFS Historical	FFS

You must set up the currency IDs that you need to translate balances before you assign accounts on the GL Master (GELMAS) file to these currency IDs. The rules for doing this are as follows:

- If the subsidiary is doing the translation, the exchange rates are for the parent's currency. If the parent is doing the translation, the exchange rates are for the subsidiary's currency.

- Exchange rates are constantly changing. In most cases, you will need to enter the rates that apply at the end of the month. This is done through Cross Application Support entering the currency ID, date, and exchange rate.

Note: Once you start doing translations, you will have to set up the exchange rates needed for conversion.

Set up the Period End Date Table. Exchange rates are date sensitive. The Period End Date Table defines the period end date that it uses when accessing the exchange rates. Maintain the Period End Date Table through GL File Maintenance.

Assign currency IDs to accounts. When a company's balances are translated, each account in the GL Master file (GELMAS) must have a currency ID referencing a valid currency ID. In most cases, many accounts will reference the same currency ID.

Use Update Currency IDs (option 8) from the File Maintenance menu (AMGM40) to assign the same currency ID to all accounts within a company. Use this feature to assign the most widely used currency ID to all accounts and then use Update General Ledger (option 1) from the File Maintenance menu (AMGM40) to change the exceptions to the right currency ID.

Review statement formats. If you have not previously used XA General Ledger to do consolidations, review statement formats to make sure that they include all the companies that are being consolidated.

Run multi-currency support

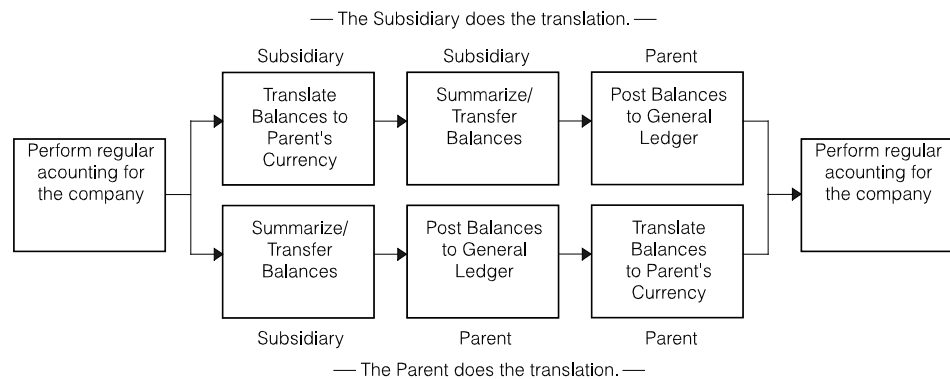


Figure 2-2. Multi-currency consolidation activities

Figure 2-2 shows that the first step in any consolidation process is for each company to perform its regular accounting activities and produce its own financial statements using XA. After that, the sequence for running multi-currency support depends on whether the subsidiary or the parent does the translation.

- If the subsidiary does the translation, it translates its balances to the parent's currency and uses the General Ledger Balance Transfer function to create a GL Balance Transfer file (GLXFER) that contains the translated balances. This file is sent to the parent's XA installation and is processed as an offline journal.

- If the parent does the translation, the subsidiary uses the General Ledger Balance Transfer function to create a GL Balance Transfer file (GLXFER) that contains balances in its own currency and sends it to the parent. The parent processes this file as an offline journal and posts it to the General Ledger Master file (GELMAS). The parent then translates the foreign currency balances to its own currency.

Once balances have been converted to the parent's currency, the parent makes the required adjustment and elimination entries and produces consolidated financial statements.

The sections that follow are sequenced on the assumption that the subsidiary is doing the translation. If the parent is doing the consolidation, the steps should be sequenced as in the following section.

Translate foreign currency balances. In most cases, exchange rates need to be updated each period. Use the Cross Application Support multi-currency support menu option to enter the required exchange rate updates before running the translation.

Once rates have been updated, start the translation by answering YES to the TRANSLATE FOREIGN CURRENCY BALANCES prompt on the Fiscal Period Close (Options) display (AMG402). This causes the GL Balances Translation (Options) display (AMG403) to appear.

The GL Balances Translation (Options) display prompts you to specify how the translation is to be done. The options include:

- Which GL Master file (GELMAS) records (current, budget, last year) are to be translated and whether translation is to be done for financial statement (record types 4-6) or measurement purposes (record types 7-9).
- The method used to translate balances.
- The Period-By-Period method results in each period being translated at its own period end rate.
- The Last Active Period method is used to translate the entire year at the latest exchange rate. This method is often used to revalue balances to reflect major exchange rate changes.
- Translation gain/loss account
- Enter the account number where translation gains and losses are to be posted.
- Which reports are to be generated.
- The GL Balances Translation Audit trail is a detailed report that documents the translation process. You should consider suppressing this report unless you suspect that there is a problem with the translation.
- The comparative general ledger, income statement, balance sheet, and Statement of Changes in Financial Position reports can be printed with either the original balances or the translated balances.

The system performs the translation using the options you specified. The translated balances are added to the GL Master file (GELMAS) as separate record types. Each time this is done the new translated balances completely replace the previous translated balances. If there is a problem with a translation run, a rerun automatically backs out the previous translation.

Transfer and summarize balances for consolidation

In order to do a consolidation, the balances for all companies must be in the same GL Master file (GELMAS). It is also helpful if the companies use the same chart of accounts and summarize balances to eliminate details that are not needed for consolidation purposes. These needs create conflicts if you have multiple General Ledger installations, need different charts of accounts for each company, or use the general ledger to do departmental reporting.

The XA GL Balance Transfer addresses these conflicts by giving you a way to:

- Transfer ledger balances between XA installations
- Convert diverse chart of accounts to a common consolidation chart of accounts
- Summarize balances to the level required for consolidation purposes.

The GL Balance Transfer option works in the following way:

- You select the GL Balance Transfer option on the Consolidation Support menu. The General Ledger Balance Transfer (Options) display (AMG402) appears.
- The GL Balance Transfer (Options) display prompts you to select the company and period to be transferred, specify whether original or translated balances are transferred, and indicate whether the balances transferred are summarized. If summarized, specify what consolidation company to use. The company must be one in the Chart of Accounts.
- If the subsidiary is doing the translation, translated balances are transferred. If the parent is doing the translation, the original (local currency) balances are transferred.
- If you answer YES to the Summarize Balances prompt, then balances are summarized by the Consolidation Company and Consolidation Account elements on the General Ledger Master file. If you answer NO, then balances reflect the subsidiary's own accounts.

Note: The Consolidation Company and Consolidation Account are maintained through the Update General Ledger option on the File Maintenance menu (AMGM40).

- Based on these parameters, a file (GLXFER) is created that contains the account balances. The file is in the same format as an external General Ledger Transaction (GLTRAN) File. When completed, send the file to the parent company.

Note: You may either download the file to mini-disk or electronically transmit the file to the parent. XA does not support this activity. Use System i utilities to do this.

- When the parent receives the balance transfer file (GLXFER), it processes it as an offline journal. When this is done, the balances are on the parent's General Ledger Master file (GELMAS) and are ready for translation or reporting.

Print a consolidation worksheet. When reviewing consolidations, accountants often need to see balances for many companies on the same report. General Ledger provides the Consolidation Worksheet report.

- Select the Consolidation Worksheet (option 2) on the Consolidation Support menu (AMGM90). The Consolidation Worksheet (Options) display (AMG911) appears.

- The Consolidation Worksheet (Options) display prompts you to specify which companies are reported and the types of balances reported.
- Based on the responses, the system generates a Consolidation Worksheet report (AMG92).

Print General Ledger financial reports. The options displays for the following General Ledger reports allow you to specify whether the following reports show original balances or translated balances:

- Comparative General Ledger
- Financial Statement Worksheet
- Balance Sheet
- Income and Expense Statement
- Financial Position Changes.

Print Financial Analysis reports. The Financial Analysis application's Financial Ratios menu option allows you to specify whether financial ratios are calculated on original or translated balances.

The Report Writer menu option has been changed so that reports showing original, translated, and measurement balances can be generated.

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Chapter 3. Journal Processing

When you select option 1 on the Main Menu, the Journal Processing menu (AMGM10) appears. This menu has five options that allow you to enter, edit, and post journal transactions.

Use the journal processing function to type in general journal transactions from prerecorded diskettes or to post the transactions interactively at a workstation, to enter transactions as a batch from prerecorded diskette or disk files, or to post the transactions to the General Ledger Master file.

Option 1. Enter/Edit Journal Transactions	3-3
Option 2. Enter Journal Transactions from Offline Files	3-18
Option 3. Post Journal Transactions.....	3-22
Option 4. Recurring Journal Transactions.....	3-37
Option 5. Journal Transaction Reversals.....	3-44

```

AMGM10                Accounting Management General Ledger          *****
                        Journal Processing

Type option or command; press Enter.

1. Enter/Edit Journal Transactions
2. Enter Journal Transactions from Offline Files
3. Post Journal Transactions
4. Recurring Journal Transactions
5. Journal Transaction Reversals

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
  
```

Option 1. Enter/Edit Journal Transactions. Use this option to enter new General Journal transactions interactively from the work station or to update (add, change, delete) a previously entered batch. You also use this option to make corrections to a batch you have entered using offline files.

You need the following for option 1:

- General Journal Transaction Entry forms
- General Journal Transaction Change/Delete forms
- General Journal Entry Edit listing (AMG05A) (used to make corrections).

Option 2. Enter Journal Transactions from Offline Files. Use this option to enter General Journal transactions that have been recorded on a data entry system or written to a disk file. Before you select option 2, you must have the diskette or disk file you want to process. The General Journal Entry Edit listing (AMG05A) prints.

After you select option 2 and enter the necessary information, your work station is free to go on to other tasks. You handle the diskette, if needed. If you select this option by mistake, or if you cannot find your diskette, insert any diskette. When the

message WRONG DISKETTE INSERTED appears, select option 3 on that panel to remove your job from the system. If the disk file cannot be found, you get a message and a chance to cancel.

Note: See Appendix A, "Offline file load and data entry" for more information.

Option 3. Post Journal Transactions. Use this option to post batches of General Journal transactions. The batch must be error free to be posted.

Option 4. Recurring Journal Transactions. Use this option to create a new batch of Journal transactions from an existing recurring General Ledger batch.

Option 5. Journal Transaction Reversals. Use this option to reverse Journal transactions that have been posted in either Temporary General Ledger (TEMGEN) or General Ledger Current History (CURHIS).

Option 1. Enter/Edit Journal Transactions

Use this option anytime you want to enter a new general journal transaction to the Journal Transaction Entry batch, or edit a general journal transaction already in the batch.

Once you have established that journal transactions are to be entered interactively, prepare General Journal Transaction Entry forms. Journal transactions must be batched (grouped together) so that only one company and one accounting period are in a batch. A control form is prepared for each batch so that the person reviewing the General Journal Entry Edit listing can determine when a batch has been entered properly.

Before you enter journal transactions:

- Check the status of the General Ledger accounting cycle:
 - Should existing batches be posted before new transactions are entered?
 - Should closing entries be entered or posted?
 - Should the General Ledger Master file be updated to correct an error?
- When an existing batch requires corrections, be sure to mark the edit listing so that you will know exactly what corrections have to be made. Corrections can also be transcribed to the General Journal Transaction Change/Delete form.

Process the journal transactions using these steps:

1. Select option 1 (Enter/Edit Journal Transactions) on the Journal Processing menu (AMGM10).
2. Select a new batch for entering new transactions or an existing batch for making corrections.
3. Type in new transactions or correct and delete previous transactions.
4. Compare the Batch Status display (AMG041) to the batch control form. This display shows the debit and credit amount totals and the number of error, active, and deleted records.
5. End the session by closing, suspending, or deleting a batch. The General Journal Entry Edit prints all transactions with associated error or informational messages. You should review this list to ensure that all transactions and corrections are entered.

When a batch is error free and closed, it is available for journal posting.

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Using the General Journal Entry Edit listing

The General Journal Entry Edit is a source document you use to verify and correct a batch of transactions, as well as a historical document. You and your accountant must determine how long this edit listing should be saved. Remember that this is the first step in the General Ledger application audit trail. The batch and sequence numbers are also printed with the transactions on the General Journal and General Ledger listings so that you can trace a transaction to its origin. Note that the General Journal Entry Edit listing is printed whenever a batch number is assigned. Therefore, you will get a listing for batches when no transactions are typed in, as well as for the deleted batches.

To rerun an edit listing, select the batch number you want listed from the Journal Transaction Entry Control display and then closing or suspending the batch. The General Journal Entry Edit listing is then printed, listing all the transactions in that batch.

General Ledger application status

As batches are processed by the program that produces the General Journal Entry Edit listing, certain control and status information is maintained in the System Control file. The status of General Ledger is an application control that indicates whether transactions have been entered, posted to journals, applied to accounts, or have passed year-end audit. This information controls your ability to perform certain tasks, such as Fiscal Period Close.

During the journal entry cycle, the Entry Edit program can determine only whether transactions exist for the processing period (the period typed in for the batch being edited). Should a batch be deleted or closed without entering any information, the Entry Edit program checks the General Journal Transaction Entry file for the existence of any other batches for the same company and accounting period. If there are any batches, the status of that period keeps the indication "unposted transactions exist." If there are none, the program checks the status of the next sequential accounting period (or for the last fiscal period, the previous sequential accounting period). When that next period is closed or if this period was previously closed, the processed period of the deleted batch is set to "closed." When the next period is not closed and if this period was not previously closed, the status of the processed period is set to "no transactions exist." In this case, a message is printed at the end of the General Journal Entry Edit listing informing you to edit posted journals.

When there are no batches to post for the processed company, you should select option 2 (Audit Posted Journals) on the Demand Reports menu (AMGM20) to audit all the company's posted journals. This audit resets the General Ledger status to "posted transactions exist" for all periods with posted and unapplied transactions. Refer to Chapter 14, "Accounting controls and audits" for more information on the use of this status information.

Entering next year's General Journal transactions

You can enter General Journal transactions for the next fiscal year before you close the current year. To do this, keep the following in mind:

- If you enter closing transactions for any period in the current year, those transactions must be processed through Fiscal Period Close.
- Transactions for next year must be posted but not processed through Fiscal Period Close. Transactions from interfacing applications are included in this category; they are posted transactions.

What information you need:

- Form GL-01
- The company number for each general journal transaction, if this application is installed for more than one company.

What reports are printed:

- General Journal Entry Edit listing (AMG05A)
- General Journal Proof listing (AMG05B)
- Selective General Ledger Journal Audit listing (AMG13B)
- General Journal (AMG14).

Note: If the Temporary General Ledger file is out of balance, batches will not post and report. The Exception General Ledger Audit Listing (AMG13A) is printed instead of the AMG14 report.

The basic steps to enter and edit journal transactions are listed below each display.

AMVBA1—Data Entry Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, suspended, or recurring batch for further processing
- Review the status of all batches.

You can choose an active batch only from the work station that originated that batch.

This display appears if you select the following:

- option 1 on the AP or PUR Payables Processing menu
- option 1 OR 4 on the GL Journal Processing menu or option 3 on the GL Post Journal Transactions menu
- option 1 on the AR Transaction Processing menu or option 6 on the AR Master File Processing menu
- option 1 on the PR Time/Adjustment Entry menu or option 1 on the PR Payoffs menu.

DATE **/**/**		DATA ENTRY CONTROL						AMVBA1 **	
ENTER BATCH NUMBER nnn				BATCHES CURRENTLY IN USE ***		LOCATE BATCH nnn			
BATCH NO.	TYPE	*--ORIGINAL--*	*--LAST--*	WSID	OPID	STATUS	DATE	*--RECORDS--*	USED ERRORS
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****
***	***	*****	***	*****	***	*****	**/**	*****	*****

USE ROLL UP/DOWN
F04 NEW BATCH
F24 CANCEL THE JOB

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.
- To see the status of other existing batches, do one of the following:
 - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.
 - To locate a particular batch beyond the next group of batches, type the batch number in the **LOCATE BATCH** field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.
- To use an existing batch, type the number of the batch in the **ENTER BATCH NUMBER** field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

WSID (Work Station Identification): The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

WSID (Work Station Identification): The identification of the workstation which last selected the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND (Suspend) One of the following conditions:

- Someone used **F23** to end the workstation session, thereby suspending the batch
- The batch was entered from an offline file and is not yet closed
- The application has automatically suspended the batch. Errors exist in the batch and must be corrected.

You can select this batch for further entry and review from any workstation.

RECURS Batch has been created as a recurring batch. All transactions within this batch are subject to the effective dates specified within. For purposes of data entry, the system treats a RECURS batch the same as a suspended batch; however, they cannot be processed like regular batches; they are templates used to create regular batches. Recurring batches are used only by Accounts Payable.

CLOSED Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE The application has selected the batch for updating the master files.

FINISH The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED. The number of transaction records in the batch.

ERRORS. The number of transaction records with errors that the application has detected. Warning messages also appear as errors.

AMG011—Journal Transaction Entry (Enter)

Use this display to enter batch header information for a new batch. This is either company number and posting date or period for a standard batch, or company number, effective dates, and description for a recurring batch. You can also enter additional transactions or review existing ones for a suspended or closed batch.

This display appears when you type in a valid batch number on the Data Entry Control display (AMVBA1), use **Field Exit**, and press **Enter**, or when you use **F04** on AMVBA1.

When reviewing a previously entered batch, you must use a function key to exit from this display. When entering a new batch, you must enter data in the appropriate fields and press **Enter**. If there is an error in the data you enter, you will have the opportunity to change the information or to accept it with **F17**.

Enter is not a valid command when reviewing a batch. It is valid only when you are entering data in a new batch and valid entries have been made.

```

DATE **/**/**                GENERAL LEDGER          ENTER    AMG011  **
                              JOURNAL TRANSACTION ENTRY

COMPANY NUMBER  nn                POSTING DATE    nnnnnn

RECURRING BATCH  n
EFFECTIVE DATES nn/nn/nn TO nn/nn/nn
DESCRIPTION      aaaaaaaaaaaaaaaaaaaaaA25

F01 RESUME ENTRY
F02 PAGE FORWARD
F17 ACCEPT WARNING
F24 DISPLAY STATUS

```

What to do

- To start a new batch, type in the information and press **Enter**. This will cause the Journal Transaction Entry (Enter) display (AMG021) to appear.
- To enter additional transactions in an active, closed, or suspended batch, use **F01**.
- To edit transactions already in an active, closed, or suspended batch, use **F02**.

Function keys

F01 RESUME ENTRY causes the Journal Transaction Entry (Enter) display (AMG021) to appear. Using **F01** is not a valid action for a new batch.

F02 PAGE FORWARD causes the Journal Transaction Entry (Review) display (AMG031) to appear. Using **F02** is not a valid action if no records have been entered into a new batch.

F17 ACCEPT WARNING allows processing to continue without correction of the error condition.

F24 DISPLAY STATUS causes the Journal Transaction Entry Batch (Status) display (AMG041) to appear.

Fields

COMPANY NUMBER. This field appears if you selected multiple companies during application tailoring. Type in the company number.

POSTING DATE OR POSTING PERIOD. This field appears as either POSTING DATE or POSTING PERIOD, depending on whether you selected a 12-month or a 13-period accounting cycle during application tailoring. Type in a valid date or period. This field is not used for recurring batches.

RECURRING BATCH. Accept the default of **N** for a non-recurring batch. Type Y to create a recurring Journal transaction batch.

EFFECTIVE DATES. This field is used for recurring batches only. Type in the dates (MMDDYY format) that this recurring batch is effective.

DESCRIPTION. This field is used for recurring batches only. Type in the description for the recurring batch being created. This will appear as the batch description on the Recurring Batches Processing selection display (AMG9602).

AMG021—Journal Transaction Entry (Enter)

Use this display to enter transactions to be applied to the company number and posting date or period that you entered on display AMG011. The company number and posting date or posting period are shown, along with a sequence number that is assigned by the application. You use these sequence numbers to identify each transaction when reviewing transactions (display AMG031).

For a new batch, this display appears when you type in valid entries on display AMG011 and press **Enter**. For an active, suspended or closed batch, this display appears when you select **F01 RESUME ENTRY** on display AMG011 or display AMG031.

You must enter at least one account number and associated amount in the **DEBIT** or **CREDIT ACCOUNT** and **DEBIT** or **CREDIT AMOUNT** fields. All other fields are optional.

DATE **/**/**	GENERAL LEDGER JOURNAL TRANSACTION ENTRY		ENTER	AMG021 **
COMPANY NUMBER **			POSTING DATE	**/**/**
SEQUENCE NUMBER *****				
	SOURCE	DESCRIPTION		
	aaaaaaaA10	aaaaaaaaaaaaA15		
DEBIT ACCOUNT	DEBIT AMOUNT	CREDIT ACCOUNT		CREDIT AMOUNT
nnnnnnnnnnnnnnnn	nnnnnnnnnnn.nn	nnnnnnnnnnnnnnnn		nnnnnnnnnnn.nn
				F03 PAGE BACKWARD F17 ACCEPT W/ERROR F24 DISPLAY STATUS

What to do

- To add a general journal transaction, type in the requested information and press **Enter**.
- To edit a general journal transaction already in the batch, use **F03**.

Function keys

F03 PAGE BACKWARD causes the Review display (AMG031) to appear with the previously entered transaction.

F17 ACCEPT W/ERROR causes the error condition of the transaction shown to be temporarily accepted and shows AMG021 again. This error must be corrected before the batch can be closed.

F24 DISPLAY STATUS causes the Status display (AMG041) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. The company number you entered on display AMG011, if you selected multiple companies during application tailoring.

POSTING DATE or POSTING PERIOD. The posting date or posting period you entered on display AMG011.

SEQUENCE NUMBER. A number, assigned by the application, used to identify a transaction when reviewing transactions (display AMG031).

SOURCE. Type in the identifier of the originating journal; for example, JE12-01. Once you type in the source, it is shown for subsequent transactions. You can change it by typing in a new source.

Note: The sum of debits and credits must balance within a transaction source.

DESCRIPTION. Type in the reason the transaction was entered; for example, CHECK #1160.

DEBIT ACCOUNT

CREDIT ACCOUNT[?]. Type in the account numbers. Each transaction entered must have at least one account number. You can enter both debit and credit transactions on the same display when they are related to the same source entry.

DEBIT AMOUNT

CREDIT AMOUNT. Type in the account amounts. Each transaction entered must have at least one associated amount. You can enter both debit and credit transactions on the same display when they are related to the same source entry.

AMG031—Journal Transaction Entry (Review)

Use this display to review, change, or delete previously entered batch transactions.

This display appears if you selected **F02 PAGE FORWARD** from display AMG011 or **F03 PAGE BACKWARD** from display AMG021.

You can change any of the input-capable fields by typing over the values appearing there. There are no required fields on this display.

DATE **/**/**	GENERAL LEDGER		REVIEW	AMG031 **
	JOURNAL TRANSACTION ENTRY			
COMPANY NUMBER **			POSTING DATE	**/**/**
SEQUENCE NUMBER *****				
	SOURCE	DESCRIPTION		
	aaaaaaaA10	aaaaaaaaaaaaA15		
DEBIT ACCOUNT	DEBIT AMOUNT	CREDIT ACCOUNT	CREDIT AMOUNT	
nnnnnnnnnnnnnnnn	nnnnnnnnnnn.nn	nnnnnnnnnnnnnnnn	nnnnnnnnnnn.nn	
ENTER REVIEW SEQUENCE NUMBER	nnnnn			
				F01 RESUME ENTRY F02 PAGE FORWARD F03 PAGE BACKWARD F17 ACCEPT W/ERROR F20 DELETE RECORD F24 DISPLAY STATUS

What to do

- To change the information for this general journal transaction, type in the information you need to change and press **Enter**.
- To see the next general journal transaction in the batch, use **F02**.
- To see the previous general journal transaction in the batch, use **F03**.
- To look at another general journal transaction, type in the record you want in the **ENTER REVIEW SEQUENCE NUMBER** field, use **Field Exit** and press **Enter**.
- To delete this general journal transaction, use **F20**.
- To enter additional general journal transactions in the batch, use **F01**.

Function keys

F01 RESUME ENTRY causes display AMG021 to appear so that you can enter additional transactions to the batch. When there are no batch records left, using **F01** causes the Status display (AMG041) to appear.

F02 PAGE FORWARD causes the next sequential transaction within the batch to be shown.

F03 PAGE BACKWARD causes the previous sequential transaction within the batch to be shown.

F17 ACCEPT W/ERROR causes the error condition of the transaction shown to be temporarily accepted and the next sequential transaction within the batch to be shown. This error must be corrected before the batch can be closed.

F20 DELETE RECORD causes the entire transaction shown to be deleted, the batch totals to be adjusted, and the next sequential transaction within the batch to be shown. The deleted record is printed on the General Journal Entry Edit listing (AMG05A) for audit purposes, since the sequence number is not reused.

F24 DISPLAY STATUS causes the Status display (AMG041) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. The company number you entered on display AMG011, if you selected multiple companies during application tailoring.

POSTING DATE or POSTING PERIOD. The posting date or posting period you entered on display AMG011.

SEQUENCE NUMBER. The number, assigned by the application on display AMG021, used to identify a transaction when reviewing transactions.

SOURCE. The identifier of the originating journal that you entered on display AMG021.

DESCRIPTION. The reason you entered the transaction on display AMG021.

DEBIT ACCOUNT

CREDIT ACCOUNT[?]. The account number you entered on display AMG021.

DEBIT AMOUNT

CREDIT AMOUNT. The amount associated with the account that you entered on display AMG021.

ENTER REVIEW SEQUENCE NUMBER. Type in the sequence number of the transaction to be reviewed. Use Field Exit and press **Enter**. The transaction with the sequence number you typed in appears.

AMG041—Journal Transaction Entry (Status)

Use this display to see the status of the batch and to end a data entry session.

This display appears if **F24 DISPLAY STATUS** is selected on display AMG011, AMG021, or AMG031.

```

DATE **/**/**                GENERAL LEDGER                STATUS  AMG041  **
                              JOURNAL TRANSACTION ENTRY

                              BATCH NUMBER ***

BATCH STATUS--              VALID RECORDS      *****
                              DELETED RECORDS   *****
                              ERROR RECORDS     *****

DEBIT AMOUNT                * , * * * , * * * , * * * , * * * , * * *
CREDIT AMOUNT               * , * * * , * * * , * * * , * * * , * * *
DIFFERENCE                   * , * * * , * * * , * * * , * * *

                                                                F01 RESUME ENTRY
                                                                F20 DELETE BATCH
                                                                F23 SUSPEND BATCH
                                                                F24 CLOSE BATCH

```

What to do

- To close the batch, use **F24**.
- To return to the previous display, use **F01**.
- To delete this batch after printing the General Journal Entry Edit listing, use **F20**.
- To suspend this batch, use **F23**.

Function keys

F01 RESUME ENTRY causes display AMG021 or AMG031 to appear again, depending on which one you used to select this Status display. Using **F01** is not a valid action for an empty batch. If the batch limit is reached, using **F01** causes the Review display (AMG031) to appear with the last transaction shown.

F20 DELETE BATCH causes this batch to be marked for deletion after printing the General Journal Entry Edit listing (AMG05A). A warning message appears that the batch has been selected for deletion. You must press **F20** again for processing. The Journal Processing display (AMGM10) appears.

F23 SUSPEND BATCH causes this batch to be held from further processing until released. The General Journal Entry Edit listing (AMG05A) prints. The Journal Processing display (AMGM10) appears.

F24 CLOSE BATCH causes this batch to be made available for further processing. Before using **F24**, all errors within the batch must have been corrected, and the debit and credit amounts must be equal (must have a difference of zero). The General

Journal Entry Edit listing (AMG05A) is printed. The Journal Processing display (AMGM10) appears.

Fields

BATCH NUMBER. The sequential number assigned by the application to identify the batch.

VALID RECORDS. The number of edited records in this batch that are error free.

DELETED RECORDS. The number of records designated to be omitted from this batch, for this session.

ERROR RECORDS. The number of edited records containing errors you must correct before final processing.

DEBIT AMOUNT

CREDIT AMOUNT. The debit and credit amounts you entered on display AMG021.

DIFFERENCE. The difference, calculated by the application, between the debit and credit amounts you entered on display AMG021.

Note: You cannot close a batch when a difference exists. Debit and credit amounts must balance.

Option 2. Enter Journal Transactions from Offline Files

Use this option anytime you need to enter general journal transactions previously recorded on diskette or disk.

When you have determined that journal transactions are to be entered by diskette, prepare the necessary forms as you would for option 1. These forms are then used to note what transactions are to be recorded on diskette or disk file. See Appendix A, "Offline file load and data entry" for a detailed explanation of entering data into an offline file. If you are entering transactions from a disk file, you do not need to prepare any data enter forms.

When using offline entry, keep the following points in mind:

- Each batch must contain information for only one company and for only one accounting period.
- You can enter a posting date or period for the first transaction and let the application use the system date. This is the date that the procedure uses for the entire batch.
- Recurring journal entries may be kept on diskette or in a disk file. Remember to change the posting date of the first record, if you do not want to use the system date, before processing the batch.
- Be sure you have the GLTRAN diskette or disk file ready when you want to process an offline batch. You are responsible for inserting diskettes into the diskette reader when prompted.

To enter journal transactions from offline files, you can follow these steps:

1. Use the General Journal Entry forms to transcribe information to diskette, if applicable.
2. Select option 2 from the Journal Processing menu (AMGM10).
3. Insert the GLTRAN diskette when prompted.
4. The General Journal Entry Edit listing is printed, and the batch is automatically added to the General Journal Transaction Entry file and placed in suspended status. You can change the transactions at the work station using option 1 on the Journal Processing menu.

Note: The offline file name is GLXFER when you use option 9, Consolidation Support, on the Main Menu (AMGM00).

An entire batch of offline transactions can be rejected by the application. This is indicated by the message BATCH DELETED at the end of the General Journal Entry Edit listing. This error can be caused by:

- Transactions being entered for more than one company
- No valid transaction being processed

When this situation occurs, the batch is printed, but no records are created in the General Journal Transaction Entry file. A batch number is assigned for audit purposes only.

To handle a deleted batch situation, the offline file can be corrected and resubmitted, or you can enter the transactions interactively. Both the deleted batch number and the valid batch number should be posted to the Batch Control form.

Contents	Index	Exit
--------------------------	-----------------------	----------------------

What information you need: A diskette or disk file containing the recorded general journal transactions

I

What report is printed: General Journal Proof (AMG05B).

AXVOL1—Copy Offline File (Options)

Use this display to load new Item Master file records and to apply changes to existing records from offline files.

This display appears when you select option 1 or 2 and press **Enter** on display AMEP55 or when you select option 2 on the IM Transaction Processing menu (AMIM30) or when you select option 4 on the AR Transaction Processing menu (AMRM10) or option 2 on the GL Journal Processing menu (AMGM10).

```

DATE *****          COPY OFFLINE FILE          OPTIONS  AXVOL1  **

ERRORS ONLY LISTING? <Y/N>          A

OFFLINE FILE NAME                    aaaaaaaA10
OFFLINE FILE LOCATION <1/2>         n
    1 - DISKETTE
    2 - DISK

DISKETTE DEVICE OR DISK LIBRARY NAME aaaaaaaA10
IF DISK - DELETE OFFLINE FILE? <Y/N> A

                                         F24 CANCEL THE JOB

```

What to do

To process offline files, type in your selections and press **Enter**. One of the following happens:

- If you are loading files from diskette, you see a series of displays. Follow the instructions on the displays. When the process has been completed, the menu from which you started the process appears again.
- If you are loading a file from disk, the system loads the file from the disk. When the process has been completed, the menu from which you started appears again.

Function keys

F24 CANCEL THE JOB cancels the job and returns you to the menu on which you selected an offline file.

Fields

ERRORS ONLY LISTING? <Y/N>. This field appears only during selected initial file load tasks. Type in **Y** (yes) to print a listing of only the errors. Type in **N** (no) to print a listing of all the records in the file.

OFFLINE FILE NAME. Type in the name of the offline file that you are copying.

Contents	Index	Exit
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Note: If you are using this display from Inventory Management and loading the 128-byte diskette data entry format, you must type in **INVENT** (Inventory Transaction Entry) as the offline file name.

OFFLINE FILE LOCATION <1/2>. Type in **1** if the offline file is on diskette. Type in **2** if the offline file is on disk.

DISKETTE DEVICE OR DISK LIBRARY NAME. If the file is on diskette, type in the name of the diskette device you want to use. If the file is on disk, type in the disk library name for the file.

IF DISK - DELETE OFFLINE FILE? <Y/N>. If you are copying the file from disk, type in **Y** (yes) if you want to delete the file after you copy it. Type in **N** (no) if you want to keep the file on disk.

Option 3. Post Journal Transactions

Use this option when you are ready to post the general journal transactions in the Journal Transaction Entry batch to the Temporary General Ledger file.

Journal posting involves selecting entire batches of edited transactions for the accounting periods and companies you select. These posted transactions then are available to the procedures that print General Ledger reports and statements and update account balances at Fiscal Period Close.

To maintain the integrity of General Ledger, a further edit of transaction batches is performed by balancing the transactions by source of entry when printing the General Journal Proof listing. In addition, GL audits transactions received from Accounts Payable, Financial Analysis, Payroll, Accounts Receivable, or Purchasing before posting General Ledger transactions. The Journal Exception Audit is not printed unless errors are detected.

When the General Journal Proof and Journal Exception Audit are error free, the General Journal is printed and transactions are posted.

The journal exception audit procedure is run when you do journal posting. While you may seldom see a Journal Exception Audit listing, you should be aware of why and when the procedure is run. The Exception Journal Audit listing is printed when TEMGEN edit is required. When no errors are found, no listing is produced.

The Exception General Ledger Journal Audit prints only lines (TEMGEN records) with invalid data and out-of-balance journal totals. When an error is detected in the posting procedure, the AMGPPQ procedure is canceled before the General Journal is printed.

Five applications can interface with General Ledger: Accounts Payable, Financial Analysis, Payroll, Accounts Receivable, and Purchasing. Whether or not such interfaces are requested or activated, the integrity of the General Ledger application must be maintained. Because of the interfacing applications, the General Ledger application must be sure that it processes only error free journals. To assure that journals are error free, whenever any of these other applications post their journals, GL requires an audit of them. This exception audit is performed during the journal posting procedure. Should you try to run a procedure that uses the Temporary General Ledger file before it has been edited in the posting procedure, you will be instructed to run the journal audit from the Demand reports menu (AMGM20).

In addition, you may have deleted accounts when you updated the General Ledger Master file after posting your journals. Since this may affect a posted transaction, you must re-edit the posted journals prior to running any reports or statements. See Chapter 4, "Demand reports" for more information on the journal audit.

What information you need:

- The accounting months or periods for which batches are to be posted.
- The company number for the general journal transactions to be posted, if this application is installed for more than one company.

Contents	Index	Exit
--------------------------	-----------------------	----------------------

What reports are printed:

- General Journal (AMG14)
- General Journal Proof (AMG05B)
- Selective General Ledger Journal Audit Listing (AMG13B).

Note: If the Temporary General Ledger file is out of balance, batches will not post and report. The Exception General Ledger Audit Listing (AMG13A) will be printed, instead of AMG14.

AMG101—Post General Journal Transactions (Options)

Use this display to define the company number and month or period for which batches are to be posted. Only error-free batches can be posted.

This display appears if option 3 (Post Journal Transactions) is selected from the Journal Processing menu (AMGM10).

If the Temporary General Ledger file is out of balance, batches will not post. The Exception General Ledger Audit Listing (AMG13A) will print instead of AMG14.

Notes:

- 1. Do not post General Journal transactions while the edit is still in the job queue or vice versa.
- 2. Do not place multiple postings in the job queue, because double posting of journal entries could occur.

DATE **/**/**	POST GENERAL JOURNAL TRANSACTIONS	OPTIONS	AMG101 **
	COMPANY NUMBER nn		
	FROM ***** nn		
	TO ***** nn		
		F24 CANCEL THE JOB	

What to do

To schedule the posting of the journal transactions and the printing of the reports, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB ignores any responses entered for this display, cancels the procedure, and shows the Journal Processing menu (AMGM10).

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number. If no entry is made, the default (00) is used and all companies are processed.

FROM PERIOD or MONTH

TO PERIOD or MONTH. These fields appear as either FROM and TO PERIOD or FROM and TO MONTH, depending on whether a 13-period or a 12-month accounting year was specified during application tailoring.

The range of processing periods must be selected so that the "from" entry is less than or equal to the "to" entry.

If you are using a 13-period accounting cycle, type in period numbers only.

AMVBA1—Data Entry Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, suspended, or recurring batch for further processing
- Review the status of all batches.

You can choose an active batch only from the work station that originated that batch.

This display appears if you select the following:

- option 1 on the AP or PUR Payables Processing menu
- option 1 OR 4 on the GL Journal Processing menu or option 3 on the GL Post Journal Transactions menu
- option 1 on the AR Transaction Processing menu or option 6 on the AR Master File Processing menu
- option 1 on the PR Time/Adjustment Entry menu or option 1 on the PR Payoffs menu.

DATE **/**/**		DATA ENTRY CONTROL								AMVBA1 **	
ENTER BATCH NUMBER nnn				BATCHES CURRENTLY IN USE ***				LOCATE BATCH nnn			
BATCH		*--ORIGINAL--*	*----LAST----					*--RECORDS--*			
NO.	TYPE	WSID	OPID	WSID	OPID	STATUS	DATE	USED	ERRORS		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		
***	***	*****	***	*****	***	*****	**/**	*****	*****		

USE ROLL UP/DOWN
 F04 NEW BATCH
 F24 CANCEL THE JOB

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.
- To see the status of other existing batches, do one of the following:
 - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.
 - To locate a particular batch beyond the next group of batches, type the batch number in the **LOCATE BATCH** field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.
- To use an existing batch, type the number of the batch in the **ENTER BATCH NUMBER** field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

WSID (Work Station Identification): The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

WSID (Work Station Identification): The identification of the workstation which last selected the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND (Suspend) One of the following conditions:

- Someone used **F23** to end the workstation session, thereby suspending the batch
- The batch was entered from an offline file and is not yet closed
- The application has automatically suspended the batch. Errors exist in the batch and must be corrected.

You can select this batch for further entry and review from any workstation.

RECURS Batch has been created as a recurring batch. All transactions within this batch are subject to the effective dates specified within. For purposes of data entry, the system treats a RECURS batch the same as a suspended batch; however, they cannot be processed like regular batches; they are templates used to create regular batches. Recurring batches are used only by Accounts Payable.

CLOSED Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE The application has selected the batch for updating the master files.

FINISH The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED. The number of transaction records in the batch.

ERRORS. The number of transaction records with errors that the application has detected. Warning messages also appear as errors.

AMG011—Journal Transaction Entry (Enter)

Use this display to enter batch header information for a new batch. This is either company number and posting date or period for a standard batch, or company number, effective dates, and description for a recurring batch. You can also enter additional transactions or review existing ones for a suspended or closed batch.

This display appears when you type in a valid batch number on the Data Entry Control display (AMVBA1), use **Field Exit**, and press **Enter**, or when you use **F04** on AMVBA1.

When reviewing a previously entered batch, you must use a function key to exit from this display.

When entering a new batch, you must enter data in the appropriate fields and press **Enter**. If there is an error in the data you enter, you will have the opportunity to change the information or to accept it with **F17**.

Enter is not a valid command when reviewing a batch. It is valid only when you are entering data in a new batch and valid entries have been made.

```
DATE **/**/**                GENERAL LEDGER          ENTER    AMG011  **
                               JOURNAL TRANSACTION ENTRY

COMPANY NUMBER  nn                POSTING DATE    nnnnnn

RECURRING BATCH n
EFFECTIVE DATES nn/nn/nn TO nn/nn/nn
DESCRIPTION     aaaaaaaaaaaaaaaaaaaaaA25

                                F01 RESUME ENTRY
                                F02 PAGE FORWARD
                                F17 ACCEPT WARNING
                                F24 DISPLAY STATUS
```

What to do

- To start a new batch, type in the information and press **Enter**. The Journal Transaction Entry (Enter) display (AMG021) appears.
- To enter additional transactions in an active, closed, or suspended batch, use **F01**.
- To edit transactions already in an active, closed, or suspended batch, use **F02**.

Function keys

F01 RESUME ENTRY causes the Journal Transaction Entry (Enter) display (AMG021) to appear. Using **F01** is not a valid action for a new batch.

F02 PAGE FORWARD causes the Journal Transaction Entry (Review) display (AMG031) to appear. Using **F02** is not a valid action if no records have been entered into a new batch.

F17 ACCEPT WARNING allows processing to continue without correction of the error condition.

F24 DISPLAY STATUS causes the Journal Transaction Entry Batch (Status) display (AMG041) to appear.

Fields

COMPANY NUMBER. This field appears if you selected multiple companies during application tailoring. Type in the company number.

POSTING DATE or POSTING PERIOD. This field appears as either POSTING DATE or POSTING PERIOD, depending on whether you selected a 12-month or a 13-period accounting cycle during application tailoring. Type in a valid date or period. This field is not used for recurring batches (RECURRING BATCH=Y).

RECURRING BATCH. Accept the default of **N** for non-recurring batches, or type **Y** to create a recurring Journal transaction batch.

EFFECTIVE DATES. This field is used for recurring batches only. Type in the dates (MMDDYY) format when this recurring batch is effective.

DESCRIPTION. This field is used for recurring batches only. Type the description of the recurring batch being created. The description will appear as the batch description on the Recurring Batches Processing selection display (AMG9602).

AMG021—Journal Transaction Entry (Enter)

Use this display to enter transactions to be applied to the company number and posting date or period that you entered on display AMG011. The company number and posting date or posting period are shown, along with a sequence number that is assigned by the application. You use these sequence numbers to identify each transaction when reviewing transactions (display AMG031).

For a new batch, this display appears when you type in valid entries on display AMG011 and press **Enter**. For an active, suspended or closed batch, this display appears when you select F01 RESUME ENTRY on display AMG011 or display AMG031.

You must enter at least one account number and associated amount in the DEBIT or CREDIT ACCOUNT and DEBIT or CREDIT AMOUNT fields. All other fields are optional.

DATE **/**/**	GENERAL LEDGER JOURNAL TRANSACTION ENTRY		ENTER	AMG021 **
COMPANY NUMBER **			POSTING DATE	**/**/**
SEQUENCE NUMBER *****				
	SOURCE	DESCRIPTION		
	aaaaaaaA10	aaaaaaaaaaaaA15		
DEBIT ACCOUNT	DEBIT AMOUNT	CREDIT ACCOUNT	CREDIT AMOUNT	
nnnnnnnnnnnnnnnn	nnnnnnnnnnn.nn	nnnnnnnnnnnnnnnn	nnnnnnnnnnn.nn	
				F03 PAGE BACKWARD F17 ACCEPT W/ERROR F24 DISPLAY STATUS

What to do

- To add a general journal transaction, type in the requested information and press **Enter**.
- To edit a general journal transaction already in the batch, use **F03**.

Function keys

F03 PAGE BACKWARD causes the Review display (AMG031) to appear with the previously entered transaction.

F17 ACCEPT W/ERROR causes the error condition of the transaction shown to be temporarily accepted and shows AMG021 again. This error must be corrected before the batch can be closed.

F24 DISPLAY STATUS causes the Status display (AMG041) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. The company number you entered on display AMG011, if you selected multiple companies during application tailoring.

POSTING DATE or POSTING PERIOD. The posting date or posting period you entered on display AMG011.

SEQUENCE NUMBER. A number, assigned by the application, used to identify a transaction when reviewing transactions (display AMG031).

SOURCE. Type in the identifier of the originating journal; for example, JE12-01. Once you type in the source, it is shown for subsequent transactions. You can change it by typing in a new source.

Note: The sum of debits and credits must balance within a transaction source.

DESCRIPTION. Type in the reason the transaction was entered; for example, CHECK #1160.

DEBIT ACCOUNT

CREDIT ACCOUNT[?]. Type in the account numbers. Each transaction entered must have at least one account number. You can enter both debit and credit transactions on the same display when they are related to the same source entry.

DEBIT AMOUNT

CREDIT AMOUNT. Type in the account amounts. Each transaction entered must have at least one associated amount. You can enter both debit and credit transactions on the same display when they are related to the same source entry.

AMG031—Journal Transaction Entry (Review)

Use this display to review, change, or delete previously entered batch transactions.

This display appears if you selected F02 PAGE FORWARD from display AMG011 or F03 PAGE BACKWARD from display AMG021.

You can change any of the input-capable fields by typing over the values appearing there. There are no required fields on this display.

DATE **/**/**	GENERAL LEDGER JOURNAL TRANSACTION ENTRY		REVIEW	AMG031 **
COMPANY NUMBER **			POSTING DATE	**/**/**
SEQUENCE NUMBER *****				
	SOURCE	DESCRIPTION		
	aaaaaaaA10	aaaaaaaaaaaaA15		
DEBIT ACCOUNT	DEBIT AMOUNT	CREDIT ACCOUNT	CREDIT AMOUNT	
nnnnnnnnnnnnnnnn	nnnnnnnnnnn.nn	nnnnnnnnnnnnnnnn	nnnnnnnnnnn.nn	
ENTER REVIEW SEQUENCE NUMBER	nnnnn			
				F01 RESUME ENTRY F02 PAGE FORWARD F03 PAGE BACKWARD F17 ACCEPT W/ERROR F20 DELETE RECORD F24 DISPLAY STATUS

What to do

- To change the information for this general journal transaction, type in the information you need to change and press **Enter**.
- To see the next general journal transaction in the batch, use **F02**.
- To see the previous general journal transaction in the batch, use **F03**.
- To look at another general journal transaction, type in the record you want in the ENTER REVIEW SEQUENCE NUMBER field, use Field Exit and press **Enter**.
- To delete this general journal transaction, use **F20**.
- To enter additional general journal transactions in the batch, use **F01**.

Function keys

F01 RESUME ENTRY causes display AMG021 to appear so that you can enter additional transactions to the batch. When there are no batch records left, using **F01** causes the Status display (AMG041) to appear.

F02 PAGE FORWARD causes the next sequential transaction within the batch to be shown.

F03 PAGE BACKWARD causes the previous sequential transaction within the batch to be shown.

F17 ACCEPT W/ERROR causes the error condition of the transaction shown to be temporarily accepted and the next sequential transaction within the batch to be shown. This error must be corrected before the batch can be closed.

F20 DELETE RECORD causes the entire transaction shown to be deleted, the batch totals to be adjusted, and the next sequential transaction within the batch to be shown. The deleted record is printed on the General Journal Entry Edit listing (AMG05A) for audit purposes, since the sequence number is not reused.

F24 DISPLAY STATUS causes the Status display (AMG041) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. The company number you entered on display AMG011, if you selected multiple companies during application tailoring.

POSTING DATE or POSTING PERIOD. The posting date or posting period you entered on display AMG011.

SEQUENCE NUMBER. The number, assigned by the application on display AMG021, used to identify a transaction when reviewing transactions.

SOURCE. The identifier of the originating journal that you entered on display AMG021.

DESCRIPTION. The reason you entered the transaction on display AMG021.

DEBIT ACCOUNT

CREDIT ACCOUNT[?]. The account number you entered on display AMG021.

DEBIT AMOUNT

CREDIT AMOUNT. The amount associated with the account that you entered on display AMG021.

ENTER REVIEW SEQUENCE NUMBER. Type in the sequence number of the transaction to be reviewed. Use Field Exit and press Enter. The transaction with the sequence number you typed in appears.

AMG041—Journal Transaction Entry (Status)

Use this display to see the status of the batch and to end a data entry session.

This display appears if F24 DISPLAY STATUS is selected on display AMG011, AMG021, or AMG031.

```

DATE **/**/**                GENERAL LEDGER                STATUS  AMG041  **
                              JOURNAL TRANSACTION ENTRY

                              BATCH NUMBER ***

BATCH STATUS--              VALID RECORDS      *****
                              DELETED RECORDS   *****
                              ERROR RECORDS      *****

DEBIT AMOUNT                * , * * * , * * * , * * * , * * * , * * *
CREDIT AMOUNT               * , * * * , * * * , * * * , * * *
DIFFERENCE                   * , * * * , * * * , * * * , * * *

                              F01 RESUME ENTRY
                              F20 DELETE BATCH
                              F23 SUSPEND BATCH
                              F24 CLOSE BATCH

```

What to do

- To close the batch, use **F24**.
- To return to the previous display, use **F01**.
- To delete this batch after printing the General Journal Entry Edit listing, use **F20**.
- To suspend this batch, use **F23**.

Function keys

F01 RESUME ENTRY causes display AMG021 or AMG031 to appear again, depending on which one you used to select this Status display. Using **F01** is not a valid action for an empty batch. If the batch limit is reached, using F01 causes the Review display (AMG031) to appear with the last transaction shown.

F20 DELETE BATCH causes this batch to be marked for deletion after printing the General Journal Entry Edit listing (AMG05A). A warning message appears that the batch has been selected for deletion. You must press **F20** again for processing. The Journal Processing display (AMGM10) appears.

F23 SUSPEND BATCH causes this batch to be held from further processing until released. The General Journal Entry Edit listing (AMG05A) prints. The Journal Processing display (AMGM10) appears.

F24 CLOSE BATCH causes this batch to be made available for further processing. Before using **F24**, all errors within the batch must have been corrected, and the debit and credit amounts must be equal (must have a difference of zero). The General

Journal Entry Edit listing (AMG05A) is printed. The Journal Processing display (AMGM10) appears.

Fields

BATCH NUMBER. The sequential number assigned by the application to identify the batch.

VALID RECORDS. The number of edited records in this batch that are error free.

DELETED RECORDS. The number of records designated to be omitted from this batch, for this session.

ERROR RECORDS. The number of edited records containing errors you must correct before final processing.

DEBIT AMOUNT

CREDIT AMOUNT. The debit and credit amounts you entered on display AMG021.

DIFFERENCE. The difference, calculated by the application, between the debit and credit amounts you entered on display AMG021.

Note: You cannot close a batch when a difference exists. Debit and credit amounts must balance.

I

Option 4. Recurring Journal Transactions

Use this option to select journal transactions that exist in recurring batches and process them into postable transaction journal batches.

The basic steps to create a journal transaction batch from a recurring batch are displayed on every display. In addition to basic steps, use the function keys to move around within the displays.

Normal journal transaction processing (process batches, post batches) follows after an entry batch is created from a recurring batch.

AMG9601—General Ledger Recurring Batches

Use this display to enter the company number for a new batch of journal transactions.

This display appears when you select option 4 from the Journal Processing menu (AMGM10).

```
DATE **/**/**                GENERAL LEDGER                AMG9601  **
                               Recurring Batches

Enter Data and press Enter.

                               Company Number...: nn

F3=Exit
```

What to do

To begin a recurring batch, type in the company number and press **Enter**.

Function keys

F3=Exit ends the process and shows the Journal Processing menu (AMGM10) again.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. Type in the company number.

AMG9602—General Ledger Recurring Batches (Select)

Use this display to select transaction batches that are recurring batches to be used to create Journal Processing transaction batches that will then be posted into Temporary General Ledger.

This display appears when you press **Enter** on the General Ledger Recurring Batches Control display (AMG9601).

```

DATE **/**/**          GENERAL LEDGER          AMG9602  **
                        Recurring Batches

Company Number..: ** *****

Type option, press Enter: 1=Create New Batch  4=Delete Recurring Batch

Opt   New      Last
Post Date Create  Bch  Effective Dates          Description
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****
n     **/**/** **/**/** *** **/**/** - **/**/** *****

F3=Exit          F12=Previous
  
```

What to do

- To create a journal processing transaction batch from the batches listed, type **1** in the **Opt** field beside the desired batch, then type a valid New Post Date and press **Enter**. You can select multiple batches for processing.
- To delete a journal processing transaction batch from the batches listed, type **4** in the **Opt** field beside the desired batch and press **Enter**. You can select multiple batches for processing.

Function keys

F3=Exit ends the process and shows the Journal Processing menu (AMGM10) again.

F12=Previous causes the General Ledger Recurring Batches Control display (AMG9601) to appear again.

Fields

Opt. Type **1** to select a batch for processing, or type **4** to delete a batch.

New Post Date/Period. The date/period that transaction in batch will be posted to TEMGEN. Date or period depends upon the accounting method specified at install/ tailoring.

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Last create. The date on which a journal transaction batch was last created from this recurring batch.

Bch (Batch). The identifying number assigned to this batch.

Effective Dates. The range of dates in which this recurring batch applies.

Description. The batch description that was entered on the Journal Transaction Entry display (AMG011).

AMG9604—General Ledger Recurring Batch Recap (Review)

Use this display to confirm create or delete requests from selected recurring batches. Those batches selected on the Select display can be reviewed prior to the actual Journal Transaction batch creation or deletion.

This display appears when you press **Enter** on the General Ledger Recurring Batches Select display (AMG9602).

```

DATE **/**/**                GENERAL LEDGER                AMG9604  **
                             Recurring Batch Recap

Company Number..: ** *****

Status   Period   Batch   Effective Dates   Description
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****
*****   **/**/**   ***   **/**/** - **/**/** *****

F3=Exit           F12=Previous       F24=Process Batches
  
```

What to do

To create/delete journal processing transaction batches from the batches listed, use **F24**. Use the Roll keys to locate a particular batch.

Function keys

F3=Exit ends the process and shows the Journal Processing menu (AMGM10) again.

F12=Previous causes the General Ledger Recurring Batches Select display (AMG9602) to appear again.

F24=Process Batches causes the General Ledger Recurring Batch Recap confirmation display (AMG9606) to appear.

Fields

Company Number. The company number selected on the Selection display.

Status. The process request (Create/Delete) you made on the Selection display.

Contents	Index	Exit
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Batch Number. The identifying number assigned to this batch.

Effective Dates. The range of dates in which this recurring batch applies.

Description. The batch description that was entered on the Journal Transaction Entry display (AMG011).

AMG9606—General Ledger Recurring Batch Recap (Confirm)

Use this display to confirm create or delete requests from selected recurring batches. Those batches selected on the Review display are confirmed here prior to the actual Journal Transaction batch creation or deletion.

This display appears when you use **F24** on the General Ledger Recurring Batch Recap Review display (AMG9604).

```
DATE **/**/**          GENERAL LEDGER          AMG9606  **
                        Recurring Batch Recap

Company Number..: ** *****

      New
      Batch  Post Date      Description
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****
      ***   **/**/**      *****

                        PRESS ENTER TO CONTINUE
```

What to do

To create/delete journal processing transaction batches from the batches listed, press **Enter**.

Function keys

None.

Fields

Company Number. The company number selected on the Selection display.

New Batch Number. The identifying number assigned to this batch.

Post Date/Period. The date/period that transaction in batch will be posted to TEMGEN. Date or period depends upon the accounting method specified at install/ tailoring. For deleted batches, will be blank.

Description. The batch description that was entered on the Journal Transaction Entry display (AMG011).

Option 5. Journal Transaction Reversals

Use this option when you need to reverse a previously posted transaction journal set that either has not (in Temporary General Ledger) or has (in General Ledger Current History) been posted to your General Ledger accounts.

Journal Transaction Reversal creates a General Journal Transaction set containing offsetting credit and debit charges to the General Ledger accounts that the original Journal Transaction set charged to.

What information you need:

- The company number for the general journal transactions to be reversed, if this application is installed for more than one company.
- The Journal Reference numbers (Journal ID) of the transactions you will be reversing..

AMG931—Journal Transaction Reversal (Options)

Use this display to enter the company number and identify the journal transaction set you want to reverse.

This display appears when you select option 5 from the Journal Processing menu (AMGM10).

```
DATE  **/**/**                GENERAL LEDGER                AMG931  **
                                JOURNAL TRANSACTION REVERSAL

COMPANY                        nn
JOURNAL ID                     aaaaaA7
NEW POSTING DATE               **/**/**
REVERSAL DESCRIPTION          aaaaaaaaaA15

TRANSACTION SUMMARY
TOTAL REVERSAL AMOUNT        ***** **
NUMBER OF RECORDS            ****

Batch *** created

F3=Exit          F12=Cancel          F24=Create Batch
```

What to do

To reverse the posting of previous journal transactions, type in the information requested and press **Enter**.

Function keys

F3=Exit ends the process and shows the Journal Processing menu (AMGM10) again.

F12=Cancel cancels the transaction request and clears all fields.

F24=Create Batch creates a Journal Transaction batch and displays the system assigned batch number.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. Type in the company number.

JOURNAL ID. Type in the partial journal reference number (first seven positions) of the journal transaction set you are reversing. The application will find all entries in Temporary General Ledger/General Ledger Current History with journal reference numbers that begin with that ID and create offsetting transactions.

NEW POSTING DATE. This is the posting date that is to appear on the offsetting journal transactions created by the process.

REVERSAL DESCRIPTION. Type in the description that is to appear on the offsetting journal transactions created by the process.

TOTAL REVERSAL AMOUNT. This is the total amount of all transactions within specified partial journal reference number; the net amount of all reversed transactions.

NUMBER OF RECORDS. This is the number of GL transactions that belong to the specified journal reference number transaction set. An equal amount of reversal transactions will be created in the new batch to offset these.

BATCH * CREATED.** This is the batch number of reversal transactions. This batch needs to be posted to Temporary General Ledger using option 3 on the Journal Processing menu (AMGM10).

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Chapter 4. Demand reports

When you select option 2 on the Main Menu, the Demand Reports menu (AMGL20) appears. This menu gives you options for printing the following demand reports: financial worksheet, journal audits, General Ledger audits, and period close reports and statements. A Journal History Report is printed if saving journal history was specified in the Questionnaire.

Option 1. Financial Worksheet (AMGM20)	4-3
Option 2. Audit Posted Journals (AMGM20)	4-6
Option 3. Detail Audit General Ledger (AMGM20)	4-9
Option 4. Summary Audit General Ledger (AMGM20)	4-11
Option 5. Preliminary General Ledger (AMGM20)	4-13
Option 6. Comparative General Ledger (AMGM20)	4-16
Option 7. Income Statement (AMGM20)	4-20
Option 8. Fiscal Period Close Statements (AMGM20)	4-24
Option 9. Journal History Report (AMGM20)	4-28

This menu allows you to print reports that contain data entered through General Ledger, unless you set up active interfaces with other applications.

If you specified Multi-Currency Support during application tailoring, you can print the following reports showing original balances (record types 1 to 3), translated balances (record types 4 to 6), measurement balances (record types 7 to 9), or a report for each record set.

- Financial Statement Worksheet (AMG22)
- Comparative General Ledger (AMG42)
- Income Statement (AMG43)
- Balance Sheet (AMG44)
- Statement of Changes in Financial Position (AMG45)

```

AMGM20                      Accounting Management General Ledger          *****
                             Demand Reports

Type option or command; press Enter.

  1. Financial Worksheet
  2. Audit Posted Journals
  3. Detail Audit General Ledger
  4. Summary Audit General Ledger
  5. Preliminary General Ledger
  6. Comparative General Ledger
  7. Income Statement
  8. Fiscal Period Close Statements
  9. Journal History Report

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages

```

Option 1. Financial Worksheet. Use this option to print the Financial Statement Worksheet (AMG22). This listing is used to validate the status of a company's posted transactions for a given accounting period.

Option 2. Audit Posted Journals. Use this option to audit and print posted journals. You can print a detail or summary audit of any or all journals posted to the Temporary General Ledger file, including journals from Accounts Payable, Payroll, Financial Analysis, and Accounts Receivable.

Option 3. Detail Audit General Ledger. Use this option to print the General Ledger Detail Audit Listing (AMG30A). This provides a period-by-period listing of debits and credits applied to all accounts for a company.

Option 4. Summary Audit General Ledger. Use this option to print the General Ledger Summary Audit Listing (AMG30A). This provides a summarized listing of the current status of all accounts for a company.

Option 5. Preliminary General Ledger. Use this option to print the Preliminary General Ledger (AMG41A). This provides a General Ledger listing without affecting account balances and reflects the status prior to period close.

Option 6. Comparative General Ledger. Use this option to print the Comparative General Ledger (AMG42). This provides a comparative listing for any period or range of periods at any time during the accounting year and reflects the status prior to a period close.

Option 7. Income Statement. Use this option to print the Income Statement (AMG43). You can print an income statement at any time for any period or range of periods. The status at period close is reflected without closing the period. You would use this option to print a combined company or departmental income statement or an Income Statement for Next Year (AMG80).

These reports will only contain data entered through General Ledger, unless the interface with other applications is active.

Option 8. Fiscal Period Close Statements. Use this option to print fiscal period close statements without affecting account balances. This option prints the Income Statement (AMG43), Balance Sheet (AMG44), and Statement of Changes in Financial Position (AMG45). Use this option to print combined company statements, or any statement format other than format 0.

Option 9. Journal History Report. Use this option to print the Current/Restored Journal History Report (AMG25) from either the Current History file or the Restored History file. You can print this report at any time by range of companies, account numbers, and posting periods or months/years. Using this option, you can also delete the entire Restored History file.

Option 1. Financial Worksheet (AMGM20)

Use this option anytime you need a copy of a Chart of Accounts (showing debit/credit account balances) printed under Balance Sheet or Income Statement column headings. The Financial Worksheet lists a company's Chart of Accounts and summarizes all posted transactions for each account. The account summaries are printed by debit and credit under the Balance Sheet or Income Statement columns as determined by the General Ledger account type. In addition, the net change by account is listed. The summary of posted transactions includes both the General Journal and the journals posted by other installed applications whose interfaces are active. These other journals are Cash Disbursements and Purchase Journals (Accounts Payable), Payroll Journal (Payroll), Depreciation Journal and General Journal (Financial Analysis), and Cash Receipts Journal (Accounts Receivable).

You can choose to have this report show amounts in local currency or in foreign currency by choosing Original Balances or Translated Balances.

To maintain the integrity of the GL application, both the posted journal (Temporary General Ledger file) and General Ledger Master file must be in balance at all times. When one or both of these files require editing, a message appears. The required edits must be performed before processing can continue. See the following option for Audit Posted Journals; also see , "Option 2. Edit General Ledger" on page 7-10.

What information you need:

- The company number for which you want to print this report, if this application is installed for more than one company
- The accounting period or month number the report is to cover
- Whether you want this report to show original balances or translated balances. To print translated balances, you must have run Fiscal Period Close, option 3, on Main Menu AMGM00, and chosen to translate balances.

What reports are printed: Financial Statement Worksheet (AMG22)

The basic steps for this task appear below each display.

AMG201—Financial Worksheet (Options)

Use this display to select tailoring options for the Financial Statement Worksheet (AMG22).

This display appears when you select option 1 (Financial Worksheet) on the Demand Reports menu (AMGM20).

```
DATE **/**/**          FINANCIAL WORKSHEET          OPTIONS  AMG201  **
                        COMPANY NUMBER          nn
                        ***** NUMBER          nn
                        ORIGINAL BALANCES <Y/N>    A
                        TRANSLATED BALANCES <Y/N>  A

                                F24 CANCEL THE JOB
```

What to do

To schedule the worksheet for printing, type in the requested information and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number.

PERIOD or MONTH NUMBER. This field appears as either PERIOD NUMBER or MONTH NUMBER, depending on whether you selected a 13-period or 12-month accounting cycle during application tailoring. Type in the number of the period or month the report is to cover.

ORIGINAL BALANCES <Y/N>. This field appears only if you specified Multi-Currency Support during application tailoring. This field is required. Type in **Y** if you want a report to show original balances. Type in **N** if you do not want a report to show original balances.

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TRANSLATED BALANCES <Y/N>. This field appears only if you specified Multi-Currency Support during application tailoring. This field is required. Type in **Y** if you want a report to show translated balances. Type in **N** if you do not want a report to show translated balances.

If you want to print a report with original balances and a report with translated balances, type in **Y** for both original and translated balances.

When there are no posted transactions for the period or when unposted transactions exist, you cannot print the Financial Worksheet. When unposted transactions exist, run the posting procedure for the period before running the Financial Worksheet.

Option 2. Audit Posted Journals (AMGM20)

Use this option when a General Ledger audit is requested by the application and anytime you need a copy of a posted journal listing. This audit function is not available through the other applications that post journals; therefore, you can selectively audit journals posted by the applications that interface with GL. When required by GL, all journals for all applications are always audited. This is true regardless of the interface status between General Ledger and other applications because posted journals must always be in balance before being applied to account balances. The journal must balance by journal number and all account numbers must be valid.

When posted journals are out of balance, you can make corrections:

- If a General Ledger account number is invalid, add that number to the company's Chart of Accounts using file maintenance for the General Ledger master file. Then re-audit the posted journals.
- If journal totals are out of balance and there are no other errors printed, you can purge the journals for a non-interfacing application and rerun the posted journal audit. See the user's guides for AP, PR, FA, AR, or PUR for more information on this function.

What information you need:

- The company number for which you want to audit the General Ledger, if this application is installed for more than one company
- The journal number, if you want to audit a single journal
- Whether you want a summary totals listing or a detail listing of each transaction in the journal.

What reports are printed:

- Exception General Ledger Journal Audit Listing (AMG13A) if errors are detected
- Selective General Ledger Journal Audit Listing (AMG13B).

The basic steps for this task appear below each display.

AMG202—Journal Audit (Options)

Use this display to select tailoring options for the Selective General Ledger Journal Audit listing (AMG13B).

This display appears when you select option 2 (Audit Posted Journals) on the Demand Reports menu (AMGM20), and an audit of posted journals (TEMGEN file) is required by the application.

The application defaults to print the Exception General Ledger Journal Audit listing (AMG13A) for all companies if invalid data or out-of-balance journal totals are detected during processing. This audit determines whether or not the posted journal file is in balance.

DATE **/**/**		OPTIONS	AMG202 **
	JOURNAL AUDIT		
	COMPANY NUMBER	nn	
	JOURNAL NUMBER/ALL	aaaaaA7	
	TOTALS ONLY <YES/NO>	aA3	
			F24 CANCEL THE JOB

What to do

To schedule the listings for printing, type in the requested information and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring and only if there were no errors printed on the Exception General Ledger Journal Audit listing (AMG13A).

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JOURNAL NUMBER/ALL. This field appears only if there were no errors printed on the Exception General Ledger Journal Audit listing (AMG13A). Type in **ALL** to audit all journals, or type in the individual journal number to audit a single journal. Only the journal identifier portion (CD, CR, GJ, PR, PJ, IM, RE, PC, or OE) of the journal number is edited.

TOTALS ONLY <YES/NO>. Type in **YES** if a summary totals listing is required, or **NO** if a detail listing of each transaction in the requested journals is required.

Option 3. Detail Audit General Ledger (AMGM20)

Use this option anytime you need a period-by-period listing of current year debit and credit balances for every account in the Chart of Accounts. This listing, the General Ledger Detail Audit Listing, does not print zero balance periods. The opening balance is printed and the new balance forward is calculated. The period-by-period net change and year-to-date balances are also calculated and printed.

This report is useful when a General Ledger audit or a detailed account analysis is required by your company management. Unposted and posted journals which have not been applied by Fiscal Period Close are not included in this report.

What information you need: The company number for which you want to print the report, if this application is installed for more than one company.

What reports are printed: General Ledger Detail Audit Listing (AMG30A).

The basic steps for this task appear below each display.

AMG204—Detail Audit General Ledger (Options)

Use this display to enter the company number for the General Ledger Detail Audit listing (AMG30A) when there are multiple companies, or to display messages for single company installations.

For multiple companies, this display appears when you select option 3 (Detail Audit General Ledger) on the Demand Reports menu (AMGM20).

For a single company, this display appears only if an error occurs during report processing.

```
DATE **/**/**          DETAIL AUDIT GENERAL LEDGER          OPTIONS  AMG204  **
                        COMPANY NUMBER  nn
                                                                F24 CANCEL THE JOB
```

What to do

To print the listing, type in the requested information and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

COMPANY NUMBER. Type in the company number for the report.

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Option 4. Summary Audit General Ledger (AMGM20)

Use this option anytime you need a summarized listing showing current year opening balance and calculated balance forward for every account in the Chart of Accounts. This report is useful when a General Ledger Audit is needed, but a detailed analysis of the Chart of Accounts is not required.

What information you need: The company number for which you want to print the report, if this application is installed for more than one company.

What reports are printed: General Ledger Detail Audit Listing (AMG30A).

The basic steps for this task appear below each display.

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AMG204—Summary Audit General Ledger (Options)

Use this display to enter the company number for the General Ledger Summary Audit listing (AMG30A) when there are multiple companies, or to display messages only for single company installations.

For multiple companies, this display appears when you select option 4 (Summary Audit General Ledger) on the Demand Reports menu (AMGM20).

For a single company, this display appears only if an error occurs during report processing.

```

DATE **/**/**          SUMMARY AUDIT GENERAL LEDGER          OPTIONS  AMG204  **
                                COMPANY NUMBER  nn
                                                                 F24 CANCEL THE JOB
  
```

What to do

To print the listing, type in the requested information and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

See , "AMG204—Detail Audit General Ledger (Options)" on page 4-10 for a description of the field on this display.

Option 5. Preliminary General Ledger (AMGM20)

Use this option anytime you need to preview the General Ledger before running a fiscal period close. This option is the Demand Reports equivalent of the Fiscal Period Close General Ledger. The only difference between the two reports is the title. The Preliminary General Ledger is printed when you want to preview the General Ledger before the period is closed.

You must have posted all general journal transactions for the period you want printed. When no transactions or journals exist, you cannot print the Preliminary General Ledger.

The Preliminary General Ledger totals for the period should agree with the posted journal totals from the GL Period Control form (GL-21). Note that only interfacing and activated applications are included in this total. See Chapter 14, "Accounting controls and audits" for more information on the Period Control form.

If your company uses a 12-month accounting cycle that does not start with January, you can select a range of processing months that crosses calendar year end (December). For example, if your fiscal year is July 1 to June 30, you can select the range of processing November 19*8 to January 19*9 by entering 11*8 and 01*9. No matter what accounting year you use, the range of processing periods must be selected so that the from period is always less than the to period.

Since you can post journals for the next fiscal year before you close the current year, you must be careful to select the right options when you print financial statements. When you are using a 13-period accounting year, do not post journals for the same period number in both current and next fiscal years. Also, you must answer Y to the prompt INCLUDE JOURNALS FOR SELECTED MONTH/PERIOD ONLY (Y/N)? This will prevent next year's journals from being included in current year reports. It also allows you to do 13-month processing, keep your current fiscal year intact, and permit current year-end close while enabling you to post next year's journals.

When processing combined statements, it is assumed that the fiscal years are the same for all companies used in the reports. Therefore, the procedures use the fiscal year of the first company processed to calculate year-to-date information.

Note: The Historical Profit or Loss is carried forward from the Income Statement to the Balance Sheet only when Last Year is selected for both the Income Statement and the Balance Sheet.

What information you need:

- The company number for which you want to print the report, if this application is installed for more than one company
- The accounting periods or months and years that the report is to cover
- Whether you want to include only those transactions within the periods or months selected to appear on the report.

What reports are printed: Preliminary General Ledger (AMG41A).

The basic steps for this task appear below each display.

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AMG401—Preliminary General Ledger (Options)

Use this display to select tailoring options for the Preliminary General Ledger report (AMG41A).

It provides the functional equivalent of a 'Trial Balance'. It accesses journal transactions in the Temporary General Ledger file (TEMGEN) for periods which have not yet been closed. When you close this period or periods, these transactions are removed from TEMGEN and used to update the General Ledger master file (GELMAS) and the Journal History file (CURHIS).

This display appears when you select option 5 (Preliminary General Ledger) from the Demand Reports menu (AMGM20).

```

DATE **/**/**                OPTIONS  AMG401  **
PRELIMINARY GENERAL LEDGER
COMPANY NUMBER      nn
PERIOD FROM- nnnn  TO- nnnn
INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>?      A

F17 ACCEPT WARNING
F24 CANCEL THE JOB

```

What to do

To print the listing, type in the requested information and press **Enter**.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning condition.

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number.

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PERIOD or MONTH/YEAR FROM

PERIOD or MONTH/YEAR TO. These fields appear as either PERIOD FROM and TO or MONTH/YEAR FROM and TO, depending on whether a 13-period or a 12-month accounting year was selected during application tailoring. Type in the from and to entries that define the period the report is to cover, using a two-digit period number or a four-digit month/year entry.

When a company uses a 13-period accounting cycle, or a 12-month accounting cycle that starts with January, the range of processing periods must be selected so that the from entry is less than or equal to the to entry. When a company uses a 12-month accounting cycle that doesn't start with January, the range of processing months selected can extend from one calendar year into the next. For example, you could type in 1290 (from) and 0191 (to) to process December 1990 and January 1991 reports for a company with a fiscal year of July 1 to June 30.

If you are using a 13-period accounting year, type in period numbers only.

INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>?

INCLUDE JOURNALS FOR SELECTED MONTH/YEAR ONLY <Y/N>?. The default is N (No). When you answer N, all TEMGEN records for periods/months prior to the selected period/month are accumulated and added to the balance forward field and print out as the Account Balance. Then all TEMGEN records with a posting period/month falling within the selected range are printed.

When you answer Y, the Account Balance includes only the balance-brought-forward amount. Only TEMGEN records with a posting period or month falling within the selected range are printed.

Option 6. Comparative General Ledger (AMGM20)

Use this option anytime you need a summarized General Ledger listing comparing a selected period or range of periods to be budgeted with previous years. Year-to-date amounts for all three years (current, budget, and last year) are also printed.

You can choose to have this report print showing amounts in local currency or in foreign currency by choosing Original Balances or Translated Balances.

The Comparative General Ledger is printed as part of Fiscal Period Close; however, you can print this report anytime to compare different ranges of periods to budgeted and previous year figures. This is useful when you have to prepare quarterly reports. The Comparative General Ledger includes amounts from the General Ledger Master file, as well as from posted journals.

If your company uses a 12-month accounting cycle that does not start with January, you can select a range of processing months that crosses calendar year end (December). For example, if your fiscal year is July 1 to June 30, you can select the range of processing November 19*8 to January 19*9 by entering 11*8 and 01*9. No matter what accounting year you use, the range of processing periods must be selected so that the from period is always less than the to period.

Since you can post journals for the next fiscal year before you close the current year, you must be careful to select the right options when you print financial statements. When you are using a 13-period accounting year, do not post journals for the same period number in both current and next fiscal years. Also, you must answer Y to the prompt INCLUDE JOURNALS FOR SELECTED MONTH/PERIOD ONLY (Y/N)? This will prevent next year's journals from being included in current year reports. It also allows you to do 13-month processing, keep your current fiscal year intact, and permit current year-end close while enabling you to post next year's journals.

When processing combined statements, it is assumed that the fiscal years are the same for all companies used in the reports. Therefore, the procedures use the fiscal year of the first company processed to calculate year-to-date information.

Note: The Historical Profit or Loss is carried forward from the Income Statement to the Balance Sheet only when Last Year is selected for both the Income Statement and the Balance Sheet.

What information you need:

- The company number for which you want to print the report, if this application is installed for more than one company
- The accounting periods or months and years that the report is to cover
- Whether you want to include only those transactions within the periods or months selected to appear on the report
- Whether you want this report to show original balances or translated balances. To print translated balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

What reports are printed: Comparative General Ledger (AMG42).

If you specified Multi-Currency Support during application tailoring, you will get two more reports; the Original balance and the Translated balance reports.

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The basic steps for this task appear below each display.

AMG401—Comparative General Ledger (Options)

Use this display to select tailoring options for the Comparative General Ledger report (AMG42).

This display appears when you select option 6 (Comparative General Ledger) from the Demand Reports menu (AMGM20).

```

DATE **/**/**                                OPTIONS   AMG401  **
                                COMPARATIVE GENERAL LEDGER
                                COMPANY NUMBER      nn
                                PERIOD FROM- nnnn TO- nnnn
                                INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>?      A
                                ORIGINAL BALANCES <Y/N>      A
                                TRANSLATED BALANCES <Y/N>      A

                                F17 ACCEPT WARNING
                                F24 CANCEL THE JOB

```

What to do

To print the listing, type in the requested information and press **Enter**.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning condition.

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

See , "AMG401—Preliminary General Ledger (Options)" on page 4-14 for a description of the fields on this display other than those that follow.

ORIGINAL BALANCES <Y/N>. This field appears only if you specified Multi-Currency Support during application tailoring. This field is required. Type in **Y** if you want a report to show original balances. Type in **N** if you do not want a report to show original balances.

Note: To print original balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

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TRANSLATED BALANCES <Y/N>. This field appears only if you specified Multi-Currency Support during application tailoring. This field is required. Type in **Y** if you want a report to show translated balances. Type in **N** if you do not want a report to show translated balances.

If you want to print a report with original balances and a report with translated balances, type in **Y** for both original and translated balances.

Note: To print translated balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

Option 7. Income Statement (AMGM20)

Use this option anytime you need a copy of the Income Statement. You can print single company, combined company, or departmental income statements at any time. You can also print an Income Statement for a particular period or range of periods (as for quarterly reporting) as long as transactions exist for those periods. You can print a period statement only or a year-to-date statement and compare the figures to budget or previous year information.

This option allows you to print the report showing amounts in local currency or in foreign currency by choosing Original Balances or Translated Balances.

If you want to print an Income Statement, you must have defined its format. See Chapter 7, "File Maintenance" for a full description of maintaining statement formats.

If you use 13-period account, periods not closed in the current year must be closed in you want them included in next year's Income Statement. If the periods are not closed, the Income Statement results could be inaccurate. For example, if you want periods 01 through 03 included in the Income Statement for next year, you must close these periods in the current year.

If your company uses a 12-month accounting cycle that does not start with January, you can select a range of processing months that crosses calendar year end (December). For example, if your fiscal year is July 1 to June 30, you can select the range of processing November 19*8 to January 19*9 by entering 11*8 and 01*9. No matter what accounting year you use, the range of processing periods must be selected so that the from period is always less than the to period.

Since you can post journals for the next fiscal year before you close the current year, you must be careful to select the right options when you print financial statements. When you are using a 13-period accounting year, do not post journals for the same period number in both current and next fiscal years. Also, you must answer Y to the prompt INCLUDE JOURNALS FOR SELECTED MONTH/PERIOD ONLY (Y/N)? This will prevent next year's journals from being included in current year reports. It also allows you to do 13-month processing, keep your current fiscal year intact, and permit current year-end close while enabling you to post next year's journals.

When processing combined statements, it is assumed that the fiscal years are the same for all companies used in the reports. Therefore, the procedures use the fiscal year of the first company processed to calculate year-to-date information.

Note: The Historical Profit or Loss is carried forward from the Income Statement to the Balance Sheet only when Last Year is selected for both the Income Statement and the Balance Sheet.

What information you need:

- The company number for which you want to print this report, if this application is installed for more than one company
- The accounting period or month number that the report is to cover
- The format number of the report you want to print
- Whether you want to include only those transactions with the periods or months selected to appear on the report
- How you want the report to print, such as with a descriptive date, with current, budget, or last year's information, and so on

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- Whether you want this report to show original balances or translated balances. To print translated balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

What reports are printed: Income Statement (AMG43 or AMG80).

If you specified Multi-Currency Support during application tailoring, you will get two more reports; the Original balance and the Translated balance reports.

The basic steps for this task appear below each display.

AMG402—Demand Financial Statements (Options)

Use this display to select tailoring options for the Income Statement (AMG43 or AMG80).

This display appears when you select option 7 (Income Statement) from the Demand Reports menu (AMGM20).

```

DATE **/**/**                                OPTIONS   AMG402  **
                                DEMAND FINANCIAL STATEMENTS

COMPANY NUMBER- nn      PERIOD FROM- nnnn  TO- nnnn  FORMAT NUMBER- n
                                INCLUDE JOURNALS FOR SELECTED PERIOD ONLY (Y/N)?      A

                                INCOME STATEMENT
DESCRIPTIVE DATE                                aaaaaaaaaaaaaaaaaaaaaA25
1-PERIOD, 2-YEAR-TO-DATE                          n
1-CURRENT, 2-BUDGET, 3-LAST YEAR                    n
% OF REVENUE FOR PRECEDING LINES <Y/N>              A
INCOME STATEMENT FOR NEXT FISCAL YEAR <Y/N>        A

ORIGINAL BALANCES <Y/N>                            A
TRANSLATED BALANCES <Y/N>                          A

                                F17 ACCEPT WARNING
                                F24 CANCEL THE JOB

```

What to do

To print the listing, type in the requested information and press **Enter**.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning condition. This function key is not valid if the error is caused by a prior period not being closed.

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

See , "AMG401—Preliminary General Ledger (Options)" on page 4-14 for a description of the fields that appear on this display other than those that follow.

INCOME STATEMENT DESCRIPTIVE DATE. Type in the date to appear on the Income Statement; for example, FOR YEAR-TO-DATE 11/30/88.

INCOME STATEMENT (Date Code). Type in either **1** (selected periods only) or **2** (year-to-date).

INCOME STATEMENT (Report Type). Type in **1** (current only), **2** (current and budget), or **3** (current and last year).

% OF REVENUE FOR PRECEDING LINES <Y/N>. If you select Y, then all lines up to and including the 100% base line are totaled to form the revenue base. All lines up to and including the 100% base line show percentages of the total revenue.

If you select N, then only the 100% base line is used as the revenue base. Percentages are not calculated for lines preceding the 100% base line. The default is N.

INCOME STATEMENT FOR NEXT FISCAL YEAR <Y/N>. If you select Y, the Income Statement (AMG80) includes only posted journal records for the next fiscal year. Balances from the General Ledger Master File are not included.

If you select N, the Income Statement is for the current fiscal year. The default is N.

ORIGINAL BALANCES <Y/N>. This field appears only if you specified multi-currency support during application tailoring. This field is required. Type in **Y** if you want a report to show original balances. Type in **N** if you do not want a report to show original balances.

Note: To print original balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

TRANSLATED BALANCES <Y/N>. This field appears only if you specified multi-currency support during application tailoring. This field is required. Type in **Y** if you want a report to show translated balances. Type in **N** if you do not want a report to show translated balances.

If you want to print a report showing original balances and a report showing translated balances, type in **Y** for both original and translated balances.

Note: To print translated balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

Option 8. Fiscal Period Close Statements (AMGM20)

Use this option anytime you need print an Income Statement and Balance Sheet for the company number you specify. When you request a single company (company number 01), the Statement of Changes in Financial Position report is also printed. There are no special options for this statement.

You can choose to print this report showing amounts in local currency or in foreign currency by choosing Original Balances or Translated Balances.

Comparative figures can be printed for a range of accounting periods. For example, you can select a quarterly range and print comparisons to previous amounts, or compare combined figures to budgeted amounts. Any period or range of periods can be selected, as long as the formats for the Income Statement and Balance Sheet are defined. (See Chapter 7, "File Maintenance" for a complete description of maintaining statement formats.)

A statement format is the layout you specify for an Income Statement or Balance Sheet. Defining statement formats is very critical because GL requires that at least one Income Statement and one Balance Sheet format (format 0) be defined for each company. Format 0 is required for Fiscal Period Close and must include the company's entire Chart of Accounts.

You should define account number 9999999999999999 once per Balance Sheet for format only. This reserved account number is used to hold the current retained earnings amount calculated by the Income Statement program.

If your company uses a 12-month accounting cycle that does not start with January, you can select a range of processing months that crosses calendar year end (December). For example, if your fiscal year is July 1 to June 30, you can select the range of processing November 19*8 to January 19*9 by entering 11*8 and 01*9. No matter what accounting year you use, the range of processing periods must be selected so that the from period is always less than the to period.

Since you can post journals for the next fiscal year before you close the current year, you must be careful to select the right options when you print financial statements. When you are using a 13-period accounting year, do not post journals for the same period number in both current and next fiscal years. Also, you must answer Y to the prompt INCLUDE JOURNALS FOR SELECTED MONTH/PERIOD ONLY (Y/N)? This will prevent next year's journals from being included in current year reports. It also allows you to do 13-month processing, keep your current fiscal year intact, and permit current year-end close while enabling you to post next year's journals.

When processing combined statements, it is assumed that the fiscal years are the same for all companies used in the reports. Therefore, the procedures use the fiscal year of the first company processed to calculate year-to-date information.

Note: The Historical Profit or Loss is carried forward from the Income Statement to the Balance Sheet only when Last Year is selected for both the Income Statement and the Balance Sheet.

What information you need:

- The company number for which you want to print this report, if this application is installed for more than one company
- The accounting period or month number that the report is to cover

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- The format number of the report you want to print
- Whether you want to include only those transactions with the periods or months selected to appear on the report
- How you want the report to print, such as with a descriptive date, with current, budget, or last year's information, and so on
- Whether you want this report to show original balances or translated balances. To print translated balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

What reports are printed:

- Income Statement (AMG43)
- Balance Sheet (AMG44)
- Statement of Changes in Financial Position (AMG45).

If you specified Multi-Currency Support during application tailoring, you will get two more reports; the Original balance and the Translated balance reports.

The basic steps for this task appear below each display.

AMG402—Demand Financial Statements (Options)

Use this display to select tailoring options for the fiscal period close statements.

This display appears when you select option 8 (Fiscal Period Close Statements) from the Demand Reports menu (AMGM20).

```

DATE **/**/**                                OPTIONS   AMG402  **
                                DEMAND FINANCIAL STATEMENTS
                                COMPANY NUMBER- nn    PERIOD FROM- nnnn  TO- nnnn  FORMAT NUMBER- n
                                INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>?          A
                                INCOME STATEMENT
                                DESCRIPTIVE DATE          aaaaaaaaaaaaaaaaaaaaaA25
                                1-PERIOD, 2-YEAR-TO-DATE    n
                                1-CURRENT, 2-BUDGET, 3-LAST YEAR  n
                                % OF REVENUE FOR PRECEDING LINES <Y/N>          A
                                BALANCE SHEET
                                DESCRIPTIVE DATE          aaaaaaaaaaaaaaaaaaaaaA25
                                1-CURRENT, 2-LAST YEAR      n
                                ORIGINAL BALANCES <Y/N>     A
                                TRANSLATED BALANCES <Y/N>   A
                                F17 ACCEPT WARNING
                                F24 CANCEL THE JOB

```

What to do

To print the listing, type in the requested information and press **Enter**.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning condition.

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

See , "AMG402—Demand Financial Statements (Options)" on page 4-22 for a description of the fields on this display other than those that follow.

BALANCE SHEET (Report Type). Type in **1** (current) or **2** (last year).

BALANCE SHEET DESCRIPTIVE DATE. Type in the date to be shown in the balance sheet.

ORIGINAL BALANCES <Y/N>. This field appears only if you specified multi-currency support during application tailoring. This field is required. Type in **Y** if you

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want a report to show original balances. Type in **N** if you do not want a report to show original balances.

Note: To print original balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

TRANSLATED BALANCES <Y/N>. This field appears only if you specified multi-currency support during application tailoring. This field is required. Type in **Y** if you want a report to show translated balances. Type in **N** if you do not want a report to show translated balances.

If you want to print a report with original balances and a report with translated balances, type in **Y** for both original and translated balances.

Note: To print translated balances, you must have run Fiscal Period Close, option 3 on Main Menu AMGM00, and chosen to translate balances.

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Option 9. Journal History Report (AMGM20)

Use this option anytime you need a copy of the Journal History Report. You can select this option if you answered the application questionnaire to accumulate journal history.

What information you need:

- The beginning and ending company number for which you want to print the report, if this application is installed for more than one company
- The beginning and ending account numbers that the report is to cover
- The beginning and ending posting periods or months that the report is to cover
- Whether you want the report printed using the Current History or Restored History file
- Whether you want to delete the Restored History file after the report is printed.

What reports are printed: Current/Restored Journal History Report (AMG25).

The basic steps for this task appear below each display.

AMG241—Journal History Report (Options)

Use this display to select tailoring options for the Current/Restored Journal History Report (AMG25).

This display appears when you select option 9 (Journal History Report) from the Demand Reports menu (AMGM20).

If there are errors, display AMG241 appears again with a message. Press **Enter** after resolving the error shown.

```

DATE **/**/**          JOURNAL HISTORY REPORT          OPTIONS  AMG241  **

BEGINNING COMPANY NUMBER      nn
ENDING COMPANY NUMBER         nn
BEGINNING ACCOUNT NO.        nnnnnnnnnnnnnnnn
ENDING ACCOUNT NO.           nnnnnnnnnnnnnnnn
BEGINNING POSTING *****    nn nn
ENDING POSTING *****       nn nn

HISTORY CODE <CUR/RES>        aA3
DELETE RESTORED HISTORY <YES/NO > aA3

                                     F24 CANCEL THE JOB

```

What to do

To print the listing, type in the requested information and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. These fields are used to enter a range of company numbers and appear only if you specified multiple companies during application tailoring. The range of company numbers must be selected so that the beginning entry is less than or equal to the ending entry. If BEGINNING and ENDING COMPANY NUMBER appear, type in a range of company numbers for the report.

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BEGINNING ACCOUNT NO.

ENDING ACCOUNT NO. These fields are used to enter a range of account numbers. The range of account numbers must be selected so that the beginning entry is less than or equal to the ending entry. Type in your 15-digit account numbers.

BEGINNING POSTING PERIOD or MONTH/

YEARENDING POSTING PERIOD or MONTH/YEAR. These fields are used to enter a range of posting periods or months/years, depending on whether a 13-period or a 12-month accounting year was selected during application tailoring. Type in the beginning and ending ranges that define the periods the report is to cover, using a two-digit period number or a four-digit month/year entry.

When a company uses a 13-period accounting cycle or a 12-month cycle, the range of processing periods must be selected so that the beginning entry is less than or equal to the ending entry.

When a company uses a 12-month accounting cycle, the range of processing months selected can extend from one calendar year into the next. For example, you could type in 1288 (beginning) and 0189 (ending) to process December 1988 and January 1989.

If you are using a 13-period accounting year, type in period numbers (01—13) only.

If you are using a 12-month accounting year, type in month numbers (01—12) only.

HISTORY CODE <CUR/RES>. Type in **CUR** (Current) or **RES** (Restored). Selecting **CUR** generates a Journal History Report printed from the Current History file. Selecting **RES** generates a Journal History Report printed from the Restored History file.

DELETE RESTORED HISTORY <YES/NO>. Type in **YES** if restored history is to be deleted after the report prints. Type in **NO** if you want to keep restored history in the computer.

Chapter 5. Fiscal Period Close

When you are ready to close a fiscal period, select option 3 on the Main Menu. Choosing this menu option takes you directly to an options display for running fiscal period close.

The Fiscal Period Close option uses posted journals to apply debits and credits to accounts and print the period close reports and statements. You can close multiple periods at a time. However, posted transactions must exist for at least one of the periods you select, and there can be no unposted transactions for any period selected. This enables you to perform quarterly closings, for instance, and sets the status of the selected periods to closed to permit a year-end close. See Chapter 14, "Accounting controls and audits" for more information about internal controls and General Ledger status.) You cannot close a period or range of periods when prior periods have unposted transactions. However, you can close a period multiple times.

You must define statement format 0 (Income Statement and Balance Sheet) to close a fiscal period for any company. Statement format 0 must include all accounts. See Chapter 7, "File Maintenance" for a complete description of updating the statement formats and see Chapter 14, "Accounting controls and audits" for other relevant information.

Note: You cannot close more than one company at a time. Combined company numbers 90-99 are not valid for Fiscal Period Close.

If you specified Multi-Currency Support during application tailoring, the GL Balances Translation function allows you to translate balances when processing Fiscal Period Close. When translating balances, GELMAS original balances records for current, budget, and last year are used to create new associated translated records. You can then specify to print demand reports in original balances or translated balances, or both to produce two reports, original and translated. Refer to "Translate General Ledger balance" on page 2-8.

Fiscal Period Close must be initiated by you; it is not an automatic function of the General Ledger application. Once initiated, all posted transactions for the accounting period or periods you specify are processed, and the following reports and statements are printed:

- General Ledger (AMG41B)
- Journal Transactions Copied to Current History (AMG84)
- Comparative General Ledger (AMG42)
- Income Statement (AMG43)
- Balance Sheet (AMG44)
- Statement of Changes in Financial Position (AMG45).

If you tailored the application Questionnaire to accumulate journal history, the Journal Transactions Copied to Current History report (AMG84) also prints following a fiscal period close. You use this report to verify transactions copied for processing journal history.

You initiate the procedure when all transactions for a fiscal period are posted. There are several questions you should consider before selecting this option:

- Are the reports that print after selecting any of the following options error free? These reports must be error free before you choose to close the fiscal period:
 - File Maintenance menu (AMGM40), option 2, Edit General Ledger
 - File Maintenance menu (AMGM40), option 4, Edit Statement Formats
 - Demand Reports menu (AMGM20), option 2, Audit Posted Journals
- Are all the transactions posted for the affected accounting period?
- Do you want to post closing transactions before closing the period?
- Are there recurring entries that must be posted?
- Are there other applications that post transactions to General Ledger journals or otherwise affect General Ledger Fiscal Period Close?
- Have interfacing applications processed all their transactions for the closing periods?
- Are preliminary reports, such as the Financial Statement Worksheet, required?
- Are there special requirements prior to a quarterly close?
- If you are closing your last fiscal period, do you want to process year-end closing entries? If so, close the last period, and then run the year-end audit only (see Chapter 6, "Year-End Close") to determine the required year-end close amounts.

A fiscal period can be reclosed as often as you have transactions (posted journals) for that period. However, the General Ledger listing shows the detail transactions for only those additional items, and the balance forward includes previously processed transactions for the period. Processed Temporary General Ledger transactions are purged after Fiscal Period Close reports are printed.

Note: When you have posted journals for periods in the next fiscal year, do not close those periods until you close the current fiscal year (see Chapter 6, "Year-End Close"). If you do close those periods, next year's journals will be used to update the General Ledger Master file and will be included in current year reports and statements.

If your company uses a 12-month accounting cycle that does not start with January, you can select a range of processing months that crosses calendar year end (December). For example, if your fiscal year is July 1 to June 30, you can select the range of processing November 19*8 to January 19*9 by entering 11*8 and 01*9. No matter what accounting year you use, the range of processing periods must be selected so that the from period is always less than the to period.

Since you can post journals for the next fiscal year before you close the current year, you must be careful to select the right options when you print financial statements. When you are using a 13-period accounting year, do not post journals for the same period number in both current and next fiscal years. Also, you must answer Y to the prompt INCLUDE JOURNALS FOR SELECTED MONTH/PERIOD ONLY (Y/N)? This will prevent next year's journals from being included in current year reports. It also allows you to do 13-month processing, keep your current fiscal year intact, and permit current year-end close while enabling you to post next year's journals.

When processing combined statements, it is assumed that the fiscal years are the same for all companies used in the reports. Therefore, the procedures use the fiscal year of the first company processed to calculate year-to-date information.

Note: The Historical Profit or Loss is carried forward from the Income Statement to the Balance Sheet only when Last Year is selected for both the Income Statement and the Balance Sheet.

AMG402—Fiscal Period Close (Options)

Use this display to type in the company number and the period or month/year to be closed.

This display appears when you select option 3 (Fiscal Period Close) from the Main Menu (AMGM00).

```

DATE **/**/**                                OPTIONS   AMG402  **
                                FISCAL PERIOD CLOSE

COMPANY NUMBER- nn      PERIOD FROM- nnnn  TO- nnnn  FORMAT NUMBER- n
                                INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>?      A

                                INCOME STATEMENT
DESCRIPTIVE DATE                                aaaaaaaaaaaaaaaaaaaaaA25
1-PERIOD, 2-YEAR-TO-DATE                        n
1-CURRENT, 2-BUDGET, 3-LAST YEAR                n
% OF REVENUE FOR PRECEDING LINES <Y/N>          A

                                BALANCE SHEET
DESCRIPTIVE DATE                                aaaaaaaaaaaaaaaaaaaaaA25
1-CURRENT, 2-LAST YEAR                          n
TRANSLATE GL BALANCES <Y/N>                    A

                                F17 ACCEPT WARNING
                                F24 CANCEL THE JOB

```

What to do

- If **TRANSLATE GL BALANCES <Y/N>** is **N**, press **Enter** to schedule the Fiscal Period Close reports and statements for printing.
- If **TRANSLATE GL BALANCES <Y/N>** is **Y**, press **Enter** to go to the General Ledger Balances Translation (Options) display (AMG403).

If you set up the application questionnaire to accumulate and process journal history, pressing **Enter** schedules the Journal Transaction To Current History report (AMG84) for printing.

Function keys

F17 ACCEPT WARNING allows processing to continue without correction of the warning conditions.

F24 CANCEL THE JOB causes the Main Menu (AMGM00) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number.

PERIOD or MONTH/YEAR FROM

PERIOD or MONTH/YEAR TO. These fields appear as either PERIOD FROM and TO or MONTH/YEAR FROM and TO, depending on whether a 13-period or a 12-month accounting year was selected during application tailoring. Type in the "from" and "to" entries that define the period the reports are to cover, using a two-digit period number or a four-digit month/year entry.

When a company uses a 13-period accounting cycle, or a 12-month accounting cycle that starts with January, the range of processing periods must be selected so that the "from" entry is less than or equal to the "to" entry.

When a company uses a 12-month accounting cycle that doesn't start with January, the range of processing months selected can extend from one calendar year into the next. For example, you could type in 1288 ("from") and 0189 ("to") to process December, 1988 and January, 1989 reports for a company with a fiscal year of July 1 to June 30.

If you are using a 13-period accounting year, type in period numbers only.

FORMAT NUMBER. Format 0 must have been defined and edited for the Income Statement and the Balance Sheet for the closing company.

INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>

INCLUDE JOURNALS FOR SELECTED MONTH/YEAR ONLY <Y/N>? The default is N. See Chapter 5, "Fiscal Period Close" for an explanation of this option.

INCOME STATEMENT DESCRIPTIVE DATE. Type in the descriptive date to appear on the Income Statement.

INCOME STATEMENT (Date Code). Type in **1** (selected periods only), or **2** (year-to-date).

INCOME STATEMENT (Report Type). Type in **1** (current only), **2** (current and budget), or **3** (current and last year).

% OF REVENUE FOR PRECEDING LINES <Y/N>. If you select Y, then all lines up to and including the 100% base line are totaled to form the revenue base. All lines up to and including the 100% base line show percentages of the total revenue.

If you select N, then only the 100% base line is used as the revenue base. Percentages are not calculated for lines preceding the 100% base line. The default is N.

BALANCE SHEET DESCRIPTIVE DATE. Type in the descriptive date to appear on the Balance Sheet.

BALANCE SHEET (Report Type). Type in **1** (current); or **2** (last year).

TRANSLATE GL BALANCES <Y/N>. This field appears only if you specified Multi-Currency Support during application tailoring. This field is required. Type in **Y** if you want to translate General Ledger balances. If you type in Y, the General Ledger Balances Translation (Options) display (AMG403) will appear. You can specify whether demand reports will print using original balances, translated balances, or both.

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Type in **N** if you do not want to translate General Ledger balances. If you type in N, all the demand reports will print using original balances.

AMG403—General Ledger Balances Translation (Options)

Use this display to specify what translated balances record types you want to create and what information will appear on the Fiscal Period Close reports and statements. You also specify whether you want to print a translation audit trail.

This display appears when you answer **Y** to **TRANSLATE GL BALANCES <Y/N>** on display AMG402.

```

DATE **/**/**                                OPTIONS    AMG403  **
                                GENERAL LEDGER BALANCES TRANSLATION

ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED:      ENTER Y FOR NEEDED REPORTS:

TRANSLATED BALANCES CURRENT                   A    COMPARATIVE GENERAL LEDGER:
TRANSLATED BALANCES BUDGET                    A    ORIGINAL BALANCES           A
TRANSLATED BALANCES LAST YEAR                 A    TRANSLATED BALANCES        A
MEASUREMENT BALANCES CURRENT                  A
MEASUREMENT BALANCES BUDGET                   A    INCOME STATEMENT:
MEASUREMENT BALANCES LAST YEAR                A    ORIGINAL BALANCES           A
                                                TRANSLATED BALANCES        A

METHOD <1 PER-BY-PER, 2 LAST ACTIVE PER>      n
LAST ACTIVE PERIOD <00-13>                     nn    BALANCE SHEET:
                                                ORIGINAL BALANCES           A
                                                TRANSLATED BALANCES        A

TRANSLATION GAIN/LOSS ACCT.  nnnnnnnnnnnnnnnn
SUPPRESS TRANSLATION AUDIT TRAIL <Y/N>        A    FINANCIAL POSITION CHANGES:
                                                ORIGINAL BALANCES           A
                                                TRANSLATED BALANCES        A

                                                F19 RESELECT OPTION
                                                F24 CANCEL THE JOB
    
```

What to do

Type in the information requested and press **Enter**. The computer schedules the reports for printing with the balance types requested.

Function keys

F19 RETURN TO SELECT causes the Select display (AMG402) to appear; you can choose another option.

F24 CANCEL THE JOB causes the Demand Reports menu (AMGM20) to appear; no processing occurs.

Fields

ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED. Type in **Y** next to each GL Account Type record you want to create during translation. Translated Balances are translated amounts using exchange rates. Measurement Balances are neutralized translated amounts suitable for internal comparison. All default to N.

ENTER Y FOR NEEDED REPORTS. Type in **Y** beside each type of report you want printed. Selecting Original Balances will produce a report using only Original

Balances. Selecting Translated Balances will produce a report using Translated Balances. The defaults are Y for original balances, and N for translated balances.

METHOD <1 PER-BY-PER, 2 LAST ACTIVE PER>. Type in one of the following codes to control the date used to get the exchange rate for the currency.

- 1 Translate each period using its own period end exchange rate.
- 2 Translate each period using the exchange rate for the Last Active Period/ Month or the 13th period exchange rate for Budget and Last Year records.

LAST ACTIVE PERIOD <00-13> or LAST ACTIVE MONTH <00-12>. Whether Period or Month appears depends on the accounting cycle specified during application tailoring. Type in the period/month to be used to get the exchange rate for translating Period/Month To Date and Other To Date Amounts.

Note: A value of 00 equals the Balance Forward Period. For account types Translated and Measurement Balances Current and Budget, the end date for the last active period/month is used. For Translated and Measurement Balances Last Year, the Last Year period end date for the 13th period is used.

TRANSLATION GAIN/LOSS ACCT. Type in a General Ledger account number to be used to record the translation gain/loss amounts for record types Translated and Measurement Balances Current and Last Year.

SUPPRESS TRANSLATION AUDIT TRAIL <Y/N>. If you type in Y, the audit report will not be printed. If you type in N, the audit report will contain a line for each amount converted from the GELMAS file record. The default is Y.

Chapter 6. Year-End Close

When you select option 4 on the Main Menu, the Year-End Close menu (AMGM30) appears. This menu gives you options that print the General Ledger Fiscal Year-End Audit listing (AMG30B) or prepare the General Ledger Master file for next year's processing.

Option 1. Year-End Audit Only.....	6-4
Option 2. Year-End Audit and Initialization	6-6
Option 3. Year-End Initialization Only	6-8

```

AMGM30                      Accounting Management General Ledger          *****
                               Year-End Close

Type option or command; press Enter.

  1. Year-End Audit Only
  2. Year-End Audit and Initialization
  3. Year-End Initialization Only

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
  
```

Option 1. Year-End Audit Only. Use this option to print the General Ledger Fiscal Year-End Audit listing (AMG30B). This listing provides period-by-period detail of all debits and credits applied to a company's chart of accounts. The last page also prints company totals and messages when the audit program detects errors. You can use this listing to determine what transaction amount is required to close the year.

Option 2. Year-End Audit and Initialization. Use this option to print the Year-End Close Audit and, when in balance, to prepare the General Ledger Master file for next year's processing.

Option 3. Year-End Initialization Only. Use this option to prepare the General Ledger Master file for next year's processing. You can select this option only after successfully auditing the file using option 1.

Note: The Year-End Close (Options) display (AMG203) appears only when you are a multi-company installation or if an error must be shown.

For single company year-end close operations, display AMG203 does not appear.

Year-End Close requires the same kinds of considerations as Fiscal Period Close (see "Fiscal Period Close" on page 5-1) with greater emphasis on ensuring all related tasks are complete. Remember:

- If the Questionnaire was answered to accumulate journal history, you must archive journal transactions after Year-End Close but before the first period/month close for the current fiscal year. Do this to separate journal history for the

previous fiscal year (transactions archived on diskette or tape) from journal history for the current fiscal year (transactions in the Current History file).

- After you close a fiscal year (year-end initialization), it is not possible to go back and make changes, add transactions, or reprint the periodic reports and statements for the closed year. Keeping this last point in mind, review the questions in "Fiscal Period Close" on page 5-1.
- All General Ledger account types created by General Ledger Balance Translation (4 to 9) are deleted. For additional information, refer to "Translate General Ledger balance" on page 2-8.

Caution: You can run options 1 and 3 or option 2. Do not run options 2 and 3. Running initialization twice could result in a loss of history. A suggested sequence for performing General Ledger Year-End Close is in Appendix D, "Year-end close suggested sequence".

When you post the journal, you may receive the warning message WAM-1005, "Period already closed" when running the Year-end Close.

When this message appears during Year-end Close, it is referring to journals posted to the current or future month/period in the 'new' year from interfacing applications. You can safely use the F17 function key to override this warning and proceed. However, it is critical that you do not close any of these periods.

Print statements for the new fiscal year

When you need to produce period close statements/reports for the first period in a new fiscal year (before the prior year has been closed), follow the steps listed below. Otherwise, the Income Statement is the only report for the period that will contain accurate figures.

1. Select period close options for the last period of the fiscal year.
2. Copy GELMAS and CURHIS files to tape or a user library.
3. Select the Year-end Audit Only option (AMGM30/01).
4. Post the profit/loss journal entry and re-open the last period in the year.
5. Repeat step 1 to re-close the last period of the year; then take the Year-end Audit and Initialization option from the Year-end Close menu (AMGM30/20).
6. Select the Fiscal Period Close option (AMGM00/03) to print financial statements but do not close any periods in the new year.
7. When audit adjustments have been prepared, restore the GELMAS and CURHIS that were previously saved.
8. Post the audit adjustments and re-open the last period of the year.
9. Repeat steps 1,3,4 & 5.
10. Select the Fiscal Period Close option to close period(s) in the new year.

Summary of fiscal year-end close

1. Enter and post any final audit adjustments to the last period of the year and then close this month/period.
2. Make a backup of your files using the option provided on the CAS master menu.
3. Take option 4, "Year-end Close", from the G/L main menu.

4. Take option 1, "Year-end Audit Only", from menu AMGM30.
 - This will audit the G/L Master file GELMAS to verify that all debits equal all credits and that assets equal liabilities. It also provides a detailed listing of account balances for auditing purposes.
 - The assets and liabilities on you Year-end Audit will be out of balance by the profit or loss from operations (assuming you are not closing out profit month).
5. Make a closing journal entry to the last period to post retained earnings.
 - Will consist of the net profit or loss for the year.
 - Accounts used are Retained Earnings (liability) & Provision for Profit or Loss (expense).
6. Take option 3 from the main menu to re-close your last fiscal period.
7. Take option 2, "Year-end Audit and Initialization", from menu AMGM30.
 - If assets & liabilities are in balance, initialization will take place.
 - If not, you must do another closing entry (repeat steps 5 and 6).
8. Take option 2, "Audit posted Journals", from the Demand reports menu posted journals for the next fiscal year.
9. Year-end close is now complete.
 - Balance for income/expense accounts should all be zero.
 - For asset/liability accounts, a Balance Forward amount will have been calculated.

Exception conditions for year-end close

1. Receive warning message WAM-1005 when running the Year-end Audit Only option.
 - Prior periods are open because entries have been made for the new year.
 - Do not close open periods since this will cause current and prior year balances to be merged in the General Ledger master file.
 - Use **F17** to override this warning and continue.
2. Receive error message EAM-0239 when running Year-end Initialization option.
 - The GELMAS file is not available for allocation/use
 - Enter the command **WRKOBJLCK AMFLIBy/GELMAS** at a command line.
 - Determine the user job that has the file allocated and if it is an interactive job have the user sign off.
 - After the user has signed off (file released), respond to the error message with a zero ('0') and the job will continue running to completion.

Option 1. Year-End Audit Only

Use this option when you are ready to audit your records before you close the year.

Before you run this audit, use the Period Status inquiry (menu AMGM70, option 3) to make sure the last month or period has been closed and all adjustments are completed.

After you run this audit, if assets and liabilities are out of balance, you must process closing entries for the year. Do the following:

- Enter closing transactions
- Post these transactions
- Close the fiscal period
- Print the General Ledger Fiscal Year-End Close Audit listing again; review the listing for any messages.

The Fiscal Year-End Audit lists all accounts in a company's Chart of Accounts, detailing period-by-period debits and credits, including zero balance periods. Save the General Ledger Fiscal Year-End Audit Listing for historical purposes.

The year-end totals balance when the following conditions are met:

- All debits equal all credits.
- Assets equal liabilities.

The difference, if any, between assets and liabilities is the total of the year-end closing entries required to balance accounts. (The closing entries are not limited to this total.) See Figure 6-1 for an example of the General Ledger Fiscal Year-End Audit Listing totals. This figure shows only page 2 of the Year-end Audit Only report.

NORTHCREEK IND. NO. 01	GENERAL LEDGER FISCAL YEAR-END AUDIT LISTING	DATE 12/08/**	TIME 19.56.28	PAGE 2	AMG30B
U. S. DOLLARS					
		ASSETS		LIABILITIES	
	COMPANY YEAR-END	7,532,869.99		7,532,869.99	
		DEBIT AMOUNT		CREDIT AMOUNT	
	COMPANY YEAR-END TOTALS	13,420,949.50		13,420,949.50	
	INCOME/EXPENSE ACCOUNTS ZEROED	5,431,113.40		5,431,113.40	
	GENERAL LEDGER BALANCE FORWARD	7,981,037.25		7,981,037.25	
TOTAL ACTIVE ACCOUNTS-	167				
TOTAL INACTIVE ACCOUNTS-					

Figure 6-1. Fiscal Year-End Audit Listing totals

You can enter General Journal transactions for the next fiscal year before you close the current year. These transactions must be posted in order to run Year-End Close, but be sure not to close any periods containing next year's transactions until after Year-End Initialization is run. After Year-End Initialization, you must run Audit Posted Journals. Answer **ALL** to the prompt for journal number. See "Demand reports" on page 4-1 for more information.

Review the General Ledger Fiscal Year-End Audit Listing to determine that the audit is valid. Invalid audits are indicated by messages printed on the last page. To

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continue processing the next year's transactions before the current year is closed results in invalid data.

When assets and liabilities are out of balance, you must process closing entries for the year. To do this you must:

- Enter closing transactions
- Post these transactions
- Close the fiscal period
- Print General Ledger Fiscal Year-End Close Audit Listing (option 1, menu AMGM30) or print the audit and initialize the accounts (option 2, menu AMGM30).

For additional information, refer to "External controls" on page 14-2 .

What information you need: The company number of the company for which you want to audit your records, if this application is installed for more than one company.

What reports are printed: General Ledger Fiscal Year-End Audit Listing (AMG30B).

Option 2. Year-End Audit and Initialization

Use this option when you are ready to complete the General Ledger cycle. Before you complete the General Ledger cycle, make sure:

- All debits equal all credits.
- Assets equal liabilities.
- All adjusting entries are completed.
- All months or periods have been closed for the fiscal year.
- You have ensured the audit will be error-free. The year-end initialization does not occur until the audit is error-free. Compare the ending General Ledger amount with the total for General Ledger on the last fiscal period's control form. They must be equal. If you haven't posted year-end closing entries, you must do it now.
- The initialization prepares the Chart of Accounts for a new year by doing the following:
 - Calculating the new balance forward for assets and liabilities
 - Zeroing the current year period debits and credits for all accounts
 - Moving current year information to each account's previous-year's record.
- You have posted the beginning General Ledger amount for the new year on the first control form for the new fiscal year.

Before a new year of General Ledger processing is started for a company, the Chart of Accounts for that company must be prepared for the new accounting cycle. This preparation includes:

- Calculating the new balance forward for assets and liabilities
- Zeroing the current year period debits and credits for all accounts
- Moving current year information to each account's history record.

The General Ledger Fiscal Year-End Audit Listing is produced to:

- Ensure the integrity of the General Ledger accounts
- Ensure a company's Chart of Accounts is in balance
- Print a historical record of the current year.

The year-end initialization will not occur until the audit is error free.

You should not run this option if option 3 (Year-End Initialization Only) has been run. If you do, there will be no history in the General Ledger Master file.

Review the General Ledger Fiscal Year-End Audit Listing to determine that the audit is valid. Invalid audits are indicated by messages printed on the last page. To continue processing the next year's transactions before the current year is closed results in invalid data.

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When assets and liabilities are out of balance, you must process closing entries for the year. To do this you must:

- Enter closing transactions
- Post these transactions
- Close the fiscal period
- Print the General Ledger Fiscal Year-End Close Audit Listing (option 1, menu AMGM30) or print the audit and initialize the accounts (option 2, menu AMGM30).

For additional information, refer to "External controls" on page 14-2.

What information you need: The number of the company for which you want to audit and prepare the General Ledger Master file for next year's processing, if this application is installed for more than one company.

What reports are printed: General Ledger Fiscal Year-End Audit Listing (AMG30B).

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Option 3. Year-End Initialization Only

Use this option when you are ready to complete the General Ledger cycle, after successfully auditing the General Ledger Master file.

Before you select this option, make sure you have:

- Closed all months or periods for the year being closed
- Printed the General Ledger Fiscal Year-End Audit Listing
- Performed a successful year-end audit. See "Option 1. Year-End Audit Only" on page 6-4.

Do not run this option if option 2 has been run.

The Year-End Initialization Only option can be selected only after the Fiscal Year-End Audit Listing (produced by option 1) is error free. The Year-End Audit Only and Year-End Audit and Initialization options describe Year-End Close requirements.

Caution: Never run this option if option 2 (Year-End Audit and Initialization) has been run. If you do, there will be no history in the General Ledger Master file.

What information you need: The number of the company for which you want to prepare the General Ledger Master file for next year's processing, if you have more than one company installed.

What reports are printed: None.

AMG203—Year-End Close (Options)

Use this display to type in company number for the General Ledger Fiscal Year-End Audit listing (AMG30B) for multiple-company installations or to display messages for single-company installations.

This display appears when:

- The multiple companies option was selected during application tailoring
- Or 3 was selected from the Year-End Close menu (AMGM30).

For a single company, this display appears only if an error occurs during report processing.

DATE **/**/**	YEAR-END CLOSE	OPTIONS	AMG203 **
	COMPANY NUMBER	nn	
			F17 ACCEPT W/ERROR F24 CANCEL THE JOB

What to do

Type in the information requested and press **Enter**.

Function keys

F17 ACCEPT W/ERROR allows processing to continue without correction of the warning conditions.

F24 CANCEL THE JOB causes the Year-End Close menu (AMGM30) to appear; no processing occurs.

Fields

COMPANY NUMBER. Type in the company number for the report.

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Chapter 7. File Maintenance

When you select option 5 on the Main Menu, the File Maintenance menu (AMGM40) appears. This menu gives you options to update or edit the General Ledger Master file or edit, update, or copy the Statement Format file. The other options are Copy Chart of Accounts, Update Period End Date Table, and Update Currency IDs.

Option 1. Update General Ledger	7-3
Option 2. Edit General Ledger	7-10
Option 3. Update Statement Formats.....	7-12
Option 4. Edit Statement Formats	7-26
Option 5. Copy Chart of Accounts	7-28
Option 6. Copy Statement Formats	7-30
Option 7. Update Period End Date Table.....	7-33
Option 8. Initialize Currency IDs.....	7-37

```

AMGM40                      Accounting Management General Ledger          *****
                             File Maintenance

Type option or command; press Enter.

  1. Update General Ledger
  2. Edit General Ledger
  3. Update Statement Formats
  4. Edit Statement Formats
  5. Copy Chart of Accounts
  6. Copy Statement Formats
  7. Update Period End Date Table
  8. Initialize Currency IDs

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status F12=Return  F22=Messages
  
```

Option 1. Update General Ledger. Use this option to update the accounts in the General Ledger Master file by responding to a series of displays. You can add, change, or delete accounts. You need the General Ledger Master file maintenance forms for this option.

Note: When you update amounts in account records, the General Ledger Edit Listing (AMG30C) prints. The amount fields cannot be changed once transactions have been posted to the Temporary General Ledger file.

Option 2. Edit General Ledger. Use this option to print the General Ledger Edit Listing (AMG30C). If multiple companies are installed, the Edit General Ledger (Options) display AMG551 appears which allows you to choose a specific company or all companies for editing. You need the General Ledger Report Request form or similar instructions for this option.

Option 3. Update Statement Formats. Use this option to update statement formats in the General Ledger Statement Format file by responding to a series of displays. You can add, insert, change, or delete formats. You need the General Ledger Statement Format file maintenance forms for this option.

Option 4. Edit Statement Formats. Use this option to edit the General Ledger Statement Format file. If multiple companies are installed, the Edit Statement Formats (Options) display AMG571 appears which allows you to choose a specific company or all companies for editing.

Option 5. Copy Chart of Accounts. Use this option to copy a Chart of Accounts from one company to another. This option can be used only when multiple companies are installed. You need the General Ledger Report Request form or similar instructions for this option.

Option 6. Copy Statement Formats. Use this option to copy a specific financial statement format from one statement to another and to the same company or to another company. You can also resequence an existing format.

Option 7. Update Period End Date Table. Use this option to add or change the period end dates in the Period End Date Table for a company. You can also set up new current year dates.

Option 8. Initialize Currency IDs. Use this option to add or change the currency ID in the General Ledger Master file for a company. The currency ID identifies the exchange rate used for translation.

Option 1. Update General Ledger

Use this option anytime you need to add a new general ledger account to the General Ledger Master file, or to change or delete an account already in the file.

The General Ledger application processes general journal entries and produces financial reports. The journal entries are accounting transactions which apply debits and credits to accounts in a company's Chart of Accounts. The Chart of Accounts is maintained in the General Ledger Master file. Each account's record contains the following information:

- Account number
- Account description
- Account type (asset, liability, expense or income)
- Balance forward amount (debit or credit)
- Period-by-period debits and credits
- Consolidation company number
- Consolidation account number.

If Multi-Currency Support is installed, each account's record also contains Currency ID information.

Updating the General Ledger Master file requires that you understand the difference between dynamic and static data. The debit and credit amounts are called dynamic information because this data is changed throughout the accounting cycle as journal entries are applied to the account. The descriptive information is static data and is rarely, if ever, changed once the account is established.

Current, budget, and last year's data can be maintained for each account only if General Journal batches are not entered for that company. For every current record, there is last year's record which holds the previous year's data. (See Chapter 6, "Year-End Close".) The budget record is not required by General Ledger functions but is available for your use for income (revenue) and expense account analysis on the Comparative General Ledger and Income Statement.

There are three ways to create a Chart of Accounts:

1. Use the offline file load procedures outlined in the *CAS User's Guide*. (See the section on loading from offline files in the *CAS User's Guide*.)
2. Enter each account interactively using the File Maintenance function.
3. Copy the Chart of Accounts from an existing company. If the Chart of Accounts has been loaded, you can make changes only through interactive file maintenance.

Before updating the General Ledger, the following operations must be performed:

- Establish a Chart of Accounts for each company that uses the General Ledger application. You can use the samples in Appendix B, "Sample charts of accounts" to assist you in this effort. Your accountant should also be consulted.
- Determine how you will load your file—interactively or by offline files.
- Transcribe your Chart of Accounts onto General Ledger Master File Maintenance forms. A sample of this form is in Chapter 14, "Accounting controls and audits" .
- Refer to your *CAS User's Guide* if you want to load your file using offline files.

When updating the General Ledger, keep the following in mind:

- You can load a Chart of Accounts from an offline file only once for each company. The General Ledger Master File Initial Load listing must be entirely free of severe errors for any accounts to be added to the file.
- You can copy a Chart of Accounts as many times as needed to create one for a new company number.
- You can update account balances and period debits and credits for a company only before the first general journal batch is entered for that company.
- An account cannot be deleted until all the amount fields in the current and previous-year's records are zero.
- You cannot update amounts in periods for which the application assumes responsibility—the first processing period, specified in the Questionnaire, to year-end.
- Accounts must balance before any processing occurs. Debits must equal credits and, for previous-year's records, assets must equal liabilities.
- You can establish account balances by processing general journal transactions to load debit and credit amounts for specific periods. Refer to Chapter 3, "Journal Processing" for information on how to enter general journal transactions.
- You can have the application initialize account balances. This can be done only when a company's first processing period equals that company's first fiscal period. When this condition is met, you have to enter only previous-year's data; the file load and file maintenance programs calculate the current balance forward amount and initialize the current year record.
- You should keep accounts with no current activity in the General Ledger Master file for a period of two years.
- General Ledger account numbers are 15-character numeric fields.

When you add or delete accounts, you must edit the Statement Format File by company. Use menu AMGM40, option 4 (Edit Statement Formats).

When you delete accounts, you must also audit posted journals (TEMGEN). Use menu AMGM20, option 2 (Audit Posted Journals). This is required to ensure the integrity of those files.

What information you need: Form GL-10 or your own company's general ledger account records for each general ledger account you want to add, change, or delete.

What reports are printed:

- General Ledger Detail Audit Listing (AMG30A)
- General Ledger Master Entry/Change Listing (AMG50).

The basic steps for this task appear below each display.

AMG501—General Ledger Master (Select)

Use this display to select records in the General Ledger Master file for maintenance. This is the first display that appears when you select option 1 (Update General Ledger) from the File Maintenance menu (AMGM40).

- You can add only current and budget records (action code A and type codes 1 and 2).
- You can change a current record if it is not posted.
- You can change only last-year records (type code 3 and action code C), since these records are created when type code 1 (current) records are added.
- You can delete an account only if all the amount fields in the current and last-year records are zero.
- You cannot change record type codes 4 through 9.

```
DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      SELECT      AMG501  **
                   GENERAL LEDGER MASTER
                   COMPANY NUMBER          nn
                   ACCOUNT NUMBER         nnnnnnnnnnnnnnn
                   TYPE CODE <1/2/3>     n
                   ACTION CODE <A/C/D>   A

                                     F24 DISPLAY STATUS
```

What to do

To add, change, or delete a general ledger account, type in the information requested and press **Enter**. Be sure to type the correct code in the **ACTION CODE** field.

Notes:

1. The balance forward or monthly/period debits and credits cannot be changed once transactions have been posted to General Ledger.
2. To delete an account, it must not have any history, current transactions, or balance forward balances. Delete the account number from all formats before deleting it from the Chart of Accounts.

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Function keys

F24 DISPLAY STATUS causes the Status display (AMG503) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the number of the company.

ACCOUNT NUMBER [?]. Type in the account number (it cannot be 0000000000000000 or 9999999999999999). Enter an existing account number if you are changing or deleting an account. If you are adding an account, the number you enter must not already exist.

TYPE CODE <1/2/3>. Type in **1** (current), **2** (budget), or **3** (last year) to indicate the type of account records to be updated.

ACTION CODE <A/C/D>. Type in **A** (add), **C** (change), or **D** (delete) to indicate the action you want to take. If you add or delete a current record, you automatically add or delete the accompanying history record.

AMG502—General Ledger Master (Add/Change/Delete)

Use this display to see the General Ledger Master file selected for maintenance on display AMG501.

This display appears when you select action code A, C, or D, and press **Enter** on the Select display (AMG501).

```

DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      DELETE      AMG502  **
                    GENERAL LEDGER MASTER
COMPANY           **      *****
ACCOUNT           *****      DESCRIPTION      aaaaaaaaaaaaaaaaaaaaaA25
TYPE CODE        *      ACCOUNT TYPE      A2
CONSOLIDATION COMPANY nn      CONSOLIDATION ACCOUNT      nnnnnnnnnnnnnnnnn
CURRENCY ID      aA3      *****

                    DEBITS      CREDITS
BALANCE FORWARD  nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 01        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 02        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 03        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 04        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 05        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 06        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 07        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 08        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 09        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 10        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 11        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 12        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn
PERIOD 13        nnnnnnnnnnnnn.nn  nnnnnnnnnnnnn.nn

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT

```

What to do

- To add an account, type in the information requested, and press **Enter**.
- To delete an account, press **Enter** to delete the account record that appears. You can use **F18** if you decide not to delete the record that appears.
- To change an account, type in all fields to be changed and press **Enter** to update the account.

Function keys

F18 REFRESH SCREEN causes display AMG502 to appear again with the previous values.

F19 RETURN TO SELECT causes the Select display (AMG501) to appear again; no file updating occurs.

Note: If you want to add, change, or delete information, you must press **Enter**. If you use **F18** or **F19**, no adding, changing, or deleting occurs.

Fields

COMPANY. The company number and company name you entered on display AMG501, if you selected multiple companies during application tailoring.

ACCOUNT. The account number you entered on display AMG501.

DESCRIPTION. When adding or changing accounts, type in the account description that will appear on General Ledger reports.

TYPE CODE. The type code 1 (current), 2 (budget), or 3 (last year) you entered on display AMG501.

ACCOUNT TYPE. When adding accounts, type in the account type: **AS** (Asset), **LI** (Liability), **IC** (Income), or **EX** (Expense) from your Chart of Accounts.

Notes:

1. The account description and type defined for the current record appear when adding budget records (type code 2).
2. The account description and account type can be changed only for current records. Budget and last-year records (type code 2 or 3) duplicate the current record information.

CONSOLIDATION COMPANY. Type in the company number used when the account is summarized for consolidation when transferring balances.

CONSOLIDATION ACCOUNT. Type in the account number used when the account is summarized for consolidation when transferring balances.

CURRENCY ID. This field appears only if you specified multi-currency support during application tailoring. This is a required field. Type in the ID of the currency into which you want the balances translated. The currency ID identifies the exchange rate used for translation.

DEBITS and CREDITS. Amount fields can be changed for current records only when maintenance is allowed for the current year. Only one of the balance-forward fields can have an amount. Balance-forward fields must be zero for account types IC (Income) and EX (Expense). Last year debits, credits and balance forward must equal the current balance forward.

Budget record amount fields are not edited for reasonableness. Be careful when entering these fields, because the application accepts any numeric value.

AMG503—General Ledger Master (Status)

Use this display to see the status of the General Ledger Master file.

Display AMG503 appears when **F24** is selected on display AMG501.

```
DATE **/**/**          GENERAL LEDGER FILE MAINTENANCE          STATUS          AMG503  **
                        GENERAL LEDGER MASTER

SESSION STATUS
RECORDS ADDED          *****          RECORDS DELETED  *****
RECORDS CHANGED        *****

                                ENTER TO CONTINUE
                                F24 END OF JOB
```

What to do

To end the session, use **F24**.

Function keys

F24 END OF JOB causes General Ledger Master file maintenance to end. The General Ledger Master File Edit Listing (AMG30C) and the General Ledger Master Entry/Change Listing (AMG50) are printed, and the File Maintenance menu (AMGM40) appears.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records that have been added during the session.

RECORDS DELETED: The number of records that have been marked for deletion during the session.

RECORDS CHANGED: The number of records that have been changed during the session.

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Option 2. Edit General Ledger

Use this option when you want to edit the General Ledger Master file.

This option edits all current and last-year records by company. Whenever General Ledger amounts are updated, the edit listing is printed for only those companies you maintained. An edit is performed to assure the integrity of account balances. An edit by company is an additional auditing tool for you and your accountant. When you want to edit records for only one company and for only the current year, select option 3 (Detail Audit General Ledger) or option 4 (Summary Audit General Ledger) on the Demand Reports menu (AMGM20).

What information you need: Form GL-10 or your own company's general ledger account records for each general ledger account you want to change.

What reports are printed: General Ledger Edit Listing (AMG30C).

The basic steps for this task appear below each display.

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AMG551—Edit General Ledger (Options)

Use this display to select the company in the General Ledger Master file for editing.

This display appears if multiple companies were selected during application tailoring and if option 2 (Edit General Ledger) was selected from the File Maintenance menu (AMGM40).

```

DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      OPTIONS      AMG551  **
                   EDIT GENERAL LEDGER

INCLUDE ALL COMPANIES <YES/NO> aA3
                   OR ENTER COMPANY NUMBER  nn

                                     F24 CANCEL THE JOB

```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the File Maintenance menu (AMGM40) to appear again; no processing occurs.

Fields

INCLUDE ALL COMPANIES <YES/NO>

OR ENTER COMPANY NUMBER. Type in **YES** to edit all companies, or **NO** to edit one company. If you answer NO, you must enter a company number (01—89). The default is NO.

Option 3. Update Statement Formats

Use this option anytime you need to add, change, or delete information in the Statement Formats file, and before closing a fiscal period.

A statement format is the layout you specify for an Income Statement or Balance Sheet. Defining statement formats is a very critical function since General Ledger requires that at least one Income Statement and one Balance Sheet format (format 0) be defined for each company. Format 0 is required for Fiscal Period Close and must include the company's entire Chart of Accounts.

Your accountant should determine statement formats and you must make sure that formats are accurately typed into the computer.

Before reviewing the steps required to update statement formats, keep the following in mind:

- Each format consists of two statement types— Income Statement and Balance Sheet. This combination is referred to as "pairing" throughout the General Ledger documentation. It is recommended that formats be paired whenever possible.
- Each company using General Ledger can specify up to 10 different formats.
- Every company is required to define format 0 which must be paired and use every account in that company's Chart of Accounts. Format 0 is used by the Fiscal Period Close procedure.
- Formats 1—9 can use any combination of accounts. All accounts do not have to be referenced in formats 1—9; however, an account number can be used only once per format. Remember that a Balance Sheet format should be paired with an Income Statement format; these formats can also be used to prepare statements for a department. However, an Income Statement does not have to be paired with a Balance Sheet.
- In addition to the 10 formats for each company number, you can define combined (not necessarily consolidated) statements by using reserved company numbers 90—99. You can define 10 formats for each of these reserved companies, too. If Multi-Currency Support was installed at application tailoring, each company must have the same currency ID group.
- An account number specified for a combined company format must exist in at least one Chart of Accounts for the companies being combined. This account number is accumulated across all Charts of Accounts in which the account appears. For example, if all companies specified for a combined format use account number 4000 (Sales), the sales accounts for all companies are totaled.
- You can define account number 9999999999999999 once per format and for the Balance Sheet only. This reserved account number is used to hold the retained earnings amount calculated by the Income Statement program. For more information on using account number 9999999999999999 and form GL-12, see "General Ledger Statement Format File Maintenance (GL-12)" on page 13-10.
- You can specify up to 99 companies for accumulation on one line of a statement.
- You can define one or more departmental income statements within a format.
- Expense and income account numbers should be added to the Statement Format file in separate groups.

Note: It is recommended that you do not use format 0 for departmental income statements because total amounts, such as for retained earnings, are set to 0 for each new department. When departmentalizing an Income Statement, each department header line must be answered Y on display AMG513, or unpredictable results may occur.

To define a departmental statement, you may want to consider assigning income and expense accounts to each department or profit center by prefixing standard four digit numbers with a two or three digit department number:

Department 10 Sales = 104000 Department 20 Sales = 204000

These accounts must exist in the Chart of Accounts. (See "Option 1. Update General Ledger" on page 7-3.)

- A "100% of revenue" line can be defined for an Income Statement. All lines printing up to and including the 100% base line percent of revenue are used to calculate both the total revenue and the detail percent of revenue lines on the Income Statement. The 100% of revenue base line can be defined anywhere on the Income Statement, and applies to departmental or non-departmental Income Statements.
- If you choose to have 100% of revenue in a multi-department statement, then EVERY department must have a corresponding 100% of revenue base line defined.
- The following definitions refer to the prompt, % OF REVENUE FOR PRECEDING LINES:
 - If you answer Y:** All lines up to and including the 100% base line are used to calculate total revenue. Each line shows its percentage of the total revenue.
 - If you answer N:** Only the 100% base line is used to calculate percent of revenue. Percentages are not calculated for lines preceding the 100% base line.
- The Income Statement can be printed for next fiscal year, or for the current year.
- The following definitions refer to the prompt INCOME STATEMENT FOR NEXT FISCAL YEAR:
 - If you answer Y:** The Income Statement is for the next fiscal year only.
 - If you answer N:** The Income Statement is for the current year only.
- You can delete an entire statement format by deleting the header on display AMG512. This is accomplished by typing on SELECT display AMG511 company number (if prompted), format number, statement type, group number 0000 and action code D (delete).

Sample statement formats follow. See the resulting Income Statement and Balance Sheet in Chapter 12, "Report descriptions". Also see Appendix C, "Sample statement format file listings" for the various kinds of statements that can be defined to fit the needs of your company.

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NORTHCREEK IND. NO. 01		GENERAL LEDGER STATEMENT FORMAT FILE LISTING				DATE	6/16/**	TIME	19.47.06	PAGE	1	AMG61
FORMAT NO. 0		INCOME STATEMENT										
GRP	LINE	DESCRIPTION	SPACE	PRINT								
NO	NO		AFTER	COL								
0000	01	NORTHCREEK INDUSTRIES, INC.										
0000	02	MARIETTA, GEORGIA 30303										
0005	00	TOTAL SALES	2	3	4000		4090					
					4080							
0005	01											
0010	00	COST OF GOODS SOLD	1	1								
0020	00	- COST OF SALES - MATERIALS -	1	2	4100							
0020	01				4120		4150					
0030	00	COST OF SALES - DIRECT LABOR -	2	2	4200							
0030	01				4210		4290					
0040	00	COST OF SALES - MANUFACTURING OVERHEAD	1	1								
0050	00	INDIRECT LABOR	1	2	5010							
0050	01				5020		5030					
0060	00	TOTAL COST OF GOODS SOLD -----	2	3								
0070	00	*** GROSS PROFIT/LOSS FROM SALES ***	2	T								
0080	00	MANUFACTURING COSTS -----	1	1								
0090	00	PLANT AND EQUIPMENT	1	2	6010							
0090	01				6020		6030		6110		6130	
0090	02				6160		6170		6180		6190	
0090	03				6230							
0100	00	MISC. MFG COSTS	1	2	6300							
0100	01				6320		6370		6410		6480	
0110	00	TOTAL MANUFACTURING COSTS	2	3								
0120	00	*** PROVISION FOR PROFIT/LOSS ***	2	T								
0130	00	*** NET PROFIT/LOSS FROM SALES ***	2	T								
0140	00	GENERAL AND ADMINISTRATIVE EXPENSE	1	1								
0150	00	SALARIES, COMMISSIONS										
& FEES		1 2 7010										
0160	01				7020		7030		7040			
0170	00	ADMINISTRATIVE EXPENSES	1	2	7110							

Figure 7-1. Sample statement formats— Income Statement

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GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 5/18/** TIME 16.36.48 PAGE 2 AMG61									
FORMAT NO. 0		BALANCE SHEET							
GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT COL					
0260	00	ACCOUNTS PAYABLE	1	2	1790				
					2020				
0270	00	NOTES AND OTHER PAYABLES	1	3	2020				
0270	01				2050	2080			
0280	00	ACCRUED SALARIES AND WAGES	1	3	2050				
0280	01				2100	2120		2150	
0290	00	TAXES WITHHELD	1	2	2100				
0290	01				2203	2105		2210	
0300	00	OTHER TAXES PAYABLE	1	2	2203				
					2140	2190		2220	
					2245	2255			
0310	00	OTHER PAYABLES	1	2	2140				
0310	01				2250	2260		2265	
					2280	2290			
0320	00	RESERVE FOR INCOME TAXES	1	2	2255				
0320	01				2320				
0330	00	TOTAL CURRENT LIABILITIES	2	3	2320				
0340	00	LONG TERM LIABILITIES	2	1	2320				
0350	00	NOTES AND BONDS PAYABLE	1	3	2320				
					2510	2550			
0360	00	OTHER LONG TERM LIABILITES	2	3	2510				
0360	01				2700				
0370	00	TOTAL LIABILITIES	2	4	2700				
0380	00	STOCKHOLDER'S EQUITY	1	1	2700				
0390	00	CAPITAL STOCK	2	3	2700				
0390	01				3020				
0400	00	ADDITIONAL PAID-IN CAPITAL	2	3	3020				
0410	00	TREASURY STOCK	2	3	3020				
0420	00	RETAINED EARNINGS - YEAR-TO-DATE	2	3	3020				
0430	00	CURRENT RETAINED EARNINGS	2	3	3020				
0440	00	TOTAL OWNERS EQUITY	2	4	3020				
0450	00	***** TOTAL LIABILITIES AND EQUITY	1	T					

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GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 5/18/** TIME 16.36.48 PAGE 1 AMG61									
FORMAT NO. 0		BALANCE SHEET							
GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT COL					
0000	01	BRIDGE DISTRIBUTION CO.							
0000	02	ATLANTA, GEORGIA 30329							
0010	00	ASSETS	2	1	9090				
0020	00	CURRENT ASSETS	2	1	9090				
0030	00	CASH AND SHORT TERM INVESTMENTS	2	3	9090				
					1050	1060		1070	
					1100				
0040	00	ACCOUNTS RECEIVABLE	1	1	1050				
					1220	1230			
0050	00	ACCOUNTS RECEIVABLE	1	2	1050				
0050	01								
0060	00	OTHER RECEIVABLES	1	2	1220				
0070	00	LESS ALLOWANCE FOR DOUBTFUL ACCOUNTS	1	2	1220				
0080	00	ACCOUNTS RECEIVABLE	2	3	1220				
0090	00	INVENTORY	2	3	1220				
0100	00	PREPAID EXPENSES	2	3	1220				
0100	01				1420	1440		1460	
					1490				
0110	00	TOTAL CURRENT ASSETS	2	4	1420				
0120	00	FIXED ASSETS-----	2	1	1420				
0130	00	LAND & BUILDINGS	1	2	1420				
					1510	1515			
0140	00	LESS DEPRECIATION	1	2	1510				
					1555	1575			
0150	00	-- TOTAL LAND AND BUILDINGS	1	3	1555				
0160	00	CAPITAL EQUIPMENT	1	2	1555				
					1530	1535			
0170	00	LESS - DEPRECIATION	1	2	1530				
					1570				
0180	00	TOTAL CAPITAL EQUIPMENT	1	3	1570				
0190	00	TOTAL FIXED ASSETS	2	4	1570				
0200	00	INVESTMENTS	1	3	1570				
					1620	1630			
0210	00	OTHER ASSETS	1	3	1620				
0210	01				1790				
0220	00	INVESTMENTS AND OTHER ASSETS	2	4	1790				
0230	00	***** TOTAL ASSETS *****	1	T					
0240	00	LIABILITIES AND OWNERS EQUITY	2	1	1790				
0250	00	CURRENT LIABILITIES	2	1	1790				

As many as 10 statement formats can be updated in any session.

When the session ends, Statement Format Edit 1 and Edit 2 are printed for each statement format that was updated. The two edits are designed to be used in conjunction with each other. Check these carefully for errors.

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To aid your editing process, you can list the updated statement formats using the File Listings menu (AMGM50) described in Chapter 8, "File Listings" .

What information you need: General Ledger Statement Formats File Maintenance forms GL-12 and GL-13.

What reports are printed:

- General Ledger Statement Formats Entry/Change Listing (AMG51)
- General Ledger Statement Formats File Edit 1 (AMG52)
- General Ledger Statement Formats File Edit 2 (AMG53).

The basic steps for this task appear below each display.

AMG511—Statement Formats (Select)

Use this display to select the type of maintenance to be performed on the statement formats used to print the Income Statement and Balance Sheet.

This display appears when you select option 3 (Update Statement Formats) on the File Maintenance menu (AMGM40).

DATE **/**/** GENERAL LEDGER FILE MAINTENANCE SELECT AMG511 **

STATEMENT FORMATS

COMPANY NUMBER nn

FORMAT NUMBER <0-9> n

STATEMENT TYPE <1/2> n

GROUP NUMBER nnnn

ACTION CODE <A/C/D/I> A

F24 DISPLAY STATUS

What to do

Depending on the Group Number and the Action Code you typed in, pressing **Enter** causes one of the following displays to appear.

Action Code selected	Group Number typed in	Resulting display
A	0000	AMG512
C	0000	AMG512
C	other than 0000	AMG513
D	0000	AMG512
D	other than 0000	AMG513
I	other than 0000	AMG513

Function keys

F24 DISPLAY STATUS causes the Status display (AMG514) to appear. This display gives the current status of the General Ledger Report Format file.

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Fields

COMPANY NUMBER. This field appears only if multiple companies were selected during application tailoring. If this field appears, type in the company number.

FORMAT NUMBER <0-9>. Type in **0** (zero) to define your fiscal period close Income Statement and Balance Sheet. Format zero requires that every account number in that company's chart of accounts must be used. Type in a one-digit number (1—9) to define other report layouts that do not require use of all accounts.

STATEMENT TYPE <1/2>. Type in **1** (Income Statement) or **2** (Balance Sheet) to define the statement format you want.

GROUP NUMBER. Select one of the following:

- To add (create) a format, type in 0000 (all zeros) or leave blank.
- To insert a group number between two group numbers within an existing format, type in a group number that falls between the two existing group numbers.
- To change a format heading, type in 0000 (all zeros).
- To change a group number within an existing format, type in the specific group number to be changed.
- To delete an entire format, type in 0000.
- To delete a group number within an existing format, type in the specific group number to be deleted.

ACTION CODE <A/C/D/I>. Select one of the following:

- A** Add (create) a format
- C** Change a format heading or a group number within a format
- D** Delete an entire format or a group number within a format
- I** Insert a group number between two group numbers within an existing format.

AMG512—Statement Formats (Add/Change/Delete)

Use this display to add a new format, delete an entire format, or change the heading information of an existing format.

This display appears if Group Number 0000 and Action Code A, C, or D are entered on display AMG511.

Depending on the statement type you selected on display AMG511, the words INCOME STATEMENT or BALANCE SHEET appear under the display title (top center).

When adding a new format, line 1 of DESCRIPTION is required; line 2 is optional. When changing a format heading, data can be entered in all fields. When deleting an entire format, pressing **Enter** is the only action required.

```

DATE **/**/**          GENERAL LEDGER FILE MAINTENANCE          *****   AMG512  **
                        STATEMENT FORMATS
                        *****
COMPANY **  FORMAT NO. *
                        STATEMENT HEADINGS
GROUP  LINE
NUMBER NO   DESCRIPTION
0000   1   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
        2   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
        3   INCLUDE COMPANIES FOR COMBINED REPORT

nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn
nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn
nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn
nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn
nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn nn

F18 REFRESH SCREEN
F19 RETURN TO SELECT

```

What to do

- To add a format, press **Enter** to see display AMG511 so you can add format detail.
- To change a format heading, press **Enter** to see the Select display (AMG511) again.
- To delete a format heading, press **Enter** to delete the entire format (header and detail) and to see the Select display (AMG511) again.

Function keys

F18 REFRESH SCREEN causes the Add display to appear again with blank fields, or the Change or Delete display to appear again with existing data.

F19 RETURN TO SELECT causes Select display AMG511 to appear.

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Note: If you want to add, change, or delete information, you must press **Enter**. If you use **F18** or **F19**, no adding, changing, or deleting occurs.

Fields

COMPANY. The company number you entered on display AMG511, if you selected multiple companies during application tailoring.

FORMAT NO. The format number (0—9) you entered on display AMG511.

GROUP NUMBER. A number that the application uses to relate an entry in the Statement formats display to a line in the Statement Format file listing.

LINE NO. Identifying numbers (1, 2, or 3) the application assigns to each line within group 0000. You cannot change them.

DESCRIPTION. Type in at least one line of description to define the report header. You can use both lines of description; however, the second line is optional. Align the headings (within the spaces provided) exactly as you want the heading to appear on the report.

INCLUDE COMPANIES FOR COMBINED REPORT. Type in at least two valid company numbers (01—89) for a combined company statement if the company number entered on Select display AMG511 is 90—99. These companies must have the same currency ID group if you specified multi-currency support during application tailoring.

AMG513—Statement Formats (Add/Change/Delete/Insert)

Use this display to add detail to a new format or to insert, change, or delete groups within an existing format.

When adding a format, this display appears following the addition of the format heading (display AMG512) to allow entry of detail. You must enter data in the **DESCRIPTION**, **SPACE AFTER**, and **COL** fields. All other fields are optional.

When changing, deleting, or inserting a group within the format detail, this display appears following entry of a group number (other than 0000) and an action code of C, D, or I on display AMG511. When deleting a group, pressing **Enter** is the only action required.

Depending on the statement type selected on display AMG511, the words INCOME STATEMENT or BALANCE SHEET appear under the display title.

```

DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      *****      AMG513  **
                                STATEMENT FORMATS
COMPANY **  FORMAT NO. *      *****
GROUP LINE
NO NO  DESCRIPTION                                SPACE  DEPT  PCT
AFTER COL  HEAD  REV
**** 0  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40  n   A   a3  a3
ACCOUNT NUMBERS

aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa  aaaaaaaaaaaaaaaaa

                                USE ROLL UP/DOWN
                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT

```

What to do

To add the statement format detail information, type in the information requested and press **Enter**.

Function keys

F18 REFRESH SCREEN causes any data typed in on the Add, Change, or Insert display to be erased, then shows display AMG513 as it appeared prior to entering data.

F19 RETURN TO SELECT causes the Select display (AMG511) to appear.

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Fields

COMPANY. The company number you entered on display AMG511, if you selected multiple companies during application tailoring.

FORMAT NO.. The format number (0—9) you entered on display AMG511.

GROUP NO. A number that the application uses to relate an entry in the Statement Formats display to a line in the Statement Format File listing. Group numbers 0000, 0010, 0020, etc., are assigned by the application; you cannot change them.

To insert a group between two existing groups, type in a group number of 0001 through 0009, 0011 through 0019, etc.

To add a format, change a format heading, or delete an entire format, type in a group number of 0000.

LINE NO. Identifying numbers (0—9) that the application assigns to each line within a group. You cannot change them.

DESCRIPTION (Line Description). Type in the text that is to appear in the report detail line. This can be a descriptive heading (ASSETS), a department heading (SALES AND SERVICE DEPT), or a description of the amount printed (TOTAL ASSETS). Type in any leading blanks needed to position this field.

SPACE AFTER. Type in one of the following valid codes to separate groups of line items:

- 1 Single space between lines
- 2 Double space between lines
- 3 Triple space between lines.

COL (Print Column). Type in one of the following valid codes to tell the report format programs where to place information.

For the income statement:

- 1 No totals accumulated; only the description prints in column 1.
- 2 Accumulate General Ledger totals by account number, and print them in column 2.
- 3 Accumulate General Ledger totals for specified numbers, add them to previous totals for column 2, and print the result in column 3.
- T Print running total of all column 3 amounts in column 3.

Note: Column code 4 is not valid for the Income Statement.

For the balance sheet:

- 1, 2, 3 Same as for income statement.
- 4 Add total of all previous column-3 amounts, print in column 4.
- T Print total of column 4 amounts, skip to a new page.

Note: No account numbers may be associated with a line description whose column code is 1, 4, or T.

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DEPT HEAD (Department Header Line). If the print column code is 1, type in one of the following codes to departmentalize an income statement:

YES This is a department header line; print a new page starting with this line.

NO No action. The default is NO.

Blank No action.

Note: When departmentalizing an income statement, each department header line (DEPT HEAD) must be answered YES or unpredictable results may occur.

PCT REV (Percent Revenue). If the print column code is 2 or 3, type in one of the following if you want the income statement program to calculate percent of revenue for the amount.

YES This is the 100%-of-revenue line.

NO No action. The default is NO.

Blank No action.

You can specify which line the calculation will be based on (that is, the 100% line) by entering Yes. Only one 100% line can be specified for a regular income statement. You can specify one 100% line for each department in a departmentalized statement. See "Income Statement (AMG43)" on page 12-41 for more information.

ACCOUNT NUMBERS. You must enter the number of an account if the column code equals 2 or 3, which means this is the first account accumulated for printing. It is recommended that expense and income account numbers should be added to separate groups.

Note: You can define account number 9999999999999999 once per format and for the Balance Sheet only. This reserved account number is used to hold the retained earnings amount calculated by the Income Statement program.

General Ledger account numbers. As an option, you can use ROLL UP/DOWN and specify up to 80 additional accounts to be accumulated for this print line; however, you must fill in the **ACCOUNT NUMBER** field first. If this is a combined company report, the account is accumulated for all companies. Do not enter anything here when the column code is 1, 4, or T. On a combined statement, all accounts are accumulated for all companies. Do not enter any additional account numbers when 9999999999999999 is specified.

AMG514—Statement Formats (Status)

Use this display to see the current status of the General Ledger Report format file.

This display appears if **F24** is chosen on Select display AMG511.

```
DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      STATUS      AMG514  **
                   STATEMENT FORMATS

SESSION STATUS
RECORDS ADDED      *****      RECORDS DELETED *****
RECORDS CHANGED   *****

                                ENTER TO CONTINUE
                                F24 END OF JOB
```

What to do

- To return to the Select display, press **Enter**.
- To end the session, use **F24**.

Function keys

F24 END OF JOB ends processing, edits the Report Format file, and prints General Ledger Statement Format File Edit 1 (AMG52) and 2 (AMG53). The File Maintenance menu (AMGM40) appears.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records that have been added during the session.

RECORDS DELETED: The number of records that have been marked for deletion during the session.

RECORDS CHANGED: The number of records that have been changed during the session.

Option 4. Edit Statement Formats

Use this option when you want to edit the Statement Formats file.

This option edits all statement formats defined for General Ledger and ensures integrity of each statement format. An edit by company of the Statement Format File is required when performing a conversion, or when accounts are added to, or deleted from, the General Ledger Master file. At other times, you should use this option only when instructed to do so by the application, during normal operations. When required, the system issues a message that the statement formats must be edited before Demand Reports or Fiscal Period Close options are selected.

When you edit statement formats, two listings are printed for each format, Edit 1 and Edit 2. These edits are designed to be used together and also with the Statement Format file listings (see Chapter 4, "Demand reports"). Check the two edits carefully and refer to the file listings to aid in correcting errors.

If multiple companies are installed, the Edit Statement Formats display (AMG571) appears. When prompted, answer the questions from the Options display. The edit listings are printed when valid responses are made. Review the edit listings to be sure there are no errors. When errors are detected, correct the statement format in error and rerun the edit for that company.

Note: If a single company is installed, a display does not appear. Instead, the entire Statement Formats file is edited, and the edit listings are printed. Review all edit listings for errors. When errors are detected, correct the statement format in error and rerun the edit.

What information you need: None.

What reports are printed:

- General Ledger Statement Formats File Edit 1 (AMG52)
- General Ledger Statement Formats File Edit 2 (AMG53).

The basic steps for this task appear below each display.

AMG571—Edit Statement Formats (Options)

Use this display to select the company in the Statement Format file for editing.

This display appears if multiple companies were selected during application tailoring and option 4 (Edit Statement Formats) was selected from the File Maintenance menu (AMGM40).

```
DATE **/**/**          GENERAL LEDGER FILE MAINTENANCE          OPTIONS  AMG571  **
                        EDIT STATEMENT FORMATS

INCLUDE ALL COMPANIES <YES/NO> aA3
OR ENTER COMPANY NUMBER      nn
EDIT UNUSED ACCOUNTS <YES/NO> aA3

F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the File Maintenance menu (AMGM40) to appear again; no processing occurs.

Fields

INCLUDE ALL COMPANIES <YES/NO>
OR ENTER COMPANY NUMBER. Type in **YES** to edit all companies or **NO** to edit one company. If you answer **NO** in this field, you must enter a company number (01—89) in the **OR ENTER COMPANY NUMBER** field. The default is **NO**.

EDIT UNUSED ACCOUNTS <YES/NO>. Type in **YES** to edit unused accounts for all formats or **NO** to edit unused accounts for format 0 only. The default is **NO**.

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Option 5. Copy Chart of Accounts

Use this option anytime you need to create a Chart of Accounts for a new company in the General Ledger Master file by copying current, budget, and last-year records from an existing company.

Use this option when a Chart of Accounts for a new company number is created. This option lets you copy current, budget, and last year's records in the General Ledger Master file from an existing company number to a new company number. All account balances for the existing company number remain unchanged. All account balances for the new company number are set to zero.

This menu option can be selected as many times as needed by copying accounts from several different companies until the new Chart of Accounts is created. A record is not copied if the same account number already exists in the new company's Chart of Accounts.

What information you need:

- The new company number for the General Ledger Chart of Accounts you want to create.
- The existing company number whose Chart of Accounts you want to copy.

What reports are printed: Copied Chart of Accounts (AMG59).

The basic steps for this task appear below each display.

AMG581—Copy Chart of Accounts (Options)

Use this display to copy a Chart of Accounts from an existing company to a new company.

This display appears if multiple companies were selected during application tailoring and when option 5 (Copy Chart of Accounts) was selected from the File Maintenance menu (AMGM40).

DATE **/**/**	GENERAL LEDGER FILE MAINTENANCE COPY CHART OF ACCOUNTS	OPTIONS	AMG581 **
	COPY FROM EXISTING COMPANY NUMBER	nn	
	COPY TO NEW COMPANY NUMBER	nn	
			F24 CANCEL THE JOB

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the File Maintenance menu (AMGM40) to appear; no processing occurs.

Fields

COPY FROM EXISTING COMPANY NUMBER. Type in the company number (01—89) of an existing company whose Chart of Accounts is being copied.

COPY TO NEW COMPANY NUMBER. Type in the company number (01—89) of a new company whose Chart of Accounts is being created.

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Option 6. Copy Statement Formats

Use this option anytime you need to create a Statement Format for an existing or a new company in the General Ledger Master file or resequence an existing format.

Use this option to copy a statement format from one format to another. The format can be in the same company or a different company.

This menu option can be selected as many times as needed by copying statement formats from several companies to create all the required formats for the new company. If the copy to format already exists, a warning message will appear.

Note: A format can be copied to itself. When this is done, resequencing of the statement numbers occurs.

What information you need:

- The company number whose statement format you want to copy
- The company number to which you want to copy the statement format
- The format number of the statement format you want to copy
- The format number for the statement format you want to create.

What reports are printed:

- GL Statement Format Edit #1 (AMG52)
- GL Statement Format Edit #2 (AMG53)
- GL Statement Format File Listing (AMG61).

The basic steps for this task appear below each display.

AMG541—Copy Statement Formats (Options)

Use this display to copy a financial statement format from one statement to another for the same company or a different company. You can copy a statement format to itself to resequence the statement numbers.

This display appears if multiple companies were selected during application tailoring and when option 6 (Copy Statement Formats) was selected from the File Maintenance menu (AMGM40). If a single company is installed, the **COPY FROM COMPANY NUMBER** and **COPY TO COMPANY NUMBER** fields default to 01.

```
DATE **/**/**                                OPTIONS  AMG541  **
                                           GENERAL LEDGER FILE MAINTENANCE
                                           COPY STATEMENT FORMATS

COPY FROM COMPANY NUMBER                    nn
COPY TO COMPANY NUMBER                      nn

COPY FROM FORMAT NUMBER                     n
COPY TO FORMAT NUMBER                       n

                                           F17 ACCEPT WITH WARNING
                                           F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F17 ACCEPT WITH WARNING accepts a warning and continues processing.

F24 CANCEL THE JOB causes the File Maintenance menu (AMGM40) to appear and no processing occurs.

Fields

COPY FROM COMPANY NUMBER. Type in the company number (01—99) of an existing company whose financial statement format you want to copy.

COPY TO COMPANY NUMBER. Type in the company number (01—99) of a company for whom a financial statement format you are creating.

COPY FROM FORMAT NUMBER. Type in the format number (00—09) of the existing format you want to copy.

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COPY TO FORMAT NUMBER. Type in the format number (00—09) you want assigned to the format copied for the company to receiving the format.

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Option 7. Update Period End Date Table

Use this option anytime you need to maintain the Period End Date Table or initialize a new current year.

Use this option to maintain the Period End Date Table which contains the dates used as the Exchange Rate Date when the GL Balance Translation program interfaces with the Currency conversion routine. You may also choose to move current year period end dates into history fields and set current year date fields to blank.

This Period End Date table is used strictly for specifying the calendar date by month/period that is to be used as the exchange rate date when translating balances through currency conversion (where multi-currency support is being used). It is not used to establish ending dates for accounting periods as does the '445' accounting calendar approach.

When you perform maintenance on the Period End Date Table, the Period End Date Table Maintenance report (AMG7LB) is printed. See Chapter 12, "Report descriptions" for a sample report.

What information you need:

- The number of the company for which you are updating the table
- Whether you want to change the period end dates or initialize new current year dates.

What reports are printed: Period End Date Table Maintenance (AMG7LB).

The basic steps for this task appear below each display.

AMG721—Period End Date Table (Select)

Use this display to update the period end dates in the Period End Date Table. These dates identify which exchange rate is used during balance translation. You can also add new current year end dates.

This display appears when option 7 (Update Period End Date Table) was selected from the File Maintenance menu (AMGM40).

```
DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      SELECT      AMG721  **
                    PERIOD END DATE TABLE

                    COMPANY NUMBER:      nn
                    SELECT OPTION:      n

                    1. UPDATE PERIOD END DATES
                    2. INITIALIZE CURRENT YEAR DATES

                                                    F24 END OF JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 END OF JOB ignores any information you typed in and stops processing. The File Maintenance menu (AMGM40) appears.

Fields

COMPANY NUMBER. This field only appears if multiple companies were specified during application tailoring. This field is required. Type in the number of the company for which you want to add period end dates or change period end dates for the current year.

SELECT OPTION. This field is required. Type in one of the following:

- 1 Select this option to change the period end dates of the current year
- 2 Select this option to transfer the current year dates to the last year and add dates for the new year.

AMG722—Period End Date Table (Change/Add)

Use this display to change existing period end dates or to add period end dates for a new year.

This display appears after choosing option 1 or 2 on display AMG721. If you selected option 1 (Update Period End Date Table), use this display to change the period end dates of the Current Year for the company selected on display AMG721.

If you selected option 2 (Initialize Current Year Dates), use this display to add period end dates for the new Current Year for the company selected on display AMG721. The existing current year dates are moved to last year fields.

```

DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      CHANGE      AMG722  **
                    PERIOD END DATE TABLE

COMPANY  nn                *****

                                CURRENT YEAR      LAST YEAR

BALANCE FORWARD      *****      *****
PERIOD 01             *****      *****
PERIOD 02             *****      *****
PERIOD 03             *****      *****
PERIOD 04             *****      *****
PERIOD 05             *****      *****
PERIOD 06             *****      *****
PERIOD 07             *****      *****
PERIOD 08             *****      *****
PERIOD 09             *****      *****
PERIOD 10             *****      *****
PERIOD 11             *****      *****
PERIOD 12             *****      *****
PERIOD 13             *****      *****

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT

```

What to do

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

Function keys

F18 REFRESH SCREEN causes display AMG722 to appear again with previous values.

F19 RETURN TO SELECT causes display AMG721 to appear again so you may select another option.

Fields

COMPANY. This field only appears if multiple companies were specified during application tailoring. Type in the number of the company for which you want to add period end dates or change period end dates for the current year.

CURRENT YEAR. Type in the date to be stored.

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LAST YEAR. Type in the last period end dates.

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Option 8. Initialize Currency IDs

Use this option, if Multi-Currency Support is installed, anytime you need to initialize the currency IDs for a company to establish a foreign currency to be used for translating purposes.

Use this option to add or change a currency ID for a company in the General Ledger Master file. The currency ID must be one associated with the company during application tailoring.

The currency ID, with a period end date from the Period End Date Table, identifies which exchange rate to use to translate each account in the General Ledger Master file.

What information you need:

- The number of the company for which you are initializing the currency IDs
- The currency IDs you want to initialize for the company
- The account type you want to initialize for the company
- The type code you want to initialize for the company.

What reports are printed: None.

The basic steps for this task appear below each display.

AMG5A1—Update Currency IDs (Select)

Use this display to add or change a currency ID in the General Ledger Master file for a company. The currency ID must be one associated with the company when you tailored the company information.

This display appears if you specified multi-currency support during application tailoring.

```
DATE **/**/**      GENERAL LEDGER FILE MAINTENANCE      SELECT      AMG5A1  **
                   UPDATE CURRENCY IDS

                   COMPANY NUMBER          nn
                   ACCOUNT TYPE <AS/LI/IC/EX> A2
                   TYPE CODE <1/2/3>      n
                   CURRENCY ID            aA3

                                     F24 END OF JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 END OF JOB stops processing of the information you typed in and causes the File Maintenance menu (AMGM40) to appear.

Fields

COMPANY NUMBER. This field only appears if multiple companies were specified during application tailoring. This field is required. Type in the number of the company for which you want to add or change a currency ID.

ACCOUNT TYPE <AS/LI/IC/EX>. Type in one of the following codes indicating the type of account records to be added or changed with a new currency ID.

AS	Asset
LI	Liability
IC	Income
EX	Expense.

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TYPE CODE <1/2/3>. Type in one of the following codes indicating the type of account records to be added or changed with a new currency ID.

- 1** Current
- 2** Budget
- 3** Last year.

CURRENCY ID. This field is required. Type in the currency ID that you want used on each account for the company.

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Chapter 8. File Listings

When you select option 6 from the Main Menu, the File Listings menu (AMGM50) appears. This menu gives you options for printing several different listings of the General Ledger Master file, a listing of the General Ledger Statement Formats file, and a listing of the Period End Date Table.

Option 1. Chart of Accounts.....	8-2
Options 2-7. General Ledger	8-5
Option 8. Statement Formats.....	8-7
Option 9. Period End Date Table.....	8-9

```

AMGM50                      Accounting Management General Ledger          *****
                             File Listings

Type option or command; press Enter.

  1. Chart of Accounts
  2. General Ledger - Current
  3. General Ledger - Budget
  4. General Ledger - Last Year
  5. General Ledger - Current & Budget
  6. General Ledger - Current & Last Year
  7. General Ledger - Current, Budget & Last Year
  8. Statement Formats
  9. Period End Date Table

==> _____

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status  F12=Return  F22=Messages

```

Option 1. Chart of Accounts. Use this option to print the Chart of Accounts (AMV03). This is a listing of all accounts for a company and does not include financial information.

Options 2-7. General Ledger. Use these options to print the General Ledger listings. You can print current, budget, or last year's information or a combination of information.

Option 8. Statement Formats. Use this option to print the General Ledger Statement Formats file listing (AMG61). This is a listing of the statement format definition records and not a formatted listing of what the income statement and balance sheet look like when printed from the Demand Reports or Fiscal Period Close menus. The formatted income statement and balance sheet can be printed by selecting option 8 (Demand Financial Statements) on the Demand Reports menu (AMGM20).

Option 9. Period End Date Table. Use this option to print the Period End Date listing (AMG7LA). This is a listing of the period end dates for a range of company numbers you specify.

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Option 1. Chart of Accounts

Use this option anytime you need a listing of the accounts in your General Ledger Master file.

The Chart of Accounts contains all account numbers for a company. Account users need to know what those accounts are and you can provide them with this list by selecting option 1 (Chart of Accounts) on the File Listings menu (AMGM50). The General Ledger Chart of Accounts listing contains only account numbers, account descriptions and account designations (asset, liability, income or expense). Also listed for each company is the currency ID, consolidation company number, and consolidation account number. The GL account type codes are also listed with corresponding information. The type codes (Current, Budget, and Last Year) you want listed are selected.

The listing is sequenced by account type code within account number.

What information you need:

- The company number for each general ledger chart of accounts you want to print, if this application is installed for more than one company.
- The beginning and ending general ledger account numbers of the accounts you want printed, if you are not printing all General Ledger Master file records.

What reports are printed: General Ledger Chart of Accounts (AMV03).

The basic steps for this task appear below each display.

AMV021–Chart of Accounts (Options)

Use this display to specify limits for the General Ledger Chart of Accounts.

This display appears if you select the appropriate option in Accounts Payable, Accounts Receivable, General Ledger, Inventory Management, Payroll, and Purchasing. You can print a partial listing if you specify account types and account numbers to include in the listing for the company selected.

```

DATE **/**/**                                OPTIONS  AMV021  **
                                CHART OF ACCOUNTS

ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED:

CURRENT ACCOUNTS      A
BUDGET ACCOUNTS      A
LAST YEAR ACCOUNTS   A

COMPANY NUMBER        nn

FROM ACCOUNT          aaaaaaaaaaaaA15
TO ACCOUNT            aaaaaaaaaaaaA15

OR LEAVE BLANK FOR ALL ACCOUNTS

                                F24 CANCEL THE JOB

```

What to do

- To print the General Ledger Chart of Accounts report, type in the information requested and press **Enter**. The system schedules the report for printing. The previous menu appears. Select another option or return to the Main Menu.
- To cancel the session, use **F24**. You return to the Main Menu.

Function keys

F24 CANCEL THE JOB causes the previous menu to appear again. No processing occurs and no listing is printed.

Fields

CURRENT ACCOUNTS

BUDGET ACCOUNTS

LAST YEAR ACCOUNTS. These fields are required. Type in **Y** for each account type for which you want a report. Type in **N** if you do not want a report for that account type.

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. This field is required. If this field appears, type in the company number.

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FROM ACCOUNT. Type in the first general ledger account number to appear on the report. The number must be equal to or less than the **TO ACCOUNT** number.

TO ACCOUNT. Type in the last general ledger account number to appear on the report. To print information for only one account, enter the same number that is entered for **FROM ACCOUNT**.

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Options 2-7. General Ledger

Use these options anytime you need a detailed listing of the account balances in the General Ledger Master file, for current, budget, and last year.

These listings contain descriptive account information, as well as financial data. Caution should be exercised when printing these listings so that only authorized personnel see them.

The financial data includes balance forward, period-by-period debits and credits, period-by-period net change, period-by-period year-to-date accumulation and calculated new balance forward. Zero balance periods are suppressed. You can print the following combinations of account records:

- Current year only
- Budgeted year only
- Last Year only
- Current and budget years
- Current and last years
- Current, budget, and last years.

For a given company, you may specify a range of accounts—from one to all accounts.

For each company, you can select whether the reports show the Original Balances (record types 1 to 3), Translated Financial Statement Balances (record types 4 to 6), or Translated Measurement Balances (record types 7 to 9).

What information you need:

- The company number for each report you want to print, if this application is installed for more than one company.
- The beginning and ending general ledger account numbers of the accounts you want printed, if you are not printing all General Ledger Master file records.

What reports are printed: General Ledger File Listing (AMG30D).

The basic steps for this task appear below each display.

AMG601—File Listing (Options)

Use this display to select options for the requested file listing.

This display appears when you select options 2 through 7 on the File Listings menu (AMGM50).

```

DATE **/**/**                                OPTIONS   AMG601  **
                                GENERAL LEDGER
                                *****
                                FILE LISTING
                                COMPANY NUMBER  nn
                                FROM ACCOUNT   nnnnnnnnnnnnnnn
                                TO ACCOUNT     nnnnnnnnnnnnnnn
                                OR LEAVE BLANK FOR ALL ACCOUNTS
                                ACCOUNT TYPE   A
                                1. ORIGINAL BALANCES
                                2. TRANSLATED BALANCES
                                3. MEASUREMENT BALANCES
                                F24 CANCEL THE JOB

```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMGM50) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. This field is required. If this field appears, type in the company number to be included in the listing.

FROM ACCOUNT

TO ACCOUNT. Type in the range of account numbers to be included in the report. The **FROM ACCOUNT** must be less than or equal to the **TO ACCOUNT**.

ACCOUNT TYPE. This field appears only if you specified multi-currency support during application tailoring. This field is required. Type in one of the following account type codes:

- 1 Use original balances
- 2 Use translated financial statement balances
- 3 Use translated measurement reporting balances.

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Option 8. Statement Formats

Use this option anytime you need a listing of the Income Statement and Balance Sheet definitions, or anytime you need a listing of the entire Statement Formats file.

The Statement Format listing prints a statement format definition. This listing is compared with actual statement formats. The listing is not a formatted statement but rather a formatted listing of the Statement Format file for ease of verification.

What information you need:

- The company number for each report you want to print, if this application is installed for more than one company.
- Whether you want to print the Income Statement, the Balance Sheet, or both.

What reports are printed: General Ledger Statement Formats File Listing (AMG61).

The basic steps for this task appear below each display.

AMG602—Statement Formats (Options)

Use this display to select options for the statement formats (income statement and balance sheet).

This display appears when you select option 8 (Statement Formats) from the File Listings menu (AMGM50).

```

DATE **/**/**                                OPTIONS  AMG602  **
                                GENERAL LEDGER
                                STATEMENT FORMAT LISTINGS
COMPANY NUMBER          nn
FORMAT NUMBER          n
STATEMENT TYPE <0/1/2> n
OR PRESS ENTER FOR ALL FORMATS

                                F24 CANCEL THE JOB

```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMGM50) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you requested multiple companies in the Questionnaire. If this field appears, type in the company number. Company number 0 allows the printing of all company formats.

FORMAT NUMBER. Type in the format number to be listed (it must be 0—9). The default is 0.

STATEMENT TYPE <0/1/2>. Type in either **1** (Income Statement) or **2** (Balance Sheet). The default is 0; if no entry is made, both the income statement and the balance sheet are printed.

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Option 9. Period End Date Table

Use this option anytime you need a listing of the Period End Date Table.

The Period End Date Table Listing (AMG7LA) contains the period end dates for the current year and the last year by company.

The period end dates, along with a currency ID for a company, identify which exchange rate to use to translate each account in the General Ledger Master file.

What information you need: The range of company numbers for which you want the period end dates to be included in this report.

What reports are printed: Period End Date Table file listing (AMG7L).

The basic steps for this task appear below each display.

AMG7S1—Period End Date Table File Listing (Options)

Use this display to select options for the Period End Date file listing.

This display appears when you select option 9 (Period End Date Table) from the File Listings menu (AMGM50).

DATE **/**/**

PERIOD END DATE TABLE
FILE LISTING

OPTIONS AMG7S1 **

FROM COMPANY NUMBER nn
TO COMPANY NUMBER nn

OR PRESS ENTER FOR ALL COMPANIES

F24 CANCEL THE JOB

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMGM50) to appear; no processing occurs.

Fields

FROM COMPANY NUMBER
TO COMPANY NUMBER. Type in the range of company numbers you want to include in the listing.

AMV021—Chart of Accounts (Options)

Use this display to specify limits for the General Ledger Chart of Accounts.

This display appears if you select the appropriate option in Accounts Payable, Accounts Receivable, General Ledger, Inventory Management, Payroll, and Purchasing. You can print a partial listing if you specify account types and account numbers to include in the listing for the company selected.

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```

DATE **/**/**                                CHART OF ACCOUNTS                OPTIONS  AMV021  **

ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED:

CURRENT ACCOUNTS      A
BUDGET ACCOUNTS      A
LAST YEAR ACCOUNTS   A

COMPANY NUMBER        nn

FROM ACCOUNT          aaaaaaaaaaaaA15
TO ACCOUNT            aaaaaaaaaaaaA15

OR LEAVE BLANK FOR ALL ACCOUNTS

                                F24 CANCEL THE JOB

```

What to do

- To print the General Ledger Chart of Accounts report, type in the information requested and press **Enter**. The system schedules the report for printing. The previous menu appears. Select another option or return to the Main Menu.
- To cancel the session, use **F24**. You return to the Main Menu.

Function keys

F24 CANCEL THE JOB causes the previous menu to appear again. No processing occurs and no listing is printed.

Fields

CURRENT ACCOUNTS

BUDGET ACCOUNTS

LAST YEAR ACCOUNTS. These fields are required. Type in **Y** for each account type for which you want a report. Type in **N** if you do not want a report for that account type.

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. This field is required. If this field appears, type in the company number.

FROM ACCOUNT. Type in the first general ledger account number to appear on the report. The number must be equal to or less than the **TO ACCOUNT** number.

TO ACCOUNT. Type in the last general ledger account number to appear on the report. To print information for only one account, enter the same number that is entered for **FROM ACCOUNT**.

Options 2-7. General Ledger

Use these options anytime you need a detailed listing of the account balances in the General Ledger Master file, for current, budget, and last year.

These listings contain descriptive account information, as well as financial data. Caution should be exercised when printing these listings so that only authorized personnel see them.

The financial data includes balance forward, period-by-period debits and credits, period-by-period net change, period-by-period year-to-date accumulation and calculated new balance forward. Zero balance periods are suppressed. You can print the following combinations of account records:

- Current year only
- Budgeted year only
- Last Year only
- Current and budget years
- Current and last years
- Current, budget, and last years.

For a given company, you may specify a range of accounts—from one to all accounts.

For each company, you can select whether the reports show the Original Balances (record types 1 to 3), Translated Financial Statement Balances (record types 4 to 6), or Translated Measurement Balances (record types 7 to 9).

What information you need:

- The company number for each report you want to print, if this application is installed for more than one company.
- The beginning and ending general ledger account numbers of the accounts you want printed, if you are not printing all General Ledger Master file records.

What reports are printed: General Ledger File Listing (AMG30D).

The basic steps for this task appear below each display.

AMG601—File Listing (Options)

Use this display to select options for the requested file listing.

This display appears when you select options 2 through 7 on the File Listings menu (AMGM50).

```

DATE **/**/**                                OPTIONS   AMG601  **
                                GENERAL LEDGER
                                *****
                                FILE LISTING
                                COMPANY NUMBER  nn
                                FROM ACCOUNT   nnnnnnnnnnnnnnn
                                TO ACCOUNT     nnnnnnnnnnnnnnn
                                OR LEAVE BLANK FOR ALL ACCOUNTS
                                ACCOUNT TYPE   A
                                1. ORIGINAL BALANCES
                                2. TRANSLATED BALANCES
                                3. MEASUREMENT BALANCES
                                F24 CANCEL THE JOB
  
```

What to do

Type in the information requested and press Enter.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMGM50) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. This field is required. If COMPANY NUMBER appears, type in the company number to be included in the listing.

FROM ACCOUNT

TO ACCOUNT. Type in the range of account numbers to be included in the report. The FROM ACCOUNT must be less than or equal to the TO ACCOUNT.

ACCOUNT TYPE. This field appears only if you specified multi-currency support during application tailoring. This field is required. Type in one of the following account type codes:

- 1 Use original balances
- 2 Use translated financial statement balances
- 3 Use translated measurement reporting balances.

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Option 8. Statement Formats

Use this option anytime you need a listing of the Income Statement and Balance Sheet definitions, or anytime you need a listing of the entire Statement Formats file.

The Statement Format listing prints a statement format definition. This listing is compared with actual statement formats. The listing is not a formatted statement but rather a formatted listing of the Statement Format file for ease of verification.

What information you need:

- The company number for each report you want to print, if this application is installed for more than one company.
- Whether you want to print the Income Statement, the Balance Sheet, or both.

What reports are printed: General Ledger Statement Formats File Listing (AMG61).

The basic steps for this task appear below each display.

AMG602—Statement Formats (Options)

Use this display to select options for the statement formats (income statement and balance sheet).

This display appears when you select option 8 (Statement Formats) from the File Listings menu (AMGM50).

```

DATE **/**/**                                OPTIONS   AMG602  **
                                GENERAL LEDGER
                                STATEMENT FORMAT LISTINGS
COMPANY NUMBER          nn
FORMAT NUMBER           n
STATEMENT TYPE <0/1/2> n
OR PRESS ENTER FOR ALL FORMATS

                                F24 CANCEL THE JOB

```

What to do

Type in the information requested and press Enter.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMGM50) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears only if you requested multiple companies in the Questionnaire. If COMPANY NUMBER appears, type in the company number. Company number 0 allows the printing of all company formats.

FORMAT NUMBER. Type in the format number to be listed (it must be 0—9). The default is 0.

STATEMENT TYPE <0/1/2>. Type in either 1 (Income Statement) or 2 (Balance Sheet). The default is 0; if no entry is made, both the income statement and the balance sheet are printed.

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Option 9. Period End Date Table

Use this option anytime you need a listing of the Period End Date Table.

The Period End Date Table Listing (AMG7LA) contains the period end dates for the current year and the last year by company.

The period end dates, along with a currency ID for a company, identify which exchange rate to use to translate each account in the General Ledger Master file.

What information you need: The range of company numbers for which you want the period end dates to be included in this report.

What reports are printed: Period End Date Table file listing (AMG7L).

The basic steps for this task appear below each display.

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AMG7S1—Period End Date Table File Listing (Options)

Use this display to select options for the Period End Date file listing.

This display appears when you select option 9 (Period End Date Table) from the File Listings menu (AMGM50).

```

DATE **/**/**                                OPTIONS  AMG7S1  **
                                         PERIOD END DATE TABLE
                                         FILE LISTING

                                         FROM COMPANY NUMBER  nn
                                         TO COMPANY NUMBER    nn
                                         OR PRESS ENTER FOR ALL COMPANIES

                                         F24 CANCEL THE JOB
  
```

What to do

Type in the information requested and press Enter.

Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMGM50) to appear; no processing occurs.

Fields

FROM COMPANY NUMBER
TO COMPANY NUMBER. Type in the range of company numbers you want to include in the listing.

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Chapter 9. Inquiry

When you select option 7 on the Main Menu, the Inquiry menu (AMGM70) appears. This menu allows you to inquire the balances for an account, review the period end dates for a company, or inquire the status of processing periods.

You can make inquiries from this menu or from the Group Job menu for General Ledger Period Status. Some inquiry options may not be available to you if your company has tailored the standard Group Job menu.

Option 1. General Ledger	9-2
Option 2. Period End Date Table	9-9
Option 3. Period Status	9-11

```

AMGM70                Accounting Management General Ledger          *****
                        Inquiry

Type option or command; press Enter.

1. General Ledger
2. Period End Date Table
3. Period Status

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status F12=Return  F22=Messages
  
```

Option 1. General Ledger. Use this option to review the period balances for an account.

Option 2. Period End Date Table . Use this option to review the period end dates for a specific company.

Option 3. Period Status. Use this option to inquire about the status of all processing periods for a company.

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Option 1. General Ledger

Use this option anytime you want to see information about the General Ledger account balances.

This option lets you look at period or month balances in the General Ledger Master file for a particular account. You can look at current balances, budget balances, or last year balances. You can choose to include in the balances any posted journals that have not yet been applied to the General Ledger Master file during period-end processing.

If multiple companies are installed, the Company Number field appears. If a single company is installed, the Company Number field does not appear.

What information you need:

- The company number of the account you want to see, if this application is installed for more than one company
- The account number you want to see.

What reports are printed: None.

The basic steps for this task appear below each display.

AMG712—General Ledger Inquiry

Use this display to see period balances for the company, account, and account type you selected. You can also see current balances by period in a graph.

```

DATE **/**/**          GENERAL LEDGER INQUIRY          AMG712 **

COMPANY ** *****
ACCOUNT nnnnnnnnnnnnnn  ACCOUNT TYPE **
TYPE CODE *             DESCRIPTION *****
CONSOLIDATION COMPANY ** CONSOLIDATION ACCOUNT *****
CURRENCY ID ***

          BALANCE FORWARD
          *, ***, ***, ***, ***, **

P01 * ***, ***, ***, ***, ** DR P07 * ***, ***, ***, ***, **
P02 * ***, ***, ***, ***, ** CR P08 * ***, ***, ***, ***, **
P03 * ***, ***, ***, ***, ** P09 * ***, ***, ***, ***, **
P04 * ***, ***, ***, ***, ** P10 * ***, ***, ***, ***, **
P05 * ***, ***, ***, ***, ** P11 * ***, ***, ***, ***, **
P06 * ***, ***, ***, ***, ** P12 * ***, ***, ***, ***, **
P13 * ***, ***, ***, ***, **

          ACCOUNT BALANCE  ***, ***, ***, ***, **

          F12 DISPLAY GRAPH
          F19 RETURN TO SELECT
          F24 END OF JOB

```

What to do

- To review the graph, use **F12**.
- To enter another company number or account type, or to change your selection for including posted journals, use **F19**.
- To enter another account number, type over the **ACCOUNT** field with a different account number.
- To end the session, use **F24**.

Function keys

F12 DISPLAY GRAPH causes display AMG791 to appear.

F19 RETURN TO SELECT causes display AMG711 to appear again.

F24 END OF JOB causes the Inquiry menu (AMGM70) to appear.

Fields

COMPANY. The company number and name for the company you selected on display AMG711. If the system is not tailored for multiple companies, then company 01 appears. You cannot enter or change this field.

ACCOUNT TYPE. The account type for the account shown. You cannot enter or change this field.

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ACCOUNT. The account you selected on display AMG711. To review another account, type over the **ACCOUNT** field with a different account number and press **Enter**.

DESCRIPTION. The description of the account currently shown.

TYPE CODE. The account type code:

- 1 Current
- 2 Budget
- 3 Last year

You cannot enter or change this field.

CONSOLIDATION COMPANY. The company number used when the account is summarized for consolidation purposes.

CONSOLIDATION ACCOUNT. The consolidation account number associated with the account number. You cannot enter or change this field.

CURRENCY ID. The currency ID used to translate this account. You cannot enter or change this field.

BALANCE FORWARD. The beginning year balance for the account. You cannot enter or change this field.

P01–P13/M01–M12 (Period/Month Balances). The balance for each accounting month or period for the account. You cannot enter or change these fields.

ACCOUNT BALANCE. The ending balance for the account. You cannot enter or change this field.

AMG711—General Ledger Inquiry (Select)

Use this display to select a particular company, account number and account type, and choose whether to include posted journals, in order to display period/month balances for an account.

This is the first display to appear after you select option 2 on the Inquiry Menu, AMGM70.

```
DATE **/**/**          GENERAL LEDGER INQUIRY          SELECT          AMG711  **

COMPANY NUMBER                nn

ACCOUNT NUMBER                nnnnnnnnnnnnnnnnn

SELECT BALANCE TYPE          n
  1 - CURRENT
  2 - BUDGET
  3 - LAST YEAR

FOR CURRENT BALANCE,
INCLUDE POSTED JOURNALS? <Y/N>  A

                                     F24 END OF JOB
```

What to do

- To see period balances for an account, type in the information requested and press **Enter**.
- To end the session, use **F24**.

Function keys

F24 END OF JOB causes the Inquiry menu (AMGM70) to appear again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. This field appears if multiple companies were specified during application tailoring. If this field appears, type in the company number.

ACCOUNT NUMBER [?]. Type in the 15-digit account number.

SELECT BALANCE TYPE. Type in the code indicating the balance type for which period balances are to be displayed.

1 Current

Contents	Index	Exit
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- 2 Budget
- 3 Last year.

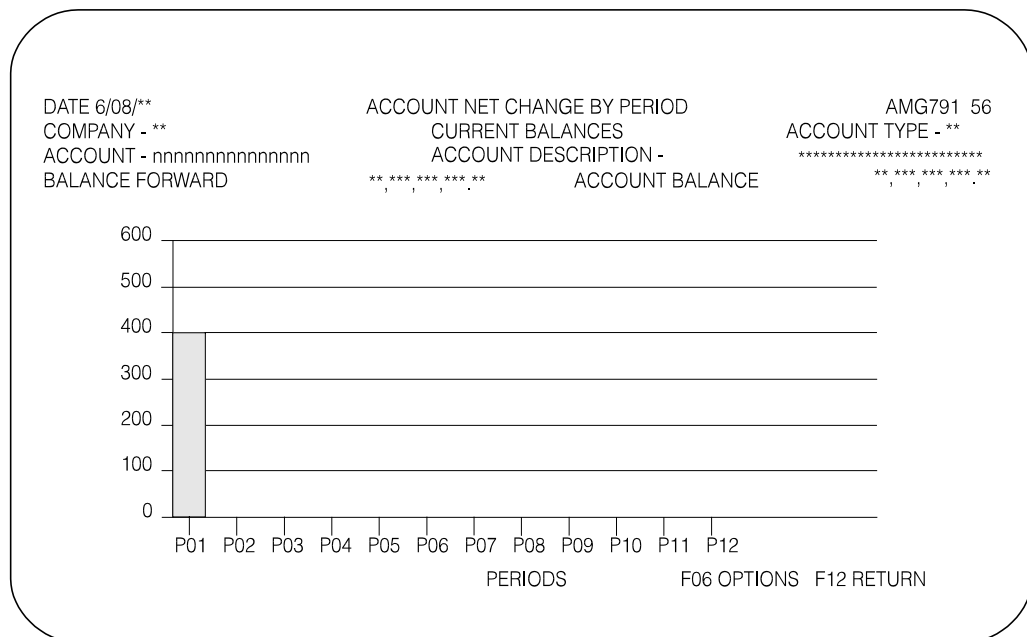
INCLUDE POSTED JOURNALS <Y/N>. Type in **N** if you want to display balances from the General Ledger Master file. Type in **Y** if you want to display period balances using the values from the General Ledger Master file and from any posted journals.

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AMG791—Account Net Change By Period

Use this display to view a customer's account balance by period. Each bar on the graph represents the net amount in a particular period.

This display appears when you select **F12 DISPLAY GRAPH** on display AMG712. The graph does not appear if you are using a nongraphics work station.



What to do

- To see the options, use **F06** and go to Graphic Options display (AXVGO0).
- To return to AMG712, use **F12**.

Function keys

F06 OPTIONS transfers control to program AXVGO to print the display or save the graph to file MAPGDF.

F12 RETURN returns you to display AMG712.

Fields

COMPANY. The company number for the company you selected on display AMG712. If the system is not tailored for multiple companies, company 01 appears.

ACCOUNT TYPE. The account type for the account shown.

ACCOUNT. The account you selected on display AMG712. To review another account, type over the ACCOUNT field with a different account number and press **Enter**.

ACCOUNT DESCRIPTION. The description of the account.

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BALANCE FORWARD. The beginning year balance for the account. You cannot enter or change this field.

ACCOUNT BALANCE. The ending balance for the account.

DOLLARS. The account balances for that particular period.

PERIODS

MONTHS. Periods 01—13 appear if you use accounting periods. If you use accounting months, January through December appear.

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Option 2. Period End Date Table

Use this option anytime you want to see information about the Period End Date Table information for a company. Information shown includes:

- Period end dates for current year and last year
- Balance forward period end dates for current and last year.

If you have only one company, the period end date information will display for the company.

If you have multiple companies, AMG7X1 will let you type in the company number for the period end dates you wish to display. Additional companies may be displayed by updating the company number and pressing **Enter**.

What information you need: The company number for each company for which you want to see the period end dates, if this application is installed for multiple companies.

What reports are printed: None.

The basic steps for this task appear below each display.

AMG7X1—Period End Date Table (Inquiry)

Use this display to see the period end dates for a specified company.

This display appears when you select option 2 (Period End Date Table) from the Inquiry menu (AMGM70).

DATE **/**/**	PERIOD END DATE TABLE	INQUIRY	AMG7X1 **
COMPANY nn	CO 1 SUBSIDIARY		
	CURRENT YEAR	LAST YEAR	
BALANCE FORWARD	**/**/**	**/**/**	
PERIOD 01	**/**/**	**/**/**	
PERIOD 02	**/**/**	**/**/**	
PERIOD 03	**/**/**	**/**/**	
PERIOD 04	**/**/**	**/**/**	
PERIOD 05	**/**/**	**/**/**	
PERIOD 06	**/**/**	**/**/**	
PERIOD 07	**/**/**	**/**/**	
PERIOD 08	**/**/**	**/**/**	
PERIOD 09	**/**/**	**/**/**	
PERIOD 10	**/**/**	**/**/**	
PERIOD 11	**/**/**	**/**/**	
PERIOD 12	**/**/**	**/**/**	
PERIOD 13	**/**/**	**/**/**	
			F24 END THE JOB

What to do

- To see period end dates for a company, type in the information requested and press **Enter**.
- To end the session, use **F24**.

Function keys

F24 END OF JOB causes the Inquiry menu (AMGM70) to appear again.

Fields

COMPANY. Type in a two-digit company number.

CURRENT YEAR. Period end dates for the current year.

LAST YEAR. Period end dates for the last year.

BALANCE FORWARD

PERIOD/MONTH. Periods 01–13 or months 01–12 are shown.

Option 3. Period Status

Use this option when you are ready to either close a period or month, or end the year, or when you want to inquire into the transaction status of any month or period.

This option assists you in determining which fiscal periods/months have had activity. In addition to the first fiscal period/month and the first processing period/month of a company, each period/month is listed. The following information is indicated for each period/month when appropriate:

- No transactions exist
- Transactions entered
- Transactions posted
- Period closed
- Year-end audit completed.

This information can be useful should you encounter problems while printing a Demand Report, closing the period/month or ending the year.

To update the period status, select option 2, (Audit Posted Journals) on the Demand Reports menu (AMGM20).

If you have only one company, you will bypass AMG701 and immediately view AMG702, which shows the company and all of the information regarding its months/periods.

However, if you have multiple companies, you see AMG701 (prior to the information display AMG702), which will let you enter the company number for the period status activity you wish to perform.

What information you need: The company number for each company for which you want to see the period activity status, if this application is installed for more than one company.

What reports are printed: None.

The basic steps for this task appear below each display.

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AMG701—Period Activity Status (Enter)

Use this display to select a particular company, in order to display the status of each processing period for that company.

If you have more than one company, this is the first display to appear after you select option 3 (Period Status) on the Inquiry menu (AMGM70). If you have only one company installed, display AMG702 appears.

DATE **/**/**	GENERAL LEDGER PERIOD ACTIVITY STATUS	ENTER AMG701 **
	COMPANY NUMBER nn	
		F24 END THE JOB

What to do

- To see the status of the activity in this period, type in the information requested and press **Enter**.
- To end the session, use **F24**.

Function keys

F24 END OF JOB causes the Inquiry menu (AMGM70) to appear again.

Fields

COMPANY NUMBER. Type in a two-digit company number.

AMG702—Period Activity Status for Company Number

Use this display to see the status of all processing periods for the entire year for a particular company. The company's first processing period, and first fiscal period, also appear.

If you have more than one company, this display appears after you type in a valid company number on display AMG701 and press **Enter**. If you have only one company installed, this display appears after you select option 3 (Period Status) from the Inquiry menu (AMGM70).

```

DATE **/**/**                GENERAL LEDGER                AMG702 **
PERIOD ACTIVITY STATUS FOR COMPANY NUMBER **

MONTH                STATUS
JANUARY              - *****
FEBRUARY             - *****
MARCH                - *****
APRIL                - *****
MAY                  - *****
JUNE                 - *****
JULY                 - *****
AUGUST               - *****
SEPTEMBER            - *****
OCTOBER              - *****
NOVEMBER             - *****
DECEMBER             - *****

FIRST FISCAL PERIOD IS *****
FIRST PROCESS PERIOD IS *****

                                F01 RETURN TO ENTRY
                                F24 END THE JOB

```

What to do

- To enter another company number, use **F01**.
- To end the session, use **F24**.

Function keys

F01 RETURN TO ENTRY causes display AMG701 to appear when multiple companies are installed. If only one company is installed, display AMG702 appears again.

F24 END OF JOB causes the Inquiry menu (AMGM70) to appear.

Fields

PERIOD ACTIVITY STATUS FOR COMPANY NUMBER. Either company number 01 or the selected company number from display AMG701 appears.

MONTH/PERIOD. This field will contain either months January through December, or periods 01—13.

STATUS. Each processing period will contain one of the following statements:

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- NO TRANSACTIONS EXIST
- TRANSACTIONS ENTERED
- TRANSACTIONS POSTED
- PERIOD CLOSED
- YEAR-END AUDIT COMPLETED.

FIRST FISCAL PERIOD IS. The month or period which begins the company's accounting year appears.

FIRST PROCESS PERIOD IS. The first accounting period in which transactions are entered for General Ledger appears.

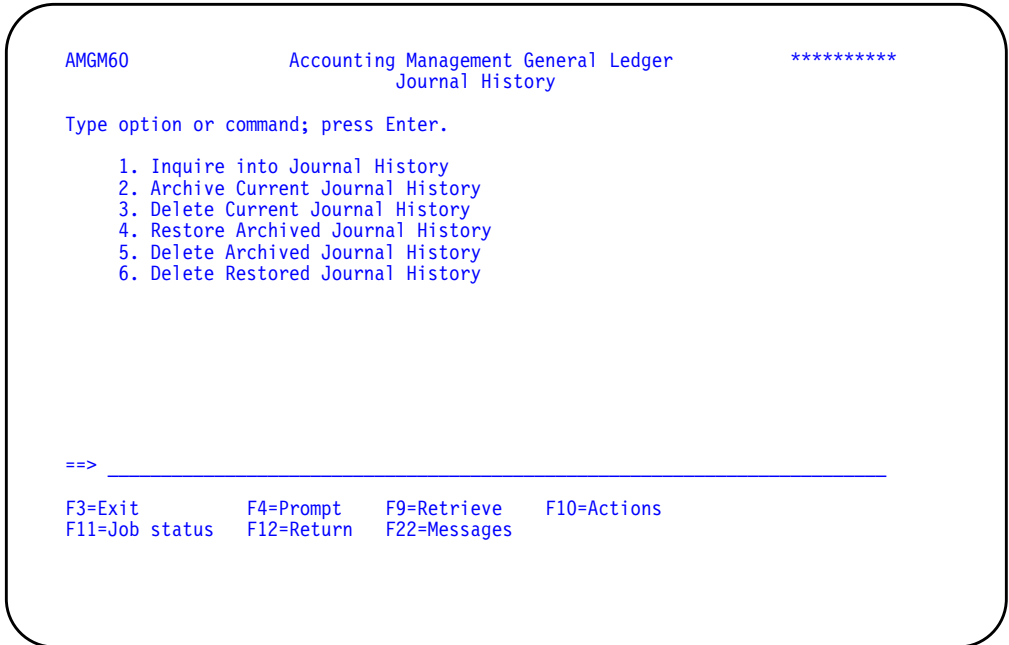
Chapter 10. Journal History

When you select option 8 on the Main Menu, the Journal History menu (AMGM60) appears. Use this option when you want to inquire into, archive, restore, or delete journal history.

Journal History options are available if the application Questionnaire was answered to accumulate journal history.

You can make inquiries from this menu or from the Group Job menu. The inquiry option may not be available to you if your company has tailored the standard Group Job menu.

Option 1. Inquire into Journal History.....	10-3
Option 2. Archive Current Journal History.....	10-8
Option 3. Delete Current Journal History	10-11
Option 5. Delete Archived Journal History	10-17
Option 6. Delete Restored Journal History.....	10-20



Option 1. Inquire into Journal History. Use this option to inquire into journal history or into posted journals, or both. You can inquire by company number if you have a multi-company installation. This selection allows you to see information for an account by period or month/year.

You can also print a Journal History Report. See Chapter 4, "Demand reports" or choose option 9 on the Demand Reports menu (AMGM20).

Option 2. Archive Current Journal History . Use this option to save journal history on tape. You can save all or part of journal history using this option.

Option 3. Delete Current Journal History . Use this option to delete journal history when it is no longer required. This selection allows you to delete by company (if you have a multi-company installation) and delete by posting period or month/year.

Option 4. Restore Archived Journal History . Use this option to transfer journal history recorded on tape to internal storage. You can restore one, a few, or all

archived history files. The associated display provides available information about the contents of the archived files (number of records, creation date, beginning/ending posting period, or months/years).

Option 5. Delete Archived Journal History . Use this option to delete archived journal history. You can delete one, a few, or all archived files named. The associated display provides the number of records used in each archived history file by company, creation date, beginning/ending posting periods, or months/years.

Option 6. Delete Restored Journal History . Use this option to delete restored journal history which has been transferred from tape. This selection has no associated display. Use this option to delete the entire restored journal history file when it is no longer needed.

During each Fiscal Period Close, records marked for deletion in the Temporary General Ledger (TEMGEN) file are copied to the Current History (CURHIS) file.

Once the TEMGEN records are copied to CURHIS, the records in CURHIS are available for on-demand inquiry or for printing a Journal History Report. (See Chapter 12, "Report descriptions" for a sample of the report.)

Periodically, records can be archived and deleted from CURHIS. Additionally, records can be selectively archived by ranges of companies and posting dates. These archived records can be saved and later restored to the Restored History (RSTHIS) file.

A Journal History Report can be printed from the RSTHIS file. (See the Chapter 12, "Report descriptions" for a sample of this report.) This report is identical in format to the report printed from the CURHIS file, and includes records by ranges of companies, account numbers, and posting dates.

Decisions to be made before using the journal history displays and reports include:

- How often should archiving occur?
- How often should a Journal History Report be printed?

Archiving history records is an independent process and is not affected by save/restore for master files. If you restore master files, archived history files are not restored, and you should manually delete files archived on tape since the last save. This prevents duplicate archived history files.

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Option 1. Inquire into Journal History

Use this option anytime you want to see information about current journal history in the Current History file or information in posted journals.

This option lets you look at current journal history records or posted journals by account number, and posting date. Up to 15 records matching the selection criteria can be displayed at a time. By paging forward or backward, additional records can be displayed.

If multiple companies are installed, inquiring by company number is also available.

Journal History can only be displayed if at least one journal transaction exists in the Current History file or in posted journals for the requested company number, account number, and posting month or period.

If no records are found for the specified request, a message appears, and the inquiry is canceled.

What information you need:

- The company number of the account you want to see, if this application is installed for more than one company
- The account number you want to see
- The posting period or month you want to see.

What reports are printed: None.

The basic steps for this task appear below each display.

AMG261—Inquire Into Journal History (Options)

Use this display to select tailoring options for inquiry into the Current Journal History file, posted journals, or both.

A maximum of 15 lines of current history can be shown at one time.

```
DATE **/**/**      nn  INQUIRE INTO JOURNAL HISTORY      OPTIONS      AMG261  **

                                COMPANY NUMBER          nn
                                ACCOUNT NUMBER          aaaaaaaaaA15
                                POSTING MONTH/YEAR      nn/nn

SELECT TYPE OF JOURNAL          n
1 = CURRENT HISTORY
2 = POSTED JOURNALS
3 = BOTH

                                F24 END THE JOB
```

What to do

- To inquire into the journal history, type in the information requested and press **Enter**.
- To cancel the job, use **F24**.

Function keys

F24 END THE JOB causes the Journal History menu (AMGM60) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field appears if multiple companies were specified during application tailoring. If this field appears, type in the company number.

ACCOUNT NUMBER. Type in the account number of the transaction.

**POSTING MONTH/
YEARPOSTING PERIOD.** These fields appear as either POSTING MONTH/YEAR or POSTING PERIOD, depending on whether a 12-month or 13-period accounting cycle was selected during application tailoring. Type in the entry that defines the date or period the inquiry is to cover.

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SELECT TYPE OF JOURNAL. Type in the type code indicating whether you want to inquire into:

- 1** Current History
- 2** Posted Journals
- 3** Both.

AMG262—Inquire Into Journal History (Inquiry)

Use this display to review current journal history posted journals, or both, by paging forward or backward through the information.

This display appears when you select a valid account, month/year or period, and journal type for journal history processing on display AMG261.

A maximum of 15 lines of current history can be shown at one time. **Enter** is not a valid command when reviewing journal history on this display. Pressing **Enter** causes the information you see to appear again.

```

DATE **/**/**      INQUIRE INTO JOURNAL HISTORY      INQUIRY      AMG262
COMPANY NUMBER **      MONTH/YEAR ** **      ACCOUNT NUMBER *****
      DR      CURRENT HISTORY & POSTED JOURNALS
JOUR REF      CR      DATE      AMOUNT      SOURCE      DESC      ORDER#      CHECK#
***** * ***** ***** * ***** ***** ***** *****
***** * ***** ***** * ***** ***** ***** *****
***** * ***** ***** * ***** ***** ***** *****
***** * ***** ***** * ***** ***** ***** *****
***** * ***** ***** * ***** ***** ***** *****
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***** * ***** ***** * ***** ***** ***** *****

                                USE ROLL UP/DOWN
                                F19 RETURN TO SELECT
                                F24 END THE JOB

```

What to do

- To look at the next sequential lines of journal history, use **ROLL UP/DOWN**. If no more records exist, a message appears indicating the end of the data.
- To look at the previous sequential lines of journal history, use **ROLL UP/DOWN**. If no more records exist, a message appears indicating the end of the data.
- To return to the Inquire Into Journal History (Options) display (AMG261), use **F19**.
- To end the job, use **F24**.

Function keys

F19 RETURN TO SELECT causes the Inquire Into Journal History (Options) display (AMG261) to appear.

F24 END OF JOB ends the inquiry process and causes the Journal History menu (AMGM60) to appear.

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Fields

COMPANY NUMBER. The company number of the transaction.

MONTH/YEAR OR PERIOD. The month and year or period of the transaction.

ACCOUNT NUMBER. The account number of the transaction.

JOUR REF (Journal Reference). An identification of journal source, number, and sequence of the transaction within the journal.

DR/CR (Debit or Credit). One of the following:

D Debit
C Credit

DATE. The posting date or period of the transaction.

AMOUNT. The total of the transaction.

SOURCE. Information which identifies the originating journal reference entry; for example, JE12-01.

DESC (Description). A phrase which provides the reasons for the transaction.

ORDER# (Order number). An identification of an order by customer, purchase, or manufacturing order number associated with the transaction.

CHECK# (Check number). An identifying number on a check associated with the transaction.

Option 2. Archive Current Journal History

Use this option when you are ready to archive current journal history.

Use this option in two ways:

1. When the Current History file becomes too large:
 - Copy selected records to tape
 - Delete the archived records from the Current History file.
2. Archive older records periodically to tape and delete the archived records from the Current History file.

Depending upon your needs, you may want to archive records without deleting them from the Current History file.

If this is the first time you have archived current journal history, make sure you initialize the tapes on which the records are to be saved before you run this procedure.

You can also delete current journal history for the specified ranges after it has been archived. The Archive/Delete Current History report (AMG82) is printed when valid responses are made. (See Chapter 12, "Report descriptions" for a sample of this report.)

If multiple companies are installed, you are prompted to enter Beginning Company Number and Ending Company Number. If the request is to include one company, and not a range of companies, enter the same company number for both prompts.

If a single company is installed, the Beginning Company Number and Ending Company Number fields do not appear.

Below is general information about archiving journal history:

- Journal history is archived to tape when at least one transaction exists within the specified ranges.
- If no records are found for a specific company and posting month or period, a message appears and the request is canceled.
- Multiple files may be archived to a single tape.
- History records that have been archived, but still remain in the Current History file cannot be archived a second time. If an archive selection is made which includes records that have been previously archived, these records are not archived again.

What information you need: None.

What reports are printed: Archive/Delete Current Journal History (AMG82).

The basic steps for this task appear below each display.

AMG811—Archive Current Journal History (Options)

Use this display to select options for archiving current journal history. A range of company numbers, posting periods, or months/years can be selected for archiving current journal history to tape.

This display appears when you select option 2 (Archive Current Journal History) from the Journal History menu (AMGM60). Each record is archived once.

Before you begin this procedure, make sure you have initialized the tapes on which the Inquire Into Journal History is to be saved.

If you answered Y to **DELETE FROM CURRENT HISTORY <Y/N>**, pressing **Enter** causes current journal history to be deleted after it is saved to temporary work file. This temporary work file is used to transfer records from current history to diskette or tape. The work file is deleted when diskette operation either reaches normal termination or operator termination.

```

DATE **/**/**          ARCHIVE CURRENT JOURNAL HISTORY          OPTIONS          AMG811  **

BEGINNING COMPANY NUMBER          nn
ENDING COMPANY NUMBER              nn
BEGINNING POSTING *****          nn nn
ENDING POSTING *****              nn nn

DELETE FROM CURRENT HISTORY <Y/N>  A

F24 CANCEL THE JOB

```

What to do

- To archive the current history, type in the information requested and press **Enter**.
- To cancel the job, use **F24**.

Function keys

F24 CANCEL THE JOB causes the Journal History menu (AMGM60) to appear; no processing occurs.

Fields

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. These fields are used to enter a range of company numbers, and appear only if multiple companies were specified during application

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tailoring. The range of company numbers must be selected so that the beginning entry is less than, or equal to, the ending entry. If BEGINNING and ENDING COMPANY NUMBER appear, type in a range of company numbers for the report.

BEGINNING POSTING PERIOD or MONTH/YEAR

ENDING POSTING PERIOD or MONTH/YEAR. These fields are used to enter a range of posting periods or months/years, depending on whether a 13-period or a 12-month accounting year was selected during application tailoring. Type in the beginning and ending ranges that define the periods the report is to cover. The range of processing periods must be selected so the beginning entry is less than or equal to the ending entry.

If you use a 13-period accounting cycle, type in period numbers (01—13) only.

If you use a 12-month accounting cycle, the range of processing months selected can extend from one calendar year into the next. For example, you can type in 1288 (beginning) and 0189 (ending) to process December 1988 and January 1989. If you use a 12-month accounting year, type in month numbers (01—12) only.

DELETE FROM CURRENT HISTORY <Y/N>. Type in **Y** to delete current history after it is archived. Type in **N** to keep current journal history in the computer until you determine which records were saved.

Option 3. Delete Current Journal History

Use this option when you want to delete current journal history. Before you do, make sure you have printed the Journal History Report (AMG25), if necessary.

Use this option to delete records from the Current History file. A one-line report is printed showing the number of records deleted. (See Chapter 12, "Report descriptions" for a sample of this report.)

If multiple companies are installed, you are prompted for beginning company number and ending company number. If the request is to include one company, and not a range of companies, enter the same company number for both prompts.

If a single company is installed, the **Beginning Company Number** and **Ending Company Number** fields do not appear.

Below is general information about deleting current journal history:

- Current journal history is deleted if at least one journal transaction exists within the specified ranges.
- If no records are found for the specified company, a message appears and the request is canceled.
- If you select current history records for deletion that have not been archived, a warning message appears. The message appears to prevent deleting records by mistake; it allows you to cancel your request, or to continue and delete the selected current history records.

What information you need: None.

What reports are printed: Archive/Delete Current Journal History (AMG82).

The basic steps for this task appear below each display.

AMG812—Delete Current Journal History (Options)

Use this display to select tailoring options for deleting current journal history.

This display appears when you select option 3 (Delete Current Journal History) from the Journal History menu (AMGM60).

DATE **/**/**	DELETE CURRENT JOURNAL HISTORY	OPTIONS	AMG812 **
	BEGINNING COMPANY NUMBER	nn	
	ENDING COMPANY NUMBER	nn	
	BEGINNING POSTING *****	nn nn	
	ENDING POSTING *****	nn nn	
			F24 CANCEL THE JOB

What to do

- Type in the information requested and press **Enter**.
- To cancel the job, use **F24**.

Function keys

F24 CANCEL THE JOB causes the Journal History menu (AMGM60) to appear; no processing occurs.

Fields

BEGINNING COMPANY NUMBER or ENDING COMPANY NUMBER. These fields let you enter a range of companies to be included in the report. They appear only if multiple companies were specified during application tailoring. The Beginning number must be less than, or equal to, the Ending number.

BEGINNING POSTING PERIOD or MONTH/YEAR, and ENDING POSTING PERIOD or MONTH/YEAR. These fields let you enter a range of posting periods or months/years, depending on whether a 13-period or a 12-month accounting year was selected during application tailoring. Type in the beginning and ending ranges that define the periods the report is to cover. The range of processing periods must be selected so that the beginning entry is less than, or equal to, the ending entry.

If you use a 13-period accounting cycle, type in period numbers (01—13) only.

Contents	Index	Exit
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If you use a 12-month accounting cycle, the range of processing months selected can extend from one calendar year into the next. For example, you can type in 1288 (beginning) and 0189 (ending) to process December 1988 and January 1989. Type in month numbers (01—12) only.

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Option 4. Restore Archived Journal History

Use this option when you want to restore journal history that has been archived.

Selecting this option allows you to restore files that have been archived to tape.

A maximum of 10 archived file names can be displayed at one time. The company number and posting date or period ranges are displayed, along with the creation date and number of records in each file.

The files can be restored one at a time, a few at a time, or all at once. After the files have been restored, a Journal History Report can be printed using the Restored History file. (See Chapter 12, "Report descriptions" for a sample of this report.)

Multiple files can be restored from tape. You should be careful not to restore an archived history file more than once before the Restored History (RSTHIS) file has been deleted. The Restored History file is normally deleted after running the Journal History Report. If a file is restored multiple times before deleting RSTHIS, a message will appear.

If multiple companies are installed, a range of company numbers may appear in the **Beginning Company Number** and **Ending Company Number** fields, depending on how the history was archived.

If a single company is installed, the beginning company number and ending company number are the same.

If no archived files are found for the specified ranges, the request is canceled and a message appears.

What information you need: The tapes containing the previously saved current journal history.

What reports are printed: None.

The basic steps for this task appear below each display.

AMG851—Restore Archived Journal History (Select)

Before you begin this procedure, make sure you have the tapes on which the Inquire Into Journal History has previously been saved.

Use this display to select archived journal history files to be restored. A maximum of 10 archived history files can be shown at one time.

This display appears if you select option 4 (Restore Archived Journal History) from the Journal History menu (AMGM60).

DATE **/**/**	RESTORE ARCHIVED JOURNAL HISTORY				SELECT	AMG851 **	
ARCHIVED FILE NAME	COMPANY BEGIN	NUMBER END	POSTING BEGIN	***** END	CREATION DATE	RECORD COUNT	
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****
A	*****	**	**	****	****	*****	*****

TYPE IN AN "R" BESIDE EACH ARCHIVED HISTORY FILE TO BE RESTORED. PRESS ENTER TO RECORD YOUR SELECTIONS, THEN PRESS ONE OF THE FUNCTION KEYS SHOWN.

USE ROLL UP/DOWN
F21 END SELECTION
F24 CANCEL THE JOB

What to do

Type in the information requested and press **Enter**. The display appears again with the information you requested. Then do the following:

- Type an **R** next to each line of archived journal history that you wish to restore.
- To look at the next sequential lines of archived journal history, use **ROLL UP/DOWN**. If no more records exist, a message appears indicating the end of the data.
- To look at the previous sequential lines of archived journal history, use **ROLL UP/DOWN**. If no more records exist, a message appears indicating the end of the data.
- To end and process your selections, press **Enter**, then use **F21**.
- To end the job without processing your selections, use **F24**.

Function keys

F21 END SELECTION ends the selection process. You may request to restore selected files, and cause the Journal History menu (AMGM60) to appear.

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F24 CANCEL THE JOB causes the Journal History menu (AMGM60) to appear; no processing occurs.

Fields

COMPANY NUMBER BEGIN

COMPANY NUMBER END. Shows you a range of company numbers (for multi-company installations) or shows you the same company number for both beginning and ending company numbers (no range) for single company installations.

ARCHIVED FILE NAME. Type in **R** beside each archived file name to be restored.

POSTING PERIOD or MONTH/YEAR BEGIN

POSTING PERIOD or MONTH/YEAR END. Shows you a range of posting periods or months/years of archived history.

CREATION DATE. The date the Archived History file was created.

RECORD COUNT. The number of records used in each file.

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Option 5. Delete Archived Journal History

Use this option when you want to delete the record of archived journal history files.

Use this option to delete archived journal history when:

- Files have been saved on tape.
- Files are not needed for the Journal History Report.

A maximum of 10 archived history file names can be displayed at one time. The company numbers and posting month or period ranges are displayed, along with the creation date, and the number of records in each file.

This option deletes the reference to archived files from GLHCTL (General Ledger History Control file) but does not physically delete archived files from tape. To avoid confusion, you should also manually delete the tape so the archived information is not accidentally reused.

If multiple companies are installed, a range of company numbers may appear in the **Beginning Company Number** and **Ending Company Number** fields, depending on how the files were archived.

If a single company is installed, the beginning company number and ending company number are the same.

The Deleted Archived Journal History report (AMG88) prints, showing one line for each Deleted Archived History file. (See Chapter 12, "Report descriptions" for a sample of this report.)

If no archived journal history files were found to be deleted, a message appears and the request is canceled.

What information you need: None.

What reports are printed: Delete Archived History (AMG88).

The basic steps for this task appear below each display.

AMG881—Delete Archived Journal History (Select)

Use this display to select archived journal history files for deletion.

This display appears if you select option 5 (Delete Archived Journal History) from the Journal History menu (AMGM60). A maximum of 10 archived journal history files can be shown at one time.

DATE	**/**/**	DELETE ARCHIVED JOURNAL HISTORY				SELECT	AMG881	**
ARCHIVED FILE NAME	COMPANY BEGIN	NUMBER END	POSTING BEGIN	***** END	CREATION DATE	RECORD COUNT		
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	
A	*****	**	**	****	****	*****	*****	

TYPE IN A "D" BESIDE EACH ARCHIVED HISTORY FILE TO BE DELETED. PRESS ENTER TO RECORD YOUR SELECTIONS, THEN PRESS ONE OF THE FUNCTION KEYS SHOWN.

USE ROLL UP/DOWN
F21 END SELECTION
F24 CANCEL THE JOB

What to do

Type in the information requested and press **Enter**. The display appears again with the information about the archived journal history you requested. When you are finished looking at the information on the display, do the following:

- Type a **D** next to each line of archived journal history that you wish to delete.
- To look at the next sequential lines of archived journal history, use **ROLL UP/DOWN**. If no more records exist, a message appears indicating the end of the data.
- To look at the previous sequential lines of archived journal history, use **ROLL UP/DOWN**. If no more records exist, a message appears indicating the end of the data.
- To end and process your selections, press **Enter**. Then use **F21**. The system schedules the report for printing.
- To end the job without processing your selections, use **F24**.

Function keys

F21 END SELECTION ends the selection process. Using F21 you delete selected archived journal history files, and schedule the Deleted Archived Journal History Report (AMG88) for printing. The Journal History menu (AMGM60) appears.

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F24 CANCEL THE JOB causes the Journal History menu (AMGM60) to appear; no processing occurs.

Fields

ARCHIVED FILE NAME. Type in **D** beside each archived history file name you want to delete.

COMPANY NUMBER BEGIN

COMPANY NUMBER END. Shows you a range of company numbers (for multiple company installations) or shows you the same company number for both beginning company number and ending company number (no range) if a single company is installed.

POSTING PERIOD or MONTH/YEAR BEGIN

POSTING PERIOD or MONTH/YEAR END. Shows you a range of posting periods or months/years for the records in the Archived Journal History file.

CREATION DATE. The date the Archived History file was created.

RECORD COUNT. The number of records used in each file.

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Option 6. Delete Restored Journal History

Use this option when you want to delete the entire Restored Journal History File.

There is no associated display with this selection. By selecting this option, you can delete the entire Restored Journal History file.

Use this option when the Restored Journal History file is no longer needed. When a warning message appears, type in one of the following:

- 0** Delete restored history file
- 3** Cancel the job

After typing in a response, press **Enter**. The menu appears again so you can make another selection.

What information you need: None.

What reports are printed: None.

Chapter 11. Consolidation Support

When you select option 9 on the Main Menu, the Consolidation Support menu (AMGM90) appears. This menu gives you two options, to create a General Ledger Balance Transfer file or to print the Consolidation Worksheet report.

- Option 1. General Ledger Balance Transfer 11-2
- Option 2. Consolidation Worksheet 11-5

```

AMGM90                Accounting Management General Ledger          *****
                        Consolidation Support

Type option or command; press Enter.

    1. General Ledger Balance Transfer
    2. Consolidation Worksheet

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
  
```

Option 1. General Ledger Balance Transfer. Use this option to create a General Ledger Balance Transfer file in journal entry format to transfer balances between parent companies and subsidiaries.

Option 2. Consolidation Worksheet. Use this option to specify report options for the Consolidation Worksheet report.

Option 1. General Ledger Balance Transfer

Use this option anytime you want to transfer General Ledger balances from one company to another to produce a consolidation worksheet.

This option lets you transfer GL balances between a subsidiary and the parent company and summarize company balances for consolidation purposes.

The GL Balances Transfer function creates a file in Journal Entry format containing the current period/month's GELMAS balances. This file is used to transfer balances between subsidiaries and parent companies and to summarize company balances.

What information you need:

- The number of the company for which you want to create the balances transfer file
- The period number with which you want to transfer balances
- Whether you want to summarize the balances transferred
- The transaction source and description, the posting date
- Whether you want the transfer file to contain original balances or translated balances.

What reports are printed: GL Balances Transfer Control (AMG91).

The basic steps for this task appear below each display.

AMG901—General Ledger Balance Transfer (Options)

Use this display to create a file, General Ledger Balance Transfer (GLXFER), in journal entry format, that contains the General Ledger balances. Use this file to transfer balances between parent companies and subsidiaries.

This display appears when you select option 1 (General Ledger Balance Transfer) from the Consolidation Support menu (AMGM90).

```

DATE **/**/**                                OPTIONS    AMG901

                                GENERAL LEDGER BALANCE TRANSFER

COMPANY NUMBER:                                nn
FOR MONTH NUMBER <00 - 12>                    nn
SUMMARIZE BALANCES <Y/N>                      A
IF "Y", TO COMPANY                            nn

TRANSACTION SOURCE                            aaaaaaaA10
TRANSACTION DESCRIPTION                       aaaaaaaaaaaaA15
POSTING DATE                                  nnnnnn

SELECT GL ACCOUNT TYPE CODE:  n
1 - ORIGINAL BALANCES
4 - TRANSLATED BALANCES

                                F18 REFRESH SCREEN
                                F24 END OF JOB

```

What to do

- To create the balances transfer file, type in the information requested and press **Enter**. The system schedules the report for printing.
- To ignore any changes entered and see the display refreshed, use **F18**.
- To cancel the job, use **F24**.

Function keys

F18 REFRESH SCREEN causes display AMG901 to appear again with previous information.

F24 CANCEL THE JOB causes the Consolidation Support menu (AMGM90) to appear; no processing occurs.

Fields

COMPANY NUMBER. This field only appears if multiple companies were specified during application tailoring. Type in the number of the company for which you want to transfer balances.

Contents	Index	Exit
--------------------------	-----------------------	----------------------

FOR MONTH NUMBER <00-12>

FOR PERIOD NUMBER <00-13>. Whether Month or Period appears depends on the accounting cycle specified at application tailoring. Type in the number of the month/period which you want to process.

Note: When 13-period accounting is used, the posting date will not appear and the period number field will be used as the posting period.

SUMMARIZE BALANCES <Y/N>. Type in one of the following:

- Y** Summarize balances on the report
- N** Not to summarize balances on the report.

IF "Y," TO COMPANY. Type in the consolidated company number used when summarizing balances.

TRANSACTION SOURCE. Type in a constant value to be used for the transaction source.

TRANSACTION DESCRIPTION. Type in a constant value to be used for the transaction description.

POSTING DATE. Type in a constant value to be used for the posting date. The posting date should be entered in the System Date format.

SELECT GL ACCOUNT TYPE CODE. Type in one of the following:

- 1** Transfer original balances
- 4** Transfer translated balances.

Option 2. Consolidation Worksheet

Use this option anytime you want to print a Consolidation Worksheet.

Use this option to create a consolidated report showing each company's balances side-by-side. This format is useful when making journal entries that eliminate intercompany balances.

Below are general rules for calculating the amount to be reported:

- If the Balance reported option calls for period reporting, then the amount reported is net of the period debits and credits for the period specified by the Period Reported parameter.
- If the Balance Reported option calls for Year-to-Date reporting, then the amount reported is the sum of the net of the debits and credits for the Balance Forward and all periods from Period 01 through the period specified by the Period Reported parameter.
- The program builds a company/account matrix containing the balances for each company selected in the company range. The amount for each account in the matrix is totaled and printed.

What information you need:

- The numbers of the companies you want included on the worksheet
- Whether you want the balances reported by period/month, or year-to-date
- Period/month to be reported
- Which type of GL account you want reported.

What reports are printed: Consolidation Worksheet (AMG92).

The basic steps for this task appear below each display.

AMG911—Consolidation Worksheet (Options)

Use this display to select options for the Consolidation Worksheet (AMG92).

This display appears when you select option 2 (Consolidation Worksheet) on the Consolidation Support menu (AMGM90).

```
DATE **/**/**                                OPTIONS   AMG911
                                CONSOLIDATION WORKSHEET

COMPANY NUMBERS REPORTED          FROM: nn TO nn
PERIOD REPORTED <00 TO 13>                nn
BALANCES REPORTED <1 OR 2>                n
  1 - PERIOD, 2 - YEAR-TO-DATE
GL ACCOUNT TYPE CODE REPORTED <1 TO 9>    n

  1 - ORIGINAL BALANCES CURRENT
  2 - ORIGINAL BALANCES BUDGET
  3 - ORIGINAL BALANCES LAST YEAR
  4 - TRANSLATED BALANCES CURRENT
  5 - TRANSLATED BALANCES BUDGET
  6 - TRANSLATED BALANCES LAST YEAR
  7 - MEASUREMENT BALANCES CURRENT
  8 - MEASUREMENT BALANCES BUDGET
  9 - MEASUREMENT BALANCES LAST YEAR

                                F09 SELECT COMPANIES
                                F18 REFRESH SCREEN
                                F24 CANCEL THE JOB
```

What to do

- To create the consolidation worksheet, type in the information requested and press **Enter**. The system schedules the report for printing.
- To select the companies to include on the report, use **F09**.
- To ignore any changes entered and see the display refreshed, use **F18**.
- To cancel the job, use **F24**.

Function keys

F09 SELECT COMPANIES causes display AMG912 to appear so you can select companies from a list.

F18 REFRESH SCREEN causes this display to appear again with the previous information showing.

F24 CANCEL THE JOB causes the Consolidation Support menu (AMGM90) to appear; no processing occurs.

Fields

COMPANY NUMBERS REPORTED FROM/TO. These fields appear only if you specified multiple companies during application tailoring. Type in a range of

company numbers. The From company number must not be greater than the To company number.

PERIOD REPORTED <00 TO 13>

MONTH REPORTED <00 TO 12>. Whether Period Reported or Month Reported appears depends on the accounting cycle specified during application tailoring. This is a required field. Type in the period/month whose accounting information is to be included on the consolidation worksheet.

BALANCES REPORTED <1 or 2>. This is a required field. Type in one of the following:

- 1 Include balances only for the period/month selected
- 2 Include balances from the beginning of the year to period/month selected.

GL ACCOUNT TYPE CODE REPORTED <1 TO 9>. This is a required field. Type in one of the following account type codes to be used on the report. Types 4 through 9 appear only if you specified Multi-Currency Support during application tailoring.

- 1 ORIGINAL BALANCES CURRENT
- 2 ORIGINAL BALANCES BUDGET
- 3 ORIGINAL BALANCES LAST YEAR
- 4 TRANSLATED BALANCES CURRENT
- 5 TRANSLATED BALANCES BUDGET
- 6 TRANSLATED BALANCES LAST YEAR
- 7 MEASUREMENT BALANCES CURRENT
- 8 MEASUREMENT BALANCES BUDGET
- 9 MEASUREMENT BALANCES LAST YEAR

AMG912—Consolidation Worksheet (Options)

Use this display to select companies to appear on the Consolidation Worksheet (AMG92) in a side-by-side format.

This display appears when press **F09 SELECT COMPANIES** on display AMG911.

```

DATE **/**/**                                OPTIONS   AMG912
                                CONSOLIDATION WORKSHEET
                                Select company numbers to be consolidated by
                                entering an x to the left of each desired company.
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
A **  A **  A **  A **  A **  A **  A **  A **  A **  A **
                                F12 PREVIOUS SCREEN
                                F18 REFRESH SCREEN

```

What to do

- Select the company numbers to be consolidated and press **Enter**. Display AMG912 appears again.
- To return to display AMG911, use **F12**.
- To clear all your selections, use **F18**. Display AMG912 appears again.

Function keys

F12 PREVIOUS SCREEN causes display AMG911 to appear again with the **COMPANY NUMBERS REPORTED FROM/TO** fields showing the first and last company numbers you selected on display AMG912.

F18 REFRESH SCREEN causes display AMG912 to appear again without the information you just typed in.

Fields

Company Numbers. Type an **X** by the number for each company you want consolidated for the report.

Chapter 12. Report descriptions

This section contains samples of the major reports that the General Ledger application produces. Depending on which functions you choose when you tailor the application to your company's needs, you may not need some of the reports described. Each report has a unique identification number in the upper right corner. This number is listed along with the report name (in alphabetic order). You can use either the identification number or the report name to identify a report.

Table 12-1. (Page 1 of 2) List of reports, sorted by report name

Report	ID	See page
Archive/Delete Current History	AMG82	12-3
Balance Sheet	AMG44	12-4
Chart of Accounts	AMV03	12-5
Comparative General Ledger	AMG42	12-7
Consolidation Worksheet	AMG92	12-9
Copied Chart of Accounts	AMG59	12-11
Current/Restored Journal History Report	AMG25	12-12
Deleted Archived Journal History	AMG88	12-14
Exception General Ledger Journal Audit Listing	AMG13A	12-15
Financial Statement Worksheet	AMG22	12-16
General Journal	AMG14	12-18
General Journal Entry Edit	AMG05A	12-19
General Journal Proof	AMG05B	12-20
General Ledger	AMG41B	12-21
General Ledger Balance Transfer Control Report	AMG91	12-23
General Ledger Balance Translation Audit	AMG482	12-24
General Ledger Balance Translation Exceptions	AMG481	12-26
General Ledger Detail Audit Listing	AMG30A	12-27
General Ledger Edit Listing	AMG30C	12-28
General Ledger File Listing	AMG30D	12-29
General Ledger Fiscal Year-End Audit Listing	AMG30B	12-31
General Ledger Master Entry/Change Listing	AMG50	12-33
General Ledger Master File Initial Load	AMKG2	12-34
General Ledger Statement Format Entry/Change Listing	AMG51	12-36
General Ledger Statement Format File Edit 1	AMG52	12-37
General Ledger Statement Format File Edit 2	AMG53	12-38
General Ledger Statement Format File Listing	AMG61	12-39
Income Statement	AMG43	12-41
Income Statement	AMG80	12-43
Journal Transactions Copied to Current History	AMG84	12-44
Period End Date Table Listing	AMG7LA	12-45
Period End Date Table Maintenance	AMG7LB	12-46
Preliminary General Ledger	AMG41A	12-47

Table 12-1. (Page 2 of 2) List of reports, sorted by report name

Report	ID	See page
Selective General Ledger Journal Audit Listing	AMG13B	12-48
Statement of Changes in Financial Position	AMG45	12-49

Table 12-2. List of reports, sorted by report ID

ID	Report	See page
AMG82	Archive/Delete Current History	12-3
AMG44	Balance Sheet	12-4
AMV03	Chart of Accounts	12-5
AMG42	Comparative General Ledger	12-7
AMG92	Consolidation Worksheet	12-9
AMG59	Copied Chart of Accounts	12-11
AMG25	Current/Restored Journal History Report	12-12
AMG88	Deleted Archived Journal History	12-14
AMG13A	Exception General Ledger Journal Audit Listing	12-15
AMG22	Financial Statement Worksheet	12-16
AMG14	General Journal	12-18
AMG05A	General Journal Entry Edit	12-20
AMG05B	General Journal Proof	12-20
AMG41B	General Ledger	12-21
AMG91	General Ledger Balance Transfer Control Report	12-23
AMG482	General Ledger Balance Translation Audit	12-24
AMG481	General Ledger Balance Translation Exceptions	12-26
AMG30A	General Ledger Detail Audit Listing	12-27
AMG30C	General Ledger Edit Listing	12-28
AMG30D	General Ledger File Listing	12-29
AMG30B	General Ledger Fiscal Year-End Audit Listing	12-31
AMG50	General Ledger Master Entry/Change Listing	12-33
AMKG2	General Ledger Master File Initial Load	12-34
AMG51	General Ledger Statement Format Entry/Change Listing	12-36
AMG52	General Ledger Statement Format File Edit 1	12-37
AMG53	General Ledger Statement Format File Edit 2	12-38
AMG61	General Ledger Statement Format File Listing	12-39
AMG43	Income Statement	12-41
AMG80	Income Statement	12-43
AMG84	Journal Transactions Copied to Current History	12-44
AMG7LA	Period End Date Table Listing	12-45
AMG7LB	Period End Date Table Maintenance	12-46
AMG41A	Preliminary General Ledger	12-47
AMG13B	Selective General Ledger Journal Audit Listing	12-48
AMG45	Statement of Changes in Financial Position	12-49

Archive/Delete Current History (AMG82)

ARCHIVE CURRENT HISTORY

DATE 09/26/** TIME 13.59.50 PAGE 1 AMG82

NUMBER OF JOURNAL TRANSACTIONS ARCHIVED

56

The Archive Current History report prints when transactions are archived from the Current History file. The Delete Current History report prints when transactions are deleted from the Current History file.

Fields

NUMBER OF JOURNAL TRANSACTIONS ARCHIVED. Appears on the Archive Current History report. The number of records archived from the Current History file.

NUMBER OF JOURNAL TRANSACTIONS DELETED. Appears on the Delete Current History report. The number of records deleted from the Current History file.

Balance Sheet (AMG44)

NORTHCREEK IND.	NO. 01	NORTHCREEK INDUSTRIES, INC.	DATE 06/16/**	TIME 19.52.14	PAGE	2	AMG44	
U. S. DOLLARS		ATLANTA, GEORGIA BALANCE SHEET AT DECEMBER 31, 19**						
Column 1	---Col 2-----C U R R E N T-----						-----L A S T Y E A R-----	VAR-%
LIABILITIES AND OWNERS EQUITY								
CURRENT LIABILITIES ---								
ACCOUNTS PAYABLE	832,556.92		394,369.07					
NOTES AND OTHER PAYABLES		935,156.92		442,969.07				
ACCRUED SALARIES AND WAGES		291,386.07		138,024.98				
TAXES WITHHELD	25,038.72		11,860.45					
OTHER TAXES PAYABLE	200,179.32		94,821.78					
OTHER PAYABLES	12,471.01		5,907.32					
RESERVE FOR INCOME TAXES	82,043.90		38,862.90					
TOTAL CURRENT LIABILITIES		319,732.95		151,452.45				
LONG TERM LIABILITIES								
NOTES AND BONDS PAYABLE		1,904,962.28		900,000.00				
OTHER LONG TERM LIABILITIES		369,580.02		175,064.22				
TOTAL LIABILITIES		3,820,818.24		1,807,510.72				
STOCKHOLDER'S EQUITY								
CAPITAL STOCK		1,990,471.22		942,854.79				
ADDITIONAL PAID-IN CAPITAL		164,372.80		77,860.80				
TREASURY STOCK		950,285.00		450,135.00				
RETAINED EARNINGS - YEAR-TO-DATE		606,922.73		351,446.39				
CURRENT RETAINED EARNINGS		.00		.00				
TOTAL OWNERS EQUITY		3,712,051.75		1,822,296.98				
***** TOTAL LIABILITIES AND EQUITY		7,532,869.99		3,629,807.70				

Fields

Currency Description. Indicates the currency in which the reported amounts print.

Date Description. This report is always year-to-date through the date or period you specify. You specify report date description when requesting the Balance Sheet.

CURRENT. The titles and spacing are whatever you specify in the General Ledger Statement Format file. The totals are from the General Ledger account balances associated with the General Ledger account number in the Statement Format File record.

LAST YEAR. The comparative column is to the same period last year and must be requested by the operator.

VAR-% (PERCENT OF VARIANCE). The percent of variance is a comparison of current year to last year (current year x last year/100 = variance).

CURRENT RETAINED EARNINGS. The profit or loss calculated when the income statement prints. After closing entries are made for the period, this amount is zero.

TOTAL LIABILITIES AND EQUITY. If you select last year for both the income statement and balance sheet, the historical net profit or loss will be carried forward like the current profit or loss.

General Ledger Chart of Accounts (AMV03)

NORTHCREEK IND.	NO. 01	CHART OF ACCOUNTS			DATE	1/09/**	TIME	8.21.32	PAGE	1	AMV03
GL ACCOUNT NUMBER	DESCRIPTION	ACCOUNT TYPE	ACCOUNT CODE	CURRENCY ID	CONSOLIDATED COMPANY NUMBER	CONSOLIDATED ACCOUNT NUMBER					
1000	PETTY CASH	AS	1		8	102030405060708					
1000	PETTY CASH	AS	3								
1050	CASH-IN-BANK - GENERAL	AS	1								
1050	CASH-IN-BANK - GENERAL	AS	3								
1060	CASH-IN-BANK - PAYROLL	AS	1								
1060	CASH-IN-BANK - PAYROLL	AS	3								
1070	CASH-IN-BANK - OTHER	AS	1								
1070	CASH-IN-BANK - OTHER	AS	3								
1080	CREDIT UNION DEPOSITS	AS	1								
1080	CREDIT UNION DEPOSITS	AS	3								
1100	SHORT TERM INVESTMENTS	AS	1								
1100	SHORT TERM INVESTMENTS	AS	3								
1200	ACCTS REC - TRADE	AS	1								
1200	ACCTS REC - TRADE	AS	3								
1220	ACCTS REC - EMPLOYEES	AS	1								
1220	ACCTS REC - EMPLOYEES	AS	3								
1230	INTERCOMPANY PAYROLL REC	AS	1								
1230	INTERCOMPANY PAYROLL REC	AS	3								
1240	ACCTS REC SERVICE CHARGE	AS	1								
1240	ACCTS REC SERVICE CHARGE	AS	3								
1260	NOTES RECEIVABLE	AS	1								
4000	SALES	IC	1	USF							
4000	SALES	IC	2	USF							
TOTAL ACTIVE ACCOUNTS- 23											

Use option 6 on the File Listings menu (AMPM11) to print this report. No monetary information appears.

Fields

GL ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

DESCRIPTION. Description of or identity given to an account.

ACCOUNT TYPE. Description of an account using the following values:

- AS** Asset account
- LI** Liability account
- IC** Income or revenue account
- EX** Expense account

ACCOUNT CODE. Code indicating the account type:

- 1** Current
- 2** Budget
- 3** Last Year

CURRENCY ID. Code identifying the currency used for translation purposes for a parent or foreign subsidiary.

CONSOLIDATED COMPANY NUMBER. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATED ACCOUNT NUMBER. Account number by which accounts are grouped for consolidation purposes.

TOTAL ACTIVE ACCOUNTS. Count of the number of active records.

Comparative General Ledger (AMG42)

ACCOUNT NUMBER/ DESCRIPTION	BUDGETED MONTH	SAME MONTH LAST YEAR	CURRENT MONTH	BUDGETED Y-T-D	PREVIOUS Y-T-D	CURRENT Y-T-D
NORTH CREEK IND. NO. 01 U. S. DOLLARS COMPARATIVE GENERAL LEDGER DATE 12/08/** TIME 19.51.16 PAGE 1 AMG42 MONTH 01/** - 12/**						
1000 PETTY CASH	.00	.00	.00	.00	2,173.24	4,587.95
1050 CASH-IN-BANK - GENERAL	.00	.00	875.70CR	.00	107,785.96	226,672.44
1060 CASH-IN-BANK - PAYROLL	.00	.00	.00	.00	92,742.49	195,789.70
1100 SHORT TERM INVESTMENTS	.00	.00	.00	.00	193,613.49	408,739.59
1200 ACC REC - TRADE	.00	.00	19,880.34	.00	460,901.24	992,894.07
1240 ACCTS REC - OTHER	.00	.00	.00	.00	94,695.62	199,912.98
1280 INTEREST RECEIVABLE	.00	.00	.00	.00	19,014.71	40,142.16
1300 RAW MATERIAL INVENTORY	.00	.00	7,500.00CR	.00	320,145.46	518,362.64
1320 WORK-IN-PROCESS INVENTORY	.00	.00	.00	.00	357,781.31	755,316.10
1340 FINISHED GOODS INVENTORY	.00	.00	.00	.00	294,142.87	620,968.28
1500 LAND	.00	.00	.00	.00	175,905.00	371,355.00
1515 BUILDINGS	.00	.00	.00	.00	513,000.00	1,083,000.00
1520 MACHINERY AND EQUIPMENT	.00	.00	.00	.00	886,656.60	1,871,830.60

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

Accounting Month/Period. You can produce this report for any one or more accounting periods. Budget last-year and current-year amounts print for the period you select. Note that there are no budgeted amounts for balance sheet accounts.

ACCOUNT NUMBER/DESCRIPTION. All accounts in a company's Chart of Accounts are printed.

BUDGETED MONTH

SAME MONTH LAST YEAR

CURRENT MONTH. Year-to-date amounts appear for all three years (current, budget, and last year) to provide greater analytical capability.

BUDGETED Y-T-D

PREVIOUS Y-T-D

CURRENT Y-T-D. The account balance includes posted journals which have not been applied to the accounts by the fiscal close procedures. Year-to-date amounts include amounts for period(s) you requested.

Consolidation Worksheet (AMG92)

NORTHCREEK IND. U. S. DOLLARS	NO. 01	COMPARATIVE GENERAL LEDGER MONTH 01/** - 12/**			DATE 12/08/**	TIME 19.51.16	PAGE 1	AMG42
ACCOUNT NUMBER/ DESCRIPTION		BUDGETED MONTH	SAME MONTH LAST YEAR	CURRENT MONTH	BUDGETED Y-T-D	PREVIOUS Y-T-D	CURRENT Y-T-D	
1000 PETTY CASH		.00	.00	.00	.00	2,173.24	4,587.95	
1050 CASH-IN-BANK - GENERAL		.00	.00	875.70CR	.00	107,785.96	226,672.44	
1060 CASH-IN-BANK - PAYROLL		.00	.00	.00	.00	92,742.49	195,789.70	
1100 SHORT TERM INVESTMENTS		.00	.00	.00	.00	193,613.49	408,739.59	
1200 ACC REC - TRADE		.00	.00	19,880.34	.00	460,901.24	992,894.07	
1240 ACCTS REC - OTHER		.00	.00	.00	.00	94,695.62	199,912.98	
1280 INTEREST RECEIVABLE		.00	.00	.00	.00	19,014.71	40,142.16	
1300 RAW MATERIAL INVENTORY		.00	.00	7,500.00CR	.00	320,145.46	518,362.64	
1320 WORK-IN-PROCESS INVENTORY		.00	.00	.00	.00	357,781.31	755,316.10	
1340 FINISHED GOODS INVENTORY		.00	.00	.00	.00	294,142.87	620,968.28	
1500 LAND		.00	.00	.00	.00	175,905.00	371,355.00	
1515 BUILDINGS		.00	.00	.00	.00	513,000.00	1,083,000.00	
1520 MACHINERY AND EQUIPMENT		.00	.00	.00	.00	886,656.60	1,871,830.60	

Fields

Companies Range. The range of company numbers for companies included in this report.

Currency Description. Whether the report is printed showing amounts in original or translated balances.

ACCOUNT. The account number for each company included in this report.

DESCRIPTION. A description of the associated account.

TOTAL. The total amount for all companies.

PERIOD/MONTH. The month or period for the amounts reported on this report.

BALANCE. The month (mon), period (per), or year to date (YTD).

CO-----BALANCE. The balances for all companies associated with the indicated account numbers.

Copied Chart of Accounts (AMG59)

COPIED CHART OF ACCOUNTS		DATE	6/18/**	TIME	15.16.11	PAGE	3	AMG59
FROM COMPANY NUMBER 02		TO COMPANY NUMBER 03						
ACCOUNT NUMBER								
7250	NOT COPIED							
7255								
7265								
7270	NOT COPIED							
7275								
7300								
7310	NOT COPIED							
7320								
7400								
7410	NOT COPIED							
7420	NOT COPIED							
7500								
7510	NOT COPIED							
7520	NOT COPIED							
7530								
7540								
7550	NOT COPIED							
7560								
7600								
7610								
7620								
7630								
7640								
NUMBER OF CURRENT ACCOUNTS COPIED		XXXXXX						
NUMBER OF BUDGET ACCOUNTS COPIED		XXXXXX						
NUMBER OF LAST YEAR ACCOUNTS COPIED		XXXXXX						
TOTAL NUMBER OF RECORDS COPIED		XXXXXXX						

Fields

FROM COMPANY NUMBER

TO COMPANY NUMBER. The company numbers selected for the Copied Chart of Accounts (From Company Number—02, and To Company Number—03) request.

NOT COPIED. These words appear for each account existing in the To Company Number—03.

Note: For a new company without a Chart of Accounts, NOT COPIED will not appear.

NUMBER OF CURRENT ACCOUNTS COPIED

NUMBER OF BUDGET ACCOUNTS COPIED

NUMBER OF LAST YEAR ACCOUNTS COPIED

TOTAL NUMBER OF RECORDS COPIED. The number of each type copied for From Company Number—02. The total number of records copied is shown. All account balances for copy To Company Number—03 are zero balanced.

Current/Restored Journal History Report (AMG25)

ACCOUNT NUMBER	DESCRIPTION	JOURNAL REF. NO.	DEBIT AMOUNT	CREDIT AMOUNT	TRANSACTION SOURCE	ORDER NUMBER	CHECK NUMBER	ENTRY PERIOD
<p style="font-size: small; margin: 0;"> NORTHCREEK IND. NO. 01 CURRENT JOURNAL HISTORY REPORT DATE 12/08/** TIME 14.38.49 PAGE 1 AMG25 FROM ACCOUNT 00000000000000 TO ACCOUNT 99999999999999 FROM PERIOD 12 TO PERIOD 12 </p>								
1050	CHECK #1160	GJ0000100003		875.70	JE12-02			12
		ACCOUNT TOTALS	.00	875.70				12
1200	AR CORRECTION	GJ0000100005		73.15	JE12-03			12
1200	INV THRU 12/8	GJ0000100010	19,953.49		JE12-07			12
		ACCOUNT TOTALS	19,953.49	73.15				12
1290	ALLOW BAD DEBTS	GJ0000100018	350.00		JE12-17			12
		ACCOUNT TOTALS	350.00	.00				12
1300	CORRECT ERR	GJ0000100001		7,500.00	JE12-01			12
		ACCOUNT TOTALS	.00	7,500.00				12
1525	CORRECT ERR	GJ0000100001	7,500.00		JE12-01			12
		ACCOUNT TOTALS	7,500.00	.00				12
1530	NEW TRUCK	GJ0000100002	5,837.98		JE12-02			12
		ACCOUNT TOTALS	5,837.98	.00				12
1550	DEPR-LAND IMP	GJ0000100008		700.00	JE12-04			12
		ACCOUNT TOTALS	.00	700.00				12
1555	DEPR-BLDG	GJ0000100006		2,500.00	JE12-04			12
		ACCOUNT TOTALS	.00	2,500.00				12
7510	DEPR-BLDG	GJ0000100006	2,500.00		JE12-04			12
7510	DEPR-OFFICE	GJ0000100007	850.00		JE12-04			12
		ACCOUNT TOTALS	3,350.00	.00				12
		COMPANY TOTALS	39,387.21	39,387.21				12
		FINAL TOTALS	39,387.21	39,387.21				12

NORTHCREEK IND. NO. 01		RESTORED JOURNAL HISTORY REPORT		DATE	TIME	PAGE	1 AMG25	
FROM ACCOUNT		00000000000000		TO ACCOUNT	9999999999999999			
		FROM PERIOD 01		TO PERIOD 13				
ACCOUNT NUMBER	DESCRIPTION	JOURNAL REF. NO.	DEBIT AMOUNT	CREDIT AMOUNT	TRANSACTION SOURCE	ORDER NUMBER	CHECK NUMBER	ENTRY PERIOD
1050	CHECK #1160	GJ0000100003		875.70	JE12-02			12
	ACCOUNT TOTALS		.00	875.70				12
1200	AR CORRECTION	GJ0000100005		73.15	JE12-03			12
1200	INV THRU 12/8	GJ0000100010	19,953.49		JE12-07			12
	ACCOUNT TOTALS		19,953.49	73.15				12
1290	ALLOW BAD DEBTS	GJ0000100018	350.00		JE12-17			12
	ACCOUNT TOTALS		350.00	.00				12
1300	CORRECT ERR	GJ0000100001		7,500.00	JE12-01			12
	ACCOUNT TOTALS		.00	7,500.00				12
1525	CORRECT ERR	GJ0000100001	7,500.00		JE12-01			12
	ACCOUNT TOTALS		7,500.00	.00				12

Fields

Title. The title of the report indicating which of the files the report is printed from—the Current History file or the Restored History file.

FROM ACCOUNT

TO ACCOUNT. The range of accounts selected for the report.

FROM PERIOD or MONTH/YEAR

TO PERIOD or MONTH/YEAR. The range of posting periods or months/years included in the report.

ACCOUNT TOTALS. Debit and credit totals for each account.

COMPANY TOTALS. Company totals for each company number.

FINAL TOTALS. The final totals appear at the end of the report. This amount represents all the company totals shown in the report, added together.

Deleted Archived Journal History (AMG88)

DELETED ARCHIVED JOURNAL HISTORY						DATE	09/26/**	TIME	11.19.51	PAGE	1	AMG88
ARCHIVED HISTORY FILE NAME	CREATION DATE	BEGINNING COMPANY NUMBER	ENDING COMPANY NUMBER	BEGINNING POSTING PERIOD	ENDING POSTING PERIOD							
ARCH01	3/05/**	01	01	05	05							
ARCH04	3/05/**	01	01	01	03							
ARCH05	3/05/**	01	01	01	03							
ARCH08	3/05/**	01	01	05	05							

Fields

ARCHIVED HISTORY FILE NAME. All archived file names which were deleted.

CREATION DATE. The date the files were archived.

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. The range of company numbers for the deleted files

BEGINNING POSTING PERIOD or MONTH/YEAR

ENDING POSTING PERIOD or MONTH/YEAR. The range of posting periods or months/years.

Exception General Ledger Journal Audit Listing (AMG13A)

JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	ACCOUNT	AMOUNT	ACCOUNT	AMOUNT	POSTING PERIOD
EXCEPTION GENERAL LEDGER JOURNAL AUDIT LISTING DATE 06/19/** TIME 9.02.16 PAGE 1 AMG13A							
				-----GENERAL LEDGER DEBIT-----			-----GENERAL LEDGER CREDIT-----
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		JOURNAL GJ00002 TOTAL	.00		1,000.00	09
			JOURNAL GJ00003 TOTAL	.00		1,000.00	10
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		JOURNAL GJ00001 TOTAL	28,827.99		52,460.05	12
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		JOURNAL GJ00008 TOTAL	52,460.05		52,460.05	12
			COMPANY TOTAL	81,288.04		106,920.10	**
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		FINAL TOTAL	81,288.04		106,920.10	***

Fields

POSTING PERIOD/MONTH. Posting period for the journal.

JOURNAL REFERENCE. The journal number you selected for the audit.

FINAL TOTAL. Journal debit and credit totals must balance.

Financial Statement Worksheet (AMG22)

CO 1 SUBSIDIARY NO. 01 U. S. DOLLARS		FINANCIAL STATEMENT WORKSHEET MONTH 01		DATE 9/12/**	TIME 10.48.30	PAGE 1	AMG22
ACCOUNT NUMBER	DESCRIPTION	-----BALANCE SHEET-----		-----INCOME STATEMENT-----		NET CHANGE	
		DEBIT	CREDIT	DEBIT	CREDIT		
1000	PETTY CASH		.00				
		.00				.00	
1050	CASH-IN-BANK - GENERAL		17,737.98				
		.00				17,737.98CR	
1200	ACCTS REC - TRADE		73.15				
		19,953.49				19,880.34	
1290	ALLOW FOR DOUBTFUL ACCTS		.00				
		350.00				350.00	
1525	OFFICE FURN AND FIXTURES		.00				
		7,500.00				7,500.00	
1530	AUTO AND TRUCKS		.00				
		5,837.98				5,837.98	
1565	DEPREC ALLOW-OFFICE F&F		850.00				
		.00				850.00CR	
9000	STATE INCOME TAX				6,500.00		
				.00		6,500.00CR	
9020	FEDERAL INCOME TAX				12,700.00		
				.00		12,700.00CR	
9050	DEFERRED TAX EXPENSE				.00		
				745.74		745.74	
9090	OTHER INCOME TAX				1,526.08		
				.00		1,526.08CR	
9100	PROFIT/LOSS CURRENT				.00		
				.00		.00	
9200	PROVISION FOR PROFIT/LOSS				.00		
				5,000.00		5,000.00	
31888	GAIN/LOSS ACCOUNT				.00		
				.00		.00	
		-----		-----			
			18,661.13		20,726.08		
	NET INCOME	33,641.47		5,745.74		.00	
			14,980.34		14,980.34		

			33,641.47		20,726.08		
		-----		-----			
	NET LOSS						
		-----		-----			
	FINAL MONTH TOTALS		DEBIT		CREDIT		
			39,387.21		39,387.21		

Fields

Currency Description. Indicates the currency in which the reported amounts are printed.

MONTH/PERIOD. The accounting month/period you selected for this report.

NET CHANGE. The net change amount resulting from all entries to this account for this accounting month/period.

DEBIT/CREDIT. These amounts are summaries of debits and credits for each account and related to the financial statement affected.

Total Debit/Credit For All Accounts. The total debit and credit amounts for all accounts. The total net change must be zero.

NET LOSS/NET INCOME. The net income or loss calculations must be equal for the balance sheet and income statement.

FINAL MONTH TOTALS. The total debits and total credits for the reporting period.

General Journal (AMG14)

NORTHCREEK IND. NO. 01		GENERAL JOURNAL		DATE 06/16/** TIME 19.17.16 PAGE 1 AMG14	
		POSTING DATE 12/31/**			
JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	GENERAL LEDGER DEBIT	GENERAL LEDGER CREDIT	BATCH-SEQ.
			ACCOUNT	ACCOUNT	
GJ00002-00001	JE12-01	CORRECT NOV ERR	1525	1300	006- 1
GJ00002-00002	JE12-02	NEW TRUCK	1530	7,500.00	006- 2
GJ00002-00003	JE12-02	CHECK #1160		1050	006- 3
GJ00002-00004	JE12-02	EST CITY TAX		1050	006- 4
GJ00002-00005	JE12-03	AR CORRECTION	4000	1200	006- 5
GJ00002-00006	JE12-04	DEPR - BLDG	6020	1555	006- 6
GJ00002-00007	JE12-04	DEPR - OFFICE	7510	1565	006- 7
GJ00002-00008	JE12-04	DEPR - LAND IMP	6010	1550	006- 8
GJ00002-00009	JE12-04	DEPR - AUTO/TRUCK	6040	1570	006- 9
GJ00002-00010	JE12-07	INV THRU 12/8	1200	1,200.00	006- 10
GJ00002-00011	JE12-07	12/1		4000	006- 11
GJ00002-00012	JE12-07	12/5		4000	006- 12
GJ00002-00013	JE12-07	12/6		4000	006- 13
GJ00002-00014	JE12-07	12/7		4000	006- 14
GJ00002-00015	JE12-07	12/8		4000	006- 15
GJ00002-00016	JE12-11	AP EXPENSE ADJ	4120	4100	006- 16
GJ00002-00017	JE12-11	AP EXPENSE ADJ	4130		006- 17
GJ00002-00018	JE12-17	ALLOW BAD DEBTS	1290	7110	006- 18
			JOURNAL TOTAL		
			COMPANY TOTAL		

Fields

JOURNAL REFERENCE. A reference number in the format GJxxxxx-yyyyy (GJ00001-00001, for example) is generated for each line within a journal in the following way:

GJ Always the first two characters.

XXXXX A sequential number, assigned by the application, indicating the number of this journal for the company. Each time a new journal is run for a company, this number is incremented by 1 and then saved; therefore, the number shows the sequence for all journals associated with a company. You cannot change this number; it is maintained by the application.

YYYYY Represents the line number within this journal. For each journal, the line number begins with 0001 and is incremented by 1 for each line printed.

TRANSACTION SOURCE. The transaction source document is identified by journal entry number.

POSTING DATE/PERIOD. The posting date assigned to all entries in this run. If you have specified processing in 13-period format, posting period appears instead of posting date.

BATCH-SEQ. These are the batch and sequence numbers assigned when the transactions were entered. This is an important element in the audit trail.

JOURNAL TOTAL. The total debit and credit amounts to be applied to the General Ledger for this journal.

COMPANY TOTAL. The debit and credit totals for all journals for this run.

General Journal Entry Edit (AMG05A)

NORTHCREEK IND.		NO. 01		GENERAL JOURNAL ENTRY EDIT		DATE	6/16/**	TIME	14.04.40	PAGE	1	AMG05A
BATCH 14												
WS DSP01												
SEQUENCE NUMBER	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	-----GENERAL LEDGER DEBIT-----	ACCOUNT	AMOUNT	-----GENERAL LEDGER CREDIT-----	ACCOUNT	AMOUNT	ENTRY/POST DATE			
00001	JE12-01	CORRECT NOV ERR	1525		7,500.00	1300		7,500.00	12/30/**			
00002	JE12-02	NEW TRUCK	1530		5,837.98				12/30/**			
00003	JE12-02	CHECK #1160		1050			1050	825.70	12/30/**			
00004	JE12-02	EXT CITY TAX		2500			2500	4,962.28	12/30/**			
00005	JE12-03	AR CORRECTION	4000		73.15	1200		73.15	12/30/**			
00006	JE12-04	DEPR - BLDG	6020		2,500.00	1555		2,500.00	12/30/**			
00007	JE12-04	DEPR - OFFICE	7510		850.00	1565		850.00	12/30/**			
00008	JE12-04	DEPR - LAND IMP	6010		700.00	1550		700.00	12/30/**			
00009	JE12-04	DEPR AUTO/TRUCK	6040		1,200.00	1570		1,200.00	12/30/**			
00010	JE12-07	INVENTORY 12/8	1200		19,953.49				12/30/**			
00011	JE12-07	12/1		4000			4000	3,879.53	12/30/**			
00012	JE12-07	12/5		4000			4000	4,213.42	12/30/**			
00013	JE12-07	12/6		4000			4000	4,479.83	12/30/**			
00014	JE12-07	12/7		4000			4000	3,943.52	12/30/**			
00015	JE12-07	12/8		4000			4000	3,437.19	12/30/**			
00016	JE12-11	AP EXPENSE ADJ	4120		66.04	4100		422.59	12/30/**			
00017	JE12-11	AP EXPENSE ADJ	4130		336.55				12/30/**			
00018	JE12-17	ALLOW BAD DEBTS	1290		350.00	7110		350.00	12/30/**			
00019	JE12-12	DECEMBER CLOSE	9203		14,980.00	3220		14,980.34	12/30/**			
W AM-0801 RECORD DELETED												
BATCH 14 TOTAL						39,387.27		39,387.27				

Fields

BATCH. The application-assigned batch number appears so you can apply changes to the same batch when updating transactions. The work station identification is printed so you know at which work station transactions were entered.

Deleted batches and batches with no transactions appear with this information printed with an appropriate message to provide an audit trail of all assigned batch numbers.

SEQUENCE NUMBER. A sequence number identifies each transaction and is used to access transactions when you are updating a batch. A line in this format prints for every transaction you enter.

Message. Messages print after every line containing errors. To ensure a complete audit trail, deleted records appear with a message to that effect; you cannot access a deleted record.

BATCH TOTAL. The total debits and total credits for a batch must balance; otherwise, the batch is suspended. When none of the transactions within a batch is valid, or no transactions were entered, the batch is deleted.

General Journal Proof (AMG05B)

NORTHCREEK IND. NO. 01		GENERAL JOURNAL PROOF		DATE 12/30/**		TIME 19.17.16	PAGE 1	AMG05B
TRANSACTION SOURCE	TRANSACTION DESCRIPTION	GENERAL ACCOUNT	LEDGER DEBIT AMOUNT	GENERAL ACCOUNT	LEDGER CREDIT AMOUNT	ENT/POST DATE	BATCH NUMBER	SEQ. NUMBER
JE12-01	CORRECT NOV ERR	1525	7,500.00	1300	7,500.00	12/31/**	14	1
	SOURCE TOTAL		7,500.00		7,500.00			
JE12-02	NEW TRUCK	1530	5,837.98			12/30/**	14	2
JE12-02	CHECK #1160			1050	875.70	12/30/**	14	3
JE12-02	EST CITY TAX			2500	4,962.28	12/30/**	14	4
	SOURCE TOTAL		5,837.98		5,837.98			
JE12-03	AR CORRECTION	4000	73.15	1200	73.15	12/30/**	14	5
	SOURCE TOTAL		73.15		73.15			
JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	12/30/**	14	6
JE12-04	DEPR - OFFICE	7510	850.00	1565	850.00	12/30/**	14	7
JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	12/30/**	14	8
JE12-04	DEPR - AUTO/TRUCK	6040	1,200.00	1570	1,200.00	12/30/**	14	9
	SOURCE TOTAL		5,250.00		5,250.00			
JE12-07	INVENTORY-12/8	1200	19,953.49			12/30/**	14	10
JE12-07	12/1			4000	3,879.53	12/30/**	14	11
JE12-07	12/5			4000	4,213.42	12/30/**	14	12
JE12-07	12/6			4000	4,479.83	12/30/**	14	13
JE12-07	12/7			4000	3,943.52	12/30/**	14	14
JE12-07	12/8			4000	3,437.19	12/30/**	14	15
	SOURCE TOTAL		19,953.49		19,953.49			
JE12-11	AP EXPENSE ADJ	4120	86.04	4100	422.59	12/30/**	14	16
JE12-11	AP EXPENSE ADJ	4130	336.55			12/30/**	14	17
	SOURCE TOTAL		422.59		422.59			
JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	12/30/**	14	18
	SOURCE TOTAL		350.00		350.00			
	COMPANY TOTAL		39,387.21		39,387.21			

Fields

TRANSACTION SOURCE

TRANSACTION DESCRIPTION. Each transaction is printed with the information you entered. If you deleted a transaction, it does not appear on this report.

BATCH NUMBER

SEQ. NUMBER. The batch and sequence numbers identifying this transaction. You use these numbers to change or delete a particular transaction during a correction run. The sequence number is the same as on the General Journal Entry Edit listing.

SOURCE TOTAL. The entries are grouped based on the source field. The debit and credit amounts associated with the source are totaled and checked to be sure they are equal.

In addition, total debit and total credit amounts for all entries appear at the end of the listing.

General Ledger (AMG41B)

NORTHCREEK IND. U. S. DOLLARS	NO. 01	GENERAL LEDGER		DATE 12/08/**	TIME 19.50.06	PAGE 1	AMG41B
ACCOUNT NUMBER/ DESCRIPTION	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	JOURNAL REFERENCE	DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE/ ACCOUNT BALANCE	
1000 PETTY CASH			PREVIOUS BALANCE- ACCOUNT BALANCE	48,057.81 48,057.81	.00 .00	48,057.81	
1050 CASH-IN-BANK - GENERAL	JE12-02	CHECK #1160	PREVIOUS BALANCE- GJ00002-00003 MONTH 12 TOTAL ACCOUNT BALANCE	227,548.14 .00 227,548.14	.00 875.70 875.70	875.70CR	
1060 CASH-IN-BANK - PAYROLL			PREVIOUS BALANCE- ACCOUNT BALANCE	195,789.70 195,789.70	.00 .00		
1100 SHORT TERM INVESTMENTS			PREVIOUS BALANCE- ACCOUNT BALANCE	408,739.59 408,739.59	.00 .00		
1200 ACCTS REC - TRADE	JE12-07	INV THRU 12/8	PREVIOUS BALANCE- GJ00002-00010 MONTH 12 TOTAL ACCOUNT BALANCE	973,013.73 19,953.49 19,953.49 992,967.22	.00 73.15 73.15	19,880.34	
1240 ACCTS REC - OTHER			PREVIOUS BALANCE- ACCOUNT BALANCE	199,912.98 199,912.98	.00 .00		
1260 NOTES RECEIVABLE			PREVIOUS BALANCE- ACCOUNT BALANCE	.00 .00	.00 .00		

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

MONTH/PERIOD. The accounting month or period to which journal transactions are being applied.

JOURNAL REFERENCE. For audit purposes, each journal debit and credit entry appears with its general journal reference number. Journal entries generated by interfacing applications (Accounts Payable, Payroll, Financial Analysis, Accounts Receivable, and Purchasing) will have journal reference numbers unique to those applications

- CD—cash disbursements
- CR—cash receipts
- DJ—depreciation journal
- PJ—purchase journal
- PR—payroll

PREVIOUS BALANCE. The account balance before journal entries are applied.

TOTAL. The total for each accounting period processed and the net change for that period.

ACCOUNT BALANCE. The new account balance. In addition, the final debit, credit and company totals for the period appear at the end of the General Ledger listing.

General Ledger Balance Transfer Control Report (AMG91)

CO 1 SUBSIDIARY U. S. DOLLARS	NO. 01	GENERAL LEDGER BALANCE TRANSFER CONTROL REPORT	DATE 9/11/**	TIME 13:23:10	PAGE 1	AMG91
		GENERAL LEDGER ACCOUNT TYPE CODE REQUESTED	4			
		PERIOD SELECTED	09			
		TRANSACTION SOURCE	SOURCE			
		TRANSACTION DESCRIPTION	DESCRIPTION			
		POSTING DATE	11/21/**			
		TOTAL DEBIT AMOUNT	291,984,725.12			
		TOTAL CREDIT AMOUNT	291,984,725.12			

Fields

Currency Description. The currency description indicates the currency in which the amounts on this report are printed.

GENERAL LEDGER ACCOUNT TYPE CODE REQUESTED. The account type code identifies which GELMAS record set to use when creating the journal. Use Translated Financial Statement records when a foreign subsidiary is reporting to a parent company in the parent company's home currency. Use Original Balances records in other cases.

PERIOD SELECTED. The period for which the balances are to be included in the transfer.

TRANSACTION SOURCE. The transaction source is a constant on each journal entry.

TRANSACTION DESCRIPTION. The transaction description is a constant on each journal entry.

POSTING DATE. The posting date indicates the posting period for the balances transferred.

TOTAL DEBIT AMOUNT

TOTAL CREDIT AMOUNT. The total debit and credit amounts transferred for the selected period.

Note: When 13-period accounting is used, the posting date will not appear, and the period number field will be used as the posting period.

General Ledger Balance Translation Audit (AMG482)

VIN'S TOY STORE NO. 02 GENERAL LEDGER BALANCE TRANSLATION AUDIT DATE 7/17/** TIME 15.42.40 PAGE 1 AMG482
U. S. DOLLARS

RECORD TYPE	ACCOUNT NUMBER	PERIOD	CURR ID	EXCHANGE DATE	CONV TYPE	AMOUNT TO BE CONVERTED	EXCHANGE RATE	CONVERT AMOUNT
4	1000	BFD	AAA	6/01/89	2	100.10	1.111111	90.00
4	1000	PDR01	AAA	6/02/89	2	200.20	1.222222	164.00
4	1000	PDR02	AAA	6/03/89	2	300.30	1.333333	225.00
4	1000	PDR03	AAA	6/04/89	2	400.40	1.444444	277.00
4	1000	PDR04	AAA	6/05/89	2	500.50	1.555555	322.00
4	1000	PDR05	AAA	6/06/89	2	600.60	1.666666	360.00
4	1000	PDR13	AAA	6/13/89	2	10.10	1.131313	9.00
4	1000	BFC	AAA	6/01/89	2	20.20	1.111111	18.00
4	1000	PCR06	AAA	6/07/89	2	80.80	1.777777	45.00
4	1000	PCR07	AAA	6/08/89	2	90.90	1.888888	48.00
4	1000	PCR08	AAA	6/09/89	2	100.10	1.999999	50.00
4	1000	PCR09	AAA	6/10/89	2	110.20	1.101010	100.00
4	1000	PCR10	AAA	6/11/89	2	120.30	1.111111	108.00
4	1000	PCR11	AAA	6/12/89	2	130.40	1.121212	116.00
4	1000	PCR12	AAA	6/13/89	2	140.50	1.131313	124.00
4	1000	PCR13	AAA	6/13/89	2	150.60	1.131313	133.00
4	1000	PTD	AAA	6/01/89	2	1,000.00	1.111111	900.00
4	1000	PTC	AAA	6/01/89	2	2,000.00	1.111111	1,800.00
4	1000	OTD	AAA	6/01/89	2	3,000.00	1.111111	2,700.00
4	1000	OTC	AAA	6/01/89	2	4,000.00	1.111111	3,600.00
7	1000	BFD	AAA	6/01/89	2	100.10	1.111111	90.00
7	1000	PDR01	AAA	6/02/89	2	200.20	1.222222	164.00
7	1000	PDR02	AAA	6/03/89	2	300.30	1.333333	225.00
7	1000	PDR03	AAA	6/04/89	2	400.40	1.444444	277.00
7	1000	PDR04	AAA	6/05/89	2	500.50	1.555555	322.00
7	1000	PDR05	AAA	6/06/89	2	600.60	1.666666	360.00
7	1000	PDR06	AAA	6/07/89	2	700.70	1.777777	394.00
7	1000	PDR11	AAA	6/12/89	2	1,200.30	1.121212	1,071.00
7	1000	PDR12	AAA	6/13/89	2	1,300.40	1.131313	1,149.00
7	1000	PDR13	AAA	6/13/89	2	10.10	1.131313	9.00
7	1000	PCR03	AAA	6/04/89	2	50.50	1.444444	35.00
7	1000	PCR04	AAA	6/05/89	2	60.60	1.555555	39.00
7	1000	PCR05	AAA	6/06/89	2	70.70	1.666666	42.00
7	1000	PCR06	AAA	6/07/89	2	80.80	1.777777	45.00
5	1000	BFD	AAA	6/01/89	2	100.10	1.111111	90.00
5	1000	PDR01	AAA	6/02/89	2	200.20	1.222222	164.00
5	1000	PDR02	AAA	6/03/89	2	300.30	1.333333	225.00
5	1000	PDR03	AAA	6/04/89	2	400.40	1.444444	277.00
5	1000	PDR04	AAA	6/05/89	2	500.50	1.555555	322.00
5	1000	PDR05	AAA	6/06/89	2	600.60	1.666666	360.00
5	1000	PDR06	AAA	6/07/89	2	700.70	1.777777	394.00
5	1000	PDR07	AAA	6/08/89	2	800.80	1.888888	424.00

Fields

Currency Description. The currency description indicates the currency in which the amounts on this report are printed.

RECORD TYPE. The record types you are creating for the translated balances (record types 4 to 9).

ACCOUNT NUMBER. The GL account number for the account being translated.

CURR ID (Currency ID). The currency ID for the account being translated. The currency ID identifies the exchange rates used for translation.

EXCHANGE DATE. The date associated with the exchange rate used for translation.

CONV TYPE (Conversion Type). The conversion type indicates whether you translated local currency to foreign currency or foreign currency balances to local currency.

EXCHANGE RATE. The exchange rate used to translate the balances.

CONVERT AMOUNT. The converted amount comes from the currency conversion routine.

General Ledger Balance Translation Exceptions (AMG481)

VIN'S TOY STORE NO. 02		GENERAL LEDGER BALANCE TRANSLATION EXCEPTIONS					DATE	7/19/**	TIME	12.03.54	PAGE	1	AMG481
U. S. DOLLARS													
RECORD TYPE	ACCOUNT NUMBER	PERIOD	CURR ID	EXCHANGE DATE	CONV TYPE	AMOUNT TO BE CONVERTED	EXCHANGE RATE	ERROR MESSAGE					
4	1000	BFD	AAA	00/00/00	2	100.10-	.000000	CONVERSION AMOUNT ZERO OR NEGATIVE					

Fields

Currency Description. The currency description indicates the currency in which the amounts on this report are printed.

RECORD TYPE. The record type you created for the translated balances (record types 4 to 9).

CURR ID (Currency ID). The currency ID for the account being translated. Identifies the exchange rates used for translation.

EXCHANGE DATE. The date associated with the exchange rate used for translation.

CONV TYPE (Conversion Type). The conversion type indicates whether local currency balances were converted to foreign currency or foreign currency balances were converted to local currency.

EXCHANGE RATE. The exchange rate used to translate the balances.

ERROR MESSAGE. If an error arises during GL balances translation, the error message appears on the report.

General Ledger Detail Audit Listing (AMG30A)

ACCOUNT NUMBER DESCRIPTION	TYPE	DEBIT	AMOUNT NET CHANGE	CREDIT AMOUNT YEAR-TO-DATE	ACCUMULATION
<small>NORTHCREEK IND. NO. 01 GENERAL LEDGER DETAIL AUDIT LISTING DATE 12/01/** TIME 19.36.54 PAGE 1 AMG30A U. S. DOLLARS</small>					
1000 PETTY CASH	AS BROUGHT FORWARD		2,173.24		.00
	NOV		2,173.24		
			2,414.71		.00
			2,414.71		4,587.95
	ACCOUNT TOTALS		4,587.95		.00
			4,587.95		4,587.95
	CURRENT BALANCE FORWARD		4,587.95		.00
1050 CASH-IN-BANK - GENERAL	AS BROUGHT FORWARD		107,785.96		.00
	NOV		119,762.18		.00
			119,762.18		
	ACCOUNT TOTALS		227,548.14		.00
			227,548.14		227,548.14
	CURRENT BALANCE FORWARD		227,548.14		.00
1060 CASH-IN-BANK - PAYROLL	AS BROUGHT FORWARD		92,742.49		.00
	NOV		103,047.21		.00
			103,047.21		
	ACCOUNT TOTALS		195,789.70		.00
			195,789.70		195,789.70
	CURRENT BALANCE FORWARD		195,789.70		.00
			195,789.70		195,789.70
1070 CASH-IN-BANK - OTHER	AS BROUGHT FORWARD		.00		.00
	ACCOUNT TOTALS		.00		.00
	CURRENT BALANCE FORWARD		.00		.00
			.00		.00
1080 CREDIT UNION DEPOSITS	AS BROUGHT FORWARD		.00		.00
	ACCOUNT TOTALS		.00		.00
	CURRENT BALANCE FORWARD		.00		.00
			.00		.00

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

ACCOUNT NUMBER DESCRIPTION. Every account in the company's Chart of Accounts appears on this listing.

NET CHANGE

YEAR-TO-DATE ACCUMULATION. Each accounting period with nonzero balances prints with the net change for the closed periods and the calculated year-to-date accumulation.

BALANCE FORWARD

NET CHANGE

YEAR-TO-DATE ACCUMULATION. The account's balance forward, net change and year-to-date accumulation must all be equal.

CURRENT BALANCE FORWARD. The newly calculated account balance.

Note: The General Ledger Summary Audit Listing is the same report without the period-by-period amounts.

General Ledger Edit Listing (AMG30C)

NORTHCREEK IND. NO. 01		GENERAL LEDGER EDIT LISTING		DATE 09/26/**	TIME 11.10.43	PAGE 1	AMG30C
ACCOUNT NUMBER	DESCRIPTION	TYPE	DEBIT AMOUNT	CREDIT AMOUNT			
1000	PETTY CASH	AS BROUGHT FORWARD	2,173.24	.00			
		NOV	2,414.71	.00			
		ACCOUNT TOTALS	4,587.95	.00			
		CURRENT BALANCE FORWARD	4,587.95	.00			
1050	CASH-IN-BANK - GENERAL	AS BROUGHT FORWARD	107,785.96	.00			
		NOV	119,762.18	.00			
		ACCOUNT TOTALS	227,548.14	.00			
		CURRENT BALANCE FORWARD	227,548.14	.00			
1060	CASH-IN-BANK - PAYROLL	AS BROUGHT FORWARD	92,742.49	.00			
		NOV	103,047.21	.00			
		ACCOUNT TOTALS	195,789.70	.00			
		CURRENT BALANCE FORWARD	195,789.70	.00			
1070	CASH-IN-BANK - OTHER	AS BROUGHT FORWARD	.00	.00			
		ACCOUNT TOTALS	.00	.00			
		CURRENT BALANCE FORWARD	.00	.00			
1080	CREDIT UNION DEPOSITS	AS BROUGHT FORWARD	.00	.00			
		ACCOUNT TOTALS	.00	.00			
		CURRENT BALANCE FORWARD	.00	.00			
1100	SHORT TERM INVESTMENTS	AS BROUGHT FORWARD	193,613.49	.00			
		NOV	215,126.10	.00			
		ACCOUNT TOTALS	408,739.59	.00			
		CURRENT BALANCE FORWARD	408,739.59	.00			

Fields

ACCOUNT NUMBER DESCRIPTION. The application edits every account in the company's Chart of Accounts.

Nonzero Accounting Periods. Each nonzero accounting period appears.

CURRENT BALANCE FORWARD. The newly calculated current balance forward.

Note: The application also edits the account record for the previous year. The calculated previous balance forward must equal the amount brought forward for the current year.

General Ledger File Listing (AMG30D)

NORTHCREEK IND. NO. 01		GENERAL LEDGER FILE LISTING - ORIGINAL BALANCES		DATE	1/09/86	TIME	10.28.01	PAGE	1	AMG30D
U. S. DOLLARS										
ACCOUNT NUMBER	DESCRIPTION	TYPE	DEBIT AMOUNT				CREDIT AMOUNT			
1000	PETTY CASH	AS BROUGHT FORWARD	47,447.99				.00			
		JAN	.00				1,500.00			
		ACCOUNT TOTALS	47,447.99				1,500.00			
		CURRENT BALANCE FORWARD	45,947.99				.00			
		BROUGHT FORWARD	2,173.24				.00			
		SEP	64,500.04				11,620.00			
		OCT	.00				5,520.00			
		NOV	2,414.71				4,500.00			
		ACCOUNT TOTALS	69,087.99				21,640.00			
		LAST YEAR BALANCE FORWARD	47,447.99				.00			
1050	CASH-IN-BANK - GENERAL	AS BROUGHT FORWARD	164,109.37				.00			
		ACCOUNT TOTALS	164,109.37				.00			
		CURRENT BALANCE FORWARD	164,109.37				.00			
		BROUGHT FORWARD	.00				.00			
		BUDGET ACCOUNT TOTALS	.00				.00			
		BROUGHT FORWARD	107,785.96				.00			
		SEP	3,388.36				82,854.87			
		OCT	18,119.39				1,215.95			
		NOV	119,762.18				.00			
		DEC	.00				875.70			
		ACCOUNT TOTALS	249,055.89				84,946.52			
		LAST YEAR BALANCE FORWARD	164,109.37				.00			
1240	ACCTS REC SERVICE CHARGE	AS BROUGHT FORWARD	197,886.57				.00			
		JAN	.00				500.17			
		ACCOUNT TOTALS	197,886.57				500.17			
		CURRENT BALANCE FORWARD	197,386.40				.00			
		BROUGHT FORWARD	94,695.62				.00			
		SEP	.00				527.59			
		OCT	.00				498.66			
		NOV	105,217.36				499.52			
		DEC	.00				500.64			
		ACCOUNT TOTALS	199,912.98				2,026.41			
		LAST YEAR BALANCE FORWARD	197,886.57				.00			
1490	PREPAID EXPENSES - OTHER	AS BROUGHT FORWARD	9,946.77				.00			
		ACCOUNT TOTALS	9,946.77				.00			
		CURRENT BALANCE FORWARD	9,946.77				.00			
		BROUGHT FORWARD	4,711.63				.00			
		NOV	5,235.14				.00			
		ACCOUNT TOTALS	9,946.77				.00			
		LAST YEAR BALANCE FORWARD	9,946.77				.00			
1500	LAND	AS BROUGHT FORWARD	371,355.00				.00			
		ACCOUNT TOTALS	371,355.00				.00			
		CURRENT BALANCE FORWARD	371,355.00				.00			
		BROUGHT FORWARD	.00				.00			
		BUDGET ACCOUNT TOTALS	.00				.00			
		BROUGHT FORWARD	175,905.00				.00			
		NOV	195,450.00				.00			
		ACCOUNT TOTALS	371,355.00				.00			
		LAST YEAR BALANCE FORWARD	371,355.00				.00			
		COMPANY CURRENT TOTALS	4,294,332.03				164,086.44			
		COMPANY BUDGET TOTALS	.00				.00			
		COMPANY LAST YEAR TOTALS	4,460,911.10				329,165.51			

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

ACCOUNT NUMBER DESCRIPTION. The account number(s) you selected are printed.

CURRENT BALANCE FORWARD. Calculated current balance forward.

BUDGET ACCOUNT TOTALS. Accumulated budget record totals.

LAST YEAR BALANCE FORWARD. Calculated last-year balance forward.

COMPANY CURRENT, BUDGET, and LAST YEAR TOTALS. When all accounts are printed, the total debits and credits must balance for the current year and last year.

General Ledger Fiscal Year-End Audit Listing (AMG30B)

ACCOUNT NUMBER DESCRIPTION	TYPE	DEBIT	AMOUNT NET CHANGE	CREDIT AMOUNT YEAR-TO-DATE ACCUMULATION
<small>NORTHCREEK IND. NO. 01 U. S. DOLLARS</small>				
<small>GENERAL LEDGER FISCAL YEAR-END AUDIT LISTING DATE 12/08/** TIME 19.56.28 PAGE 1 AMG30B</small>				
1000 PETTY CASH	AS BROUGHT FORWARD		2,173.24	.00
			2,173.24	
	JAN		.00	.00
				2,173.24
	FEB		.00	.00
				2,173.24
	MAR		.00	.00
				2,173.24
	APR		.00	.00
				2,173.24
	MAY		.00	.00
				2,173.24
	JUN		.00	.00
				2,173.24
	JUL		.00	.00
				2,173.24
	AUG		.00	.00
				2,173.24
	SEP		.00	.00
				2,173.24
	OCT		.00	.00
				2,173.24
	NOV		2,414.71	.00
			2,414.71	
	DEC		.00	.00
				4,587.95
	ACCOUNT TOTALS		4,587.95	.00
			4,587.95	4,587.95
	CURRENT BALANCE FORWARD		4,587.95	

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

ACCOUNT NUMBER DESCRIPTION. All accounts appear on this listing.

Accounting Month/Period. Every accounting month/period is printed; when 12-month accounting is used, the first fiscal month prints first.

CURRENT BALANCE FORWARD

NET CHANGE

YEAR-TO-DATE ACCUMULATION. The current balance forward, net change and year-to-date accumulation must all be equal.

COMPANY YEAR-END TOTALS. The totals for all General Ledger debits and credits.

INCOME/EXPENSE ACCOUNTS ZEROED. Income and expense accounts are zeroed out at year-end.

GENERAL LEDGER BALANCE FORWARD. The amount to be posted to your General Ledger Period Control form for next year's first accounting period.

General Ledger Master Entry/Change Listing (AMG50)

GENERAL LEDGER MASTER ENTRY/CHANGE LISTING									
	DATE	7/14/**	TIME	16.06.32	PAGE	1	AMV04		
				OPER			UPDATE	004	
NORTHCREEK IND. NO. 1	ACCOUNT NUMBER	5090	TYPE CODE 1	CURRENT					CHANGE
***** BEFORE *****	ACCOUNTS RECEIVABLE - EMP		ACCOUNT TYPE	AS	DATE LAST MAINTAINED	6/19/**			
CURRENCY ID	CONSOLIDATION COMPANY 60		CONSOLIDATION ACCOUNT	10612000000000					
	DEBITS		CREDITS		DEBITS		CREDITS		
BALANCE FORWARD	.00		.00	PERIOD 7	5,000.00		25,000.01		
PERIOD 1	126.00		26,126.84	PERIOD 8	599.00		599.00		
PERIOD 2	277.88		277.88	PERIOD 9	45,000.44		.00		
PERIOD 3	65,189.02		189.00	PERIOD 10	.00		.00		
PERIOD 4	277.00		18,277.88	PERIOD 11	.00		.00		
PERIOD 5	456.23		456.23	PERIOD 12	.00		.00		
PERIOD 6	21,898.45		898.00	PERIOD 13	.00		.00		
NORTHCREEK IND. NO. 1	ACCOUNT NUMBER	5090	TYPE CODE 1	CURR					CHANGE
***** AFTER *****	ACCOUNTS RECEIVABLE - EMP		ACCOUNT TYPE	AS	DATE LAST MAINTAINED	6/19/**			
CURRENCY ID GBA	CONSOLIDATION COMPANY 60		CONSOLIDATION ACCOUNT	10612000000000					
	DEBITS		CREDITS		DEBITS		CREDITS		
BALANCE FORWARD	.00		.00	PERIOD 7	5,000.00		25,000.01		
PERIOD 1	126.00		26,126.84	PERIOD 8	599.00		599.00		
PERIOD 2	277.88		277.88	PERIOD 9	45,000.44		.00		
PERIOD 3	65,189.02		189.00	PERIOD 10	.00		.00		
PERIOD 4	277.00		18,277.88	PERIOD 11	.00		.00		
PERIOD 5	456.23		456.23	PERIOD 12	.00		.00		
PERIOD 6	21,898.45		898.00	PERIOD 13	.00		.00		
			*****	CHANGED	*****				

Fields

ACCOUNT NUMBER. Each account record updated by General Ledger Master file maintenance appears.

BEFORE/AFTER. The before and after images of the record, including the date of last update are shown.

DELETE/ADD/CHANGE. When you add, change or delete a record, an appropriate message appears on the listing. When you delete an account, its associated budget and last-year records are also deleted; when you change an account description, its associated budget and last-year records are also changed; however, only the current record is printed.

TYPE CODE. Code used to show the kind of account balances in the record:

- 1 Current year
- 2 Budget year
- 3 Last year

Note: The number of records added, changed, or deleted during the File Maintenance session appears at the end of the report.

General Ledger Master File Initial Load (AMKG2)

NORTHCREEK IND. NO. 01 GENERAL LEDGER MASTER FILE INITIAL LOAD DATE 09/26/** TIME 09.51 PAGE 1 AMKG2

"ERROR ONLY REPORT"

AA CO	ACCOUNT NO	CD	DESCRIPTION	TYPE	PER01 DR	PER02 DR	PER03 DR
BB CO	ACCOUNT NO	CD	BAL FWD DR		PER04 DR	PER05 DR	PER06 DR
CC CO	ACCOUNT NO	CD					
AA 01	1000	1	PETTY CASH	AS			
BB 01	1000	1	2,173.24		.00	.00	.00
					.00	.00	.00
	01	1050	CASH-IN-BANK - GENERAL	AS			
BB 01	1050	1	107,785.96		.00	.00	.00
					.00	.00	.00
CC 01	1050	1	.00		.00	.00	.00
					119,762.18	.00	.00
AA 01	1060	1	CASH-IN-BANK - PAYROLL	AS			
BB 01	1060	1	92,742.49		.00	.00	.00
					.00	.00	.00
CC 01	1060	3	.00		.00	.00	.00
					92,742.49	.00	.00
AA 01	1200	1	ACCTS REC - TRADE	AS			
BB 01	1200	1	460,901.24		.00	.00	.00
					.00	.00	.00
CC 01	1200	3	.00		.00	.00	.00
					460,901.24	.00	.00
AA 01	1300	1	RAW MATERIAL INVENTORY	AS			
BB 01	1300	1	320,145.46		.00	.00	.00
					.00	.00	.00
CC 01	1300	1	.00		.00	.00	.00
					205,717.18	.00	.00
COMPANY TOTALS-			CURRENT Y-T-D	PREVIOUS Y-T-D			
			ASSETS		7,512,927.37	3,629,807.70	
			LIABILITIES		7,272,431.37	3,629,807.70	
			DIFFERENCE		240,496.00	.00	
			DEBITS		13,126,085.95	8,587,121.00	
			CREDITS		13,126,085.95	8,587,121.00	
			DIFFERENCE		.00	.00	
			ACTIVE				
			DELETED				
			RECORDS TO BE ADDED				
			CURRENT		160		
			BUDGET		61		
			LAST YEAR		160		

Fields

Record Information. A line appears for each record. The column headings define what information appears in each record type.

CURRENT Y-T-D. Current year debits and credits must be equal.

PREVIOUS Y-T-D. Previous year assets and liabilities must be equal and total debits must equal total credits.

ASSETS, LIABILITIES, DIFFERENCE. The difference between current year assets and current year liabilities must equal your accountant's figure. This is your gross income or loss for the year.

RECORDS TO BE ADDED. Number of accounts to be added to the General Ledger Master. Accounts will only be added when there are no severe errors.

General Ledger Statement Format Entry/Change Listing (AMG51)

NORTHCREEK IND. NO. 01		GENERAL LEDGER STATEMENT FORMAT ENTRY/CHANGE LISTING				DATE	9/17/**	TIME	16.21.18	PAGE	1	AMG51
NO. 01												
FORMAT NO. 0		INCOME STATEMENT										
GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT CO	GLN01							
0000	1	NORTHCREEK INDUSTRIES, INC.										
0000	2	ATLANTA, GEORGIA										NEW
0010	0	SALES - LESS RETURNS & SCRAP	2	3	4000	100 PER CENT REVENUE						NEW
0010	1				GLN02	GLN03	GLN04	GLN05				NEW
0010	1				4010	4050	4080					
					GLN06	GLN07	GLN08	GLN09				
0020	0	COST OF GOODS SOLD	1	1								NEW
0030	0	COST OF SALES - MATERIAL	1	2	4100							NEW
0030	1				GLN02	GLN03	GLN04	GLN05				NEW
					4120	4130	4150	4180				
					GLN06	GLN07	GLN08	GLN09				
					4190							
0040	0	COST OF SALES - DIRECT LABOR	2	2	4200							NEW
0040	1				GLN02	GLN03	GLN04	GLN05				NEW
					4210	4290						
					GLN06	GLN07	GLN08	GLN09				
0050	0	COST OF SALES - MANUFACTURING OVERHEAD	1	1								NEW
0060	0	INDIRECT LABOR	1	2	5000							NEW
0060	1				GLN02	GLN03	GLN04	GLN05				NEW
					5010	5020	5030	5040				
					GLN06	GLN07	GLN08	GLN09				
					5050	5060	5080	5090				
0060	2				GLN02	GLN03	GLN04	GLN05				NEW
					6145							
					GLN06	GLN07	GLN08	GLN09				
0070	0	TOTAL COST OF GOODS SOLD -----	2	3								NEW
0080	0	***GROSS PROFIT/LOSS FROM SALES**	2	T								NEW

Fields

NO. (Company Number). Company to which this statement format applies. When company number is 90—99, the message Combined Reports prints instead of company name.

FORMAT NO. The format number that was updated.

Statement Type. The kind of statement that was updated—Income Statement or Balance Sheet.

GRP NO (Group Number)

LINE NO (Line Number). Group and line number associated with the information printed. The line number is used as a reference to the maintenance display when the statement formats are updated.

PER CENT REVENUE

DEPARTMENT HEADER LINE. When a group number is a percent-of-revenue or department header line, that information is printed here.

Note: Before and after images are printed so you can identify changes when statement formats are updated. Note that an entire display is printed even though only one field may have been updated.

General Ledger Statement Format File Edit 1 (AMG52)

```
NORTHCREEK IND. NO. 01          GENERAL LEDGER STATEMENT FORMAT FILE EDIT 1 DATE 8/17/** TIME 10.46.03 PAGE 1 AMG52
FORMAT NO. 0                      INCOME STATEMENT
GRP LINE
NO NO
0100 3          6230 E AM-1042 ACCOUNT USED MULTIPLE TIMES IN FORMAT
                                E AM-1017 EDIT ERRORS MUST BE CORRECTED
```

Fields

Statement Type. The kind of statement being edited.

GRP NO (Group Number)

LINE NO (Line Number). The group and line number for easy access to the information which must be corrected.

Messages. All error and informational messages print next to the group and line in error. A message is printed when no severe errors are found.

General Ledger Statement Format File Edit 2 (AMG53)

```

NORTHCREEK IND. NO. 01          GENERAL LEDGER STATEMENT FORMAT FILE EDIT 2  DATE 8/17/**  TIME 15.20.43  PAGE 1  AMG53
ACCOUNT(S) NOT USED IN STATEMENT FORMAT NO. 0
COMPANY ACCOUNT
NUMBER NUMBER DESCRIPTION
01          5090 IND LABOR - OTHER
           E AM-1017 EDIT ERRORS MUST BE CORRECTED

```

Fields

ACCOUNT(S) NOT USED IN STATEMENT FORMAT NO.. The accounts of the company's Chart of Accounts that were not referenced in the format edited.

ACCOUNT NUMBER DESCRIPTION. The account number and its description for ready identification.

Message. A message is printed informing you of the status of the statement format. Format 0 requires that the entire Chart of Accounts be referenced; you must have an error free listing before you can use the format for Fiscal Period Close. All other formats can have accounts missing from their definitions.

General Ledger Statement Format File Listing (AMG61)

NORTHCREEK IND.	NO. 01	GENERAL LEDGER STATEMENT FORMAT FILE LISTING	DATE 8/17/**	TIME 19.53.56	PAGE	1	AMG61
FORMAT NO. 0		INCOME STATEMENT					
GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT COL			
0000	01	NORTHCREEK INDUSTRIES, INC.					
0000	02	ATLANTA, GEORGIA					
0005	00	TOTAL SALES	2	3	4090		
0005	01						
0006	00	SALES - RETURNS & SCRAP	1	1	4090		
0007	00	RETURNS & ALLOWANCES	1	2	4090		
0008	00	SCRAP	1	2	4090		
0009	00	TOTAL RETURNS & SCRAP	2	3	4090		
0010	00	***SALES LESS RETURNS & SCRAP***	2	T		100 PER CENT OF REVENUE	
0020	00	COST OF GOODS SOLD	1	1	4090		
0030	00	COST OF SALES - MATERIAL	1	2	4090		
0030	01				4120	4130	4150
					4190		
0040	00	COST OF SALES - DIRECT LABOR	2	2	4120		
					4120	4290	
0050	00	COST OF SALES - MANUFACTURING OVERHEAD	1	1	4210		
0060	00	INDIRECT LABOR	1	2	4210		
					5020	5030	5040
					5060	5080	5090
0070	00	TOTAL COST OF GOODS SOLD -----	2	3	5020		
0080	00	***GROSS PROFIT/LOSS FROM SALES**	2	T			
0090	00	MANUFACTURING COSTS -----	1	1	5020		
0100	00	PLANT AND EQUIPMENT	1	2	5020		
0100	01				6020	6030	6040
					6110	6120	6130
0100	02				6160	6170	6180
					6210	6230	6240
0100	03				6270	6280	
0110	00	MISC. MFG COSTS	1	2	6270		
0110	01				6320	6350	6370
					6410	6480	6490

Fields

FORMAT NO. (Format Number). There are ten format numbers available to you for defining statements. Statements should be paired by format number. Format 0 must be defined and requires use of a company's entire Chart of Accounts. Format 0 is required by Fiscal Period Close processing.

Statement Type. The statement type is either an Income Statement or a Balance Sheet.

GRP NO (Group Number)

LINE NO (Line Number). Group and line numbers indicate the sequence in which the statement is to be printed.

DESCRIPTION. The subheadings and line definitions as they are to appear on the statement.

SPACE AFTER. Determines the number of lines of spacing after print lines.

PRINT COL (Print Column). The column starting position on the statement for a line. This also determines how amounts are accumulated.

First Account Number. The first account number used for calculations.

Base Line. Indicates whether this is a department heading or 100% of revenue base line.

Additional Account Numbers. These are additional account numbers used in calculations.

Income Statement (AMG43)

NORTHCREEK IND. NO. 01 U. S. DOLLARS	NORTHCREEK INDUSTRIES, INC. ATLANTA, GEORGIA	DATE 11/08/**	TIME 10.53.06	PAGE 1	AMG43
INCOME STATEMENT FOR YEAR-TO-DATE 09/26/**					
		% -----C U R R E N T-----		% -----B U D G E T-----	
		% -----C U R R E N T Y T D----		% -----L A S T Y E A R-----	% VAR %
SALES - LESS RETURNS	4,424,972.83CR	100.00		4,718,354.04CR	100.00
COST OF GOODS SOLD					
COST OF SALES - MATERIAL	1,594,055.36	36.02		1,753,460.90	37.16
COST OF SALES - DIRECT LABOR	790,656.88	17.87		869,722.57	19.43
COST OF SALES - MANUFACTURING OVERHEAD					
INDIRECT LABOR	246,896.39	5.58		271,586.02	5.76
TOTAL COST OF GOODS SOLD --	2,631,608.63DR	59.47		2,894,769.49DR	61.35
*** GROSS PROFIT/LOSS FROM SALES	1,793,364.20CR	40.53		1,823,584.55CR	38.85
MANUFACTURING COSTS --					
PLANT & EQUIPMENT	313,994.72	7.10		345,394.22	7.32
MISC. MFG COSTS	89,059.99	2.01		97,965.99	2.08
TOTAL MANUFACTURING COSTS	403,054.71DR	9.11		443,360.21DR	9.40
*** NET PROFIT/LOSS FROM SALES	1,390,309.49CR	31.42		1,380,224.34CR	29.25
GENERAL AND ADMINISTRATIVE EXPENSE					
SALARIES, COMMISSIONS & FEES	563,021.57	12.72		619,323.73	3.13
ADMINISTRATIVE EXPENSES	51,471.25	1.16		56,618.38	1.20
OFFICE EXPENSES	77,227.98	1.75		84,950.78	1.80
GENERAL OFFICE EXPENSES	19,329.64	.44		21,262.61	.45
ADMINISTRATIVE DEPRECIATION EXPENSES	2,110.00	.05		2,321.00	.05
TOTAL GENERAL AND ADMIN. EXPENSE	713,160.44DR	16.12		784,476.50CR	16.53
*** NET PROFIT/LOSS FROM OPERATIONS	677,149.05CR	15.30		595,747.84CR	12.63
OTHER INCOME	40,517.45	.92		44,569.20	.94
OTHER EXPENSES	11,230.00	.25		12,353.00	.26
DISPOSITION OF FIXED ASSETS	6,100.00	.14		6,710.00	.14
TOTAL OTHER INCOME/EXPENSES	35,387.45CR	.80		38,926.20CR	.82
*** PRE-TAX INCOME/LOSS	712,536.50CR	16.10		634,674.04CR	13.45
INCOME TAXES --					
STATE INCOME TAX	102,002.27	2.31		112,202.50	2.38
FEDERAL INCOME TAX	322,772.35	7.29		355,049.59	7.52
OTHER INCOME TAX EXPENSES	47,265.88	1.07		51,992.47	1.10
TOTAL INCOME TAXES	472,040.50DR	10.67		519,244.56DR	11.00
*** NET PROFIT AFTER TAXES	240,496.00CR	5.43		115,429.48CR	2.45
PROVISION FOR PROFIT/LOSS	.00	.00		.00	.00
*** NET PROFIT/LOSS ***	240,496.00CR	5.43		115,429.48CR	2.45

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

FOR YEAR-TO-DATE. Indicates that the report was printed with year-to-date amounts. You must specify this descriptive date when the Income Statement is requested.

% (Percent of Revenue). The percent of revenue is calculated by retaining the value of the specified line in the Statement Format file (in the example, Sales) and using it for all subsequent percentage calculations.

Comparative Column. The values appearing in the comparative column depend on what you requested—either current period only or year-to-date. The comparison can be made to budgeted or last year.

% VAR (Percent of Variance). The percent of variance is a comparison of current to last year or budgeted year. The calculation is

$$\%VAR = ((\text{current year} - \text{last year}) / \text{last year}) * 100$$

Statement Data. The titles and spacing are whatever you have specified in the General Ledger Statement Format file. The line totals come from the account numbers you specified in the Statement Format file.

NET PROFIT/LOSS. The net profit or loss is the sum of account balances as calculated by the program. This value is retained by the program for printing on the Balance Sheet.

Income Statement (AMG80)

BRIDGE DIST CO.	NO. 02	BRIDGE DISTRIBUTION COMPANY	DATE 1/09/86	TIME 11.15.25	PAGE 0001	AMG80
BRITISH POUNDS		ORIGINAL BALANCES				
INCOME STATEMENT						
		-----C U R R E N T-----				%
SALES		.00				.00
LESS RETURNS AND ALLOWANCES		.00				.00
COST OF GOODS SOLD						
- COST OF SALES - MATERIALS		3,465.00				.00
COST OF SALES - DIRECT LABOR		.00				.00
COST OF SALES - MANUFACTURING OVERHEAD						
INDIRECT LABOR		.00				.00
TOTAL COST OF GOODS SOLD -----		3,465.00DR				.00
**** GROSS PROFIT/LOSS FROM SALES ***		3,465.00DR				.00
MANUFACTURING COSTS -----						
PLANT AND EQUIPMENT		.00				.00
MISCELLANEOUS MFG. COST		.00				.00
TOTAL MANUFACTURING COSTS		.00				.00
** NET PROFIT/LOSS FROM SALES		3,465.00DR				.00
GENERAL AND ADMINISTRATIVE EXPENSE						
SALARIES, COMMISSIONS & FEES		.00				.00
INTEREST EXPENSE		.00				.00
ADMINISTRATIVE DEPRECIATION EXPENSES		.00				.00
--- TOTAL GENERAL AND ADM. EXPENSES		.00				.00
*** NET PROFIT/LOSS FROM OPERATIONS		3,465.00DR				.00
INCOME TAXES -----		.00				.00
*** NET PROFIT/LOSS AFTER TAXES ***		3,465.00DR				.00
PROVISION FOR PROFIT OR LOSS		.00				.00
*** NET PROFIT OR LOSS		3,465.00DR				.00

Fields

Currency Description. Indicates the currency in which the reported amounts print.

Descriptive Date. Indicates that the report was printed with year-to-date amounts. You must specify this descriptive date when the Income Statement is requested.

% (Percent of Revenue). The percent of revenue is calculated by retaining the value of the specified line in the Statement Format file (in the example, Sales) and using it for all subsequent percentage calculations.

NET PROFIT or LOSS. The net profit or loss is the sum of account balances as calculated by the program. This value is retained by the program for printing on the balance sheet.

Journal Transactions Copied to Current History (AMG84)

NORTHCREEK IND. NO. 01 JOURNAL TRANSACTIONS COPIED TO CURRENT HISTORY DATE 09/26/** TIME 8.18.51 PAGE 1 AMG84
NUMBER OF JOURNAL TRANSACTIONS ADDED TO CURRENT HISTORY FILE 0000015

Fields

DATE

TIME. The date and time the transactions were copied to the Current History file, indicating the records are accessible through the Journal History menu and displays.

NUMBER OF JOURNAL TRANSACTIONS ADDED TO CURRENT HISTORY FILE.

The number of records copied to the Current History file for the period closed.

Period End Date Table Listing (AMG7LA)

NORTHCREEK IND.	NO. 01	PERIOD END DATE TABLE LISTING	DATE 12/31/**	TIME 9.46.59	PAGE 1	AMG7LA
	CURRENT YEAR	LAST YEAR				
BAL FWD	9/15/89	9/15/88				
JANUARY	1/01/89	1/15/88				
FEBRUARY	2/02/89	2/15/88				
MARCH	3/03/89	3/15/88				
APRIL	4/04/89	4/15/88				
MAY	5/15/89	5/15/88				
JUNE	6/06/89	6/15/88				
JULY	7/07/89	7/15/88				
AUGUST	8/08/89	8/15/88				
SEPTEMBER	9/09/89	9/15/88				
OCTOBER	10/10/89	10/15/88				
NOVEMBER	11/11/89	11/15/88				
DECEMBER	12/13/89	12/15/88				

Fields

ACCOUNTING MONTH or PERIOD. Each accounting month/period and the balance forward is listed for the selected company.

CURRENT YEAR. The period end dates set up for the company for the current year.

LAST YEAR. The period end dates set up for the company for the last year.

Period End Date Table Maintenance (AMG7LB)

NORTHCREEK IND.	NO. 01	PERIOD END DATE	TABLE MAINTENANCE	DATE 12/31/**	TIME	9.46.59	PAGE	1	AMG7LB
	CURRENT YEAR	LAST YEAR	***** BEFORE *****						
BAL FWD	9/15/89	9/15/88							
JANUARY	1/01/89	1/15/88							
FEBRUARY	2/02/89	2/15/88							
MARCH	3/03/89	3/15/88							
APRIL	4/04/89	4/15/88							
MAY	5/15/89	5/15/88							
JUNE	6/06/89	6/15/88							
JULY	7/07/89	7/15/88							
AUGUST	8/08/89	8/15/88							
SEPTEMBER	9/09/89	9/15/88							
OCTOBER	10/10/89	10/15/88							
NOVEMBER	11/11/89	11/15/88							
DECEMBER	12/12/89	12/15/88							
	CURRENT YEAR	LAST YEAR	***** AFTER *****						
BAL FWD	9/15/89	9/15/88							
JANUARY	1/01/89	1/15/88							
FEBRUARY	2/02/89	2/15/88							
MARCH	3/03/89	3/15/88							
APRIL	4/04/89	4/15/88							
MAY	5/15/89	5/15/88							
JUNE	6/06/89	6/15/88							
JULY	7/07/89	7/15/88							
AUGUST	8/08/89	8/15/88							
SEPTEMBER	9/09/89	9/15/88							
OCTOBER	10/10/89	10/15/88							
NOVEMBER	11/11/89	11/15/88							
DECEMBER	12/13/89	12/15/88							

Fields

BEFORE. The period end dates appearing in the Period End Date Table for each accounting month/period prior to the last maintenance.

AFTER. The period end dates in the Period End Date Table after you have completed updating the table.

Preliminary General Ledger (AMG41A)

NORTHCREEK IND U. S. DOLLARS	NO. 01	PRELIMINARY GENERAL LEDGER GENERAL LEDGER	DATE 12/30/**	TIME 10.26.16	PAGE 1	AMG41A
ACCOUNT NUMBER/ DESCRIPTION	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	MONTH 01/90 - 12/90 JOURNAL REFERENCE	DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE/ ACCOUNT BALANCE
1000 PETTY CASH			PREVIOUS BALANCE- ACCOUNT BALANCE	2,173.24 2,173.24	.00 .00	2,173.24
1050 CASH-IN-BANK - GENERAL			PREVIOUS BALANCE- ACCOUNT BALANCE	107,785.96 107,785.96	17,745.20 17,745.20	90,040.76
1060 CASH-IN-BANK - PAYROLL			PREVIOUS BALANCE- ACCOUNT BALANCE	92,742.49 92,742.49	1,260.32 1,260.32	92,482.17
1070 CASH -IN-BANK - OTHER			PREVIOUS BALANCE- ACCOUNT BALANCE	.00 .00	.00 .00	.00
1080 CREDIT UNION DEPOSITS			PREVIOUS BALANCE- ACCOUNT BALANCE	.00 .00	5.00 5.00	5.CR
1100 SHORT TERM INVESTMENTS			PREVIOUS BALANCE- ACCOUNT BALANCE	193,613.49 193,613.49	.00 .00	193,613.49
1200 ACCTS REC - TRADE			PREVIOUS BALANCE- ACCOUNT BALANCE	481,356.79 481,356.79	73.15 73.15	481,283.64
1220 ACCTS REC - EMPLOYEES			PREVIOUS BALANCE- ACCOUNT BALANCE	3,304.74 3,304.74	97,221.05 97,221.05	93,916.CR
1280 INTEREST RECEIVABLE			PREVIOUS BALANCE- ACCOUNT BALANCE	19,014.71 19,014.71	.00 .00	19,014.71
			MONTH ** TOTAL			
			ACCOUNT BALANCE			
			FINAL MONTH TOTAL	.00	.00	
			COMPANY TOTAL	3,932,505.84	4,026,094.81	

E AM-1002 DEBITS AND CREDITS DO NOT BALANCE

Fields

PRELIMINARY GENERAL LEDGER. "Preliminary" means that this General Ledger is not produced as a part of Fiscal Period Close. In all other respects, the Preliminary General Ledger and the General Ledger are the same.

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

Selective General Ledger Journal Audit Listing (AMG13B)

NORTHCREEK IND.	NO. 01	SELECTIVE GENERAL LEDGER JOURNAL AUDIT LISTING	DATE 06/19/**	TIME 9.02.16	PAGE	1	AMG13B
JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	-----GENERAL LEDGER DEBIT-----		-----GENERAL LEDGER CREDIT-----		POSTING PERIOD
GJ00004-00001	JE12-01	CORRECT NOV ERR	ACCOUNT	AMOUNT	ACCOUNT	AMOUNT	12
GJ00004-00002	JE12-02	NEW TRUCK	1525	7,500.00	1300	7,500.00	12
GJ00004-00003	JE12-02	CHECK #1160	1530	5,837.98			12
GJ00004-00004	JE12-02	EST CITY TAX			1050	875.70	12
GJ00004-00005	JE12-03	AR CORRECTION			2500	4,962.28	12
GJ00004-00006	JE12-04	DEPR - BLDG	4000	73.15	1200	73.15	12
GJ00004-00007	JE12-04	DEPR - OFFICE	6020	2,500.00	1555	2,500.00	12
GJ00004-00008	JE12-04	DEPR - LAND IMP	7510	850.00	1565	850.00	12
GJ00004-00009	JE12-04	DEPR - AUTO/TRUCK	6010	700.00	1550	700.00	12
GJ00004-00010	JE12-07	INV THRU 12/8	6040	1,200.00	1570	1,200.00	12
GJ00004-00011	JE12-07	12/1	1200	19,953.49			12
GJ00004-00012	JE12-07	12/5			4000	3,879.53	12
GJ00004-00013	JE12-07	12/6			4000	4,213.42	12
GJ00004-00014	JE12-07	12/7			4000	4,479.83	12
GJ00004-00015	JE12-07	12/8			4000	3,943.52	12
GJ00004-00016	JE12-11	AP EXPENSE ADJ	4120	86.04	4100	422.59	12
GJ00004-00017	JE12-11	AP EXPENSE ADJ	4130	336.55			12
GJ00004-00018	JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	12
			JOURNAL GJ00004 TOTAL			39,387.21	12
			COMPANY TOTAL			39,387.21	**

Fields

JOURNAL REFERENCE. The journal number you selected for the audit.

POSTING PERIOD/MONTH. Posting period or month for the journal.

JOURNAL TOTAL. Journal debit and credit totals must balance.

Statement of Changes in Financial Position (AMG45)

CO 1 SUBSIDIARY U. S. DOLLARS	NO. 01 MARCH YTD	STATEMENT OF CHANGES IN FINANCIAL POSITION		DATE 9/12/**	TIME 10.42.30	PAGE 1	AMG45
ACCOUNT NUMBER/ DESCRIPTION		-----BALANCES-----		-----NET CHANGE-----		-----ACCUMULATED-----	
		BALANCE FWD	YEAR-TO-DATE	SOURCE	APPLICATION	DEBITS	CREDITS
1525 OFFICE FURN AND FIXTURES		32,596.65				7,500.00	
			40,096.65		7,500.00		.00
1530 AUTO AND TRUCKS		80,563.95				5,837.98	
			86,401.93		5,837.98		.00
1535 LEASEHOLD IMPROVEMENTS		.00				.00	
			.00				.00
1550 DEPREC ALLOW-LAND IMP		14,669.33CR		700.00		.00	
			15,369.33CR				700.00
1555 DEPREC ALLOW-BUILDINGS		40,007.25CR		2,500.00		.00	
			42,507.25CR				2,500.00
			1,530.00				.00
2000 ACCOUNTS PAYABLE - VENDOR		394,369.07CR				16,897.00	
			394,369.07CR				16,897.00
2020 ACCOUNTS PAYABLE - OTHER		.00				.00	
			.00				.00
2030 NOTES PAYABLE-SHORT TERM		45,000.00CR				.00	
			45,000.00CR				.00
2050 INTEREST PAYABLE		3,600.00CR				.00	
			3,600.00CR				.00
3200 RETAINED EARNINGS		351,446.39CR		13,072.84		.00	
			364,519.23CR				13,072.84
TOTAL ASSETS		3,629,807.70				37,448.27	
			3,537,699.19				129,556.78
TOTAL LIABILITIES AND EQUITY		3,629,807.70CR				16,897.00	
			3,648,631.30CR	145,002.49			35,720.60
LOSS					34,070.38		
					110,932.11		

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

Descriptive Date. The The descriptive date you specified for the Balance Sheet that was printed just prior to this report.

BALANCES. The balance for each account showing the amount brought forward from the last fiscal year and the year-to-date amount.

NET CHANGE. The net change is calculated by subtracting the balance forward amount from the current year-to-date amount. Depending upon the result being a debit or a credit and an asset or a liability, the net change is either a source or an application of funds according to the following:

Asset debit Application
Asset credit Source
Liability debit Application

Liability credit Source.

ACCUMULATED. The debit and credit total amounts that make up the net change amount.

General Ledger Chart of Accounts (AMV03)

NORTHCREEK IND. NO. 01		CHART OF ACCOUNTS			DATE	1/09/**	TIME	8.21.32	PAGE	1	AMV03
GL ACCOUNT NUMBER	DESCRIPTION	ACCOUNT TYPE	ACCOUNT CODE	CURRENCY ID	CONSOLIDATED COMPANY NUMBER	CONSOLIDATED ACCOUNT NUMBER					
1000	PETTY CASH	AS	1		8	102030405060708					
1000	PETTY CASH	AS	3								
1050	CASH-IN-BANK - GENERAL	AS	1								
1050	CASH-IN-BANK - GENERAL	AS	3								
1060	CASH-IN-BANK - PAYROLL	AS	1								
1060	CASH-IN-BANK - PAYROLL	AS	3								
1070	CASH-IN-BANK - OTHER	AS	1								
1070	CASH-IN-BANK - OTHER	AS	3								
1080	CREDIT UNION DEPOSITS	AS	1								
1080	CREDIT UNION DEPOSITS	AS	3								
1100	SHORT TERM INVESTMENTS	AS	1								
1100	SHORT TERM INVESTMENTS	AS	3								
1200	ACCTS REC - TRADE	AS	1								
1200	ACCTS REC - TRADE	AS	3								
1220	ACCTS REC - EMPLOYEES	AS	1								
1220	ACCTS REC - EMPLOYEES	AS	3								
1230	INTERCOMPANY PAYROLL REC	AS	1								
1230	INTERCOMPANY PAYROLL REC	AS	3								
1240	ACCTS REC SERVICE CHARGE	AS	1								
1240	ACCTS REC SERVICE CHARGE	AS	3								
1260	NOTES RECEIVABLE	AS	1								
4000	SALES	IC	1	USF							
4000	SALES	IC	2	USF							

TOTAL ACTIVE ACCOUNTS- 23

Use option 6 on the File Listings menu (AMPM11) to print this report. No monetary information appears.

Fields

GL ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

DESCRIPTION. Description of or identity given to an account.

ACCOUNT TYPE. Description of an account using the following values:

- AS** Asset account
- LI** Liability account
- IC** Income or revenue account
- EX** Expense account

ACCOUNT CODE. Code indicating the account type:

- 1** Current
- 2** Budget
- 3** Last Year

CURRENCY ID. Code identifying the currency used for translation purposes for a parent or foreign subsidiary.

CONSOLIDATED COMPANY NUMBER. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATED ACCOUNT NUMBER. Account number by which accounts are grouped for consolidation purposes.

TOTAL ACTIVE ACCOUNTS. Count of the number of active records.

Comparative General Ledger (AMG42)

ACCOUNT NUMBER/ DESCRIPTION	BUDGETED MONTH	SAME MONTH LAST YEAR	CURRENT MONTH	BUDGETED Y-T-D	PREVIOUS Y-T-D	CURRENT Y-T-D
<div style="display: flex; justify-content: space-between; font-size: small;"> NORTHCREEK IND. NO. 01 COMPARATIVE GENERAL LEDGER DATE 12/08/** TIME 19.51.16 PAGE 1 AMG42 </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> U. S. DOLLARS MONTH 01/** - 12/** </div>						
1000 PETTY CASH	.00	.00	.00	.00	2,173.24	4,587.95
1050 CASH-IN-BANK - GENERAL	.00	.00	875.70CR	.00	107,785.96	226,672.44
1060 CASH-IN-BANK - PAYROLL	.00	.00	.00	.00	92,742.49	195,789.70
1100 SHORT TERM INVESTMENTS	.00	.00	.00	.00	193,613.49	408,739.59
1200 ACC REC - TRADE	.00	.00	19,880.34	.00	460,901.24	992,894.07
1240 ACCTS REC - OTHER	.00	.00	.00	.00	94,695.62	199,912.98
1280 INTEREST RECEIVABLE	.00	.00	.00	.00	19,014.71	40,142.16
1300 RAW MATERIAL INVENTORY	.00	.00	7,500.00CR	.00	320,145.46	518,362.64
1320 WORK-IN-PROCESS INVENTORY	.00	.00	.00	.00	357,781.31	755,316.10
1340 FINISHED GOODS INVENTORY	.00	.00	.00	.00	294,142.87	620,968.28
1500 LAND	.00	.00	.00	.00	175,905.00	371,355.00
1515 BUILDINGS	.00	.00	.00	.00	513,000.00	1,083,000.00
1520 MACHINERY AND EQUIPMENT	.00	.00	.00	.00	886,656.60	1,871,830.60

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

Accounting Month/Period. You can produce this report for any one or more accounting periods. Budget last-year and current-year amounts print for the period you select. Note that there are no budgeted amounts for balance sheet accounts.

ACCOUNT NUMBER/DESCRIPTION. All accounts in a company's Chart of Accounts are printed.

BUDGETED MONTH

SAME MONTH LAST YEAR

CURRENT MONTH. Year-to-date amounts appear for all three years (current, budget, and last year) to provide greater analytical capability.

BUDGETED Y-T-D

PREVIOUS Y-T-D

CURRENT Y-T-D. The account balance includes posted journals which have not been applied to the accounts by the fiscal close procedures. Year-to-date amounts include amounts for period(s) you requested.

Consolidation Worksheet (AMG92)

TRANSLATED BALANCES FOR COMPANIES 50 TO 70	CONSOLIDATION WORKSHEET CURRENCY U.S. DOLLARS	DATE 9/11/**	TIME 13:23:31	PAGE 1	AMG92
ACCOUNT: 10500000000000	DESCRIPTION: CONSOLIDATED CASH	TOTAL:	9,241,668.50	PERIOD: 01	BALANCE: YTD TYPE: 4
CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -		
50 6,809.50	60 4,657,698.00	70	4,577,161.00		
ACCOUNT: 10612000000000	DESCRIPTION: CONSOLIDATED AR	TOTAL:	4,730,473.00	PERIOD: 01	BALANCE: YTD TYPE: 4
CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -		
50 3,481.00	60 2,384,485.00	70	2,342,507.00		
ACCOUNT: 13140000000000	DESCRIPTION: CONSOLIDATED INVENTORY	TOTAL:	12,302,511.27-	PERIOD: 01	BALANCE: YTD TYPE: 4
CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -		
50 9,049.53CR	60 6,189,878.52CR	70	6,103,583.22CR		
ACCOUNT: 15160000000000	DESCRIPTION: CONSOLIDATED LAND	TOTAL:	2,014,749.00	PERIOD: 01	BALANCE: YTD TYPE: 4
CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -		
50 1,491.00	60 1,009,407.00	70	1,003,851.00		
ACCOUNT: 21000000000000	DESCRIPTION: CONSOLIDATED WAGES	TOTAL:	452,047.00-	PERIOD: 01	BALANCE: YTD TYPE: 4
CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -		
50 658.00CR	60 451,388.00CR	70	1.00CR		
ACCOUNT: 21900000000000	DESCRIPTION: CONSOLIDATED MISC PAY	TOTAL:	2,316,840.00	PERIOD: 01	BALANCE: YTD TYPE: 4
CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -	CO - - - - -BALANCE- - -		
50 1,720.00	60 1,174,760.00	70	1,140,360.00		

Fields

Companies Range. The range of company numbers for companies included in this report.

Currency Description. Whether the report is printed showing amounts in original or translated balances.

ACCOUNT. The account number for each company included in this report.

DESCRIPTION. A description of the associated account.

TOTAL. The total amount for all companies.

PERIOD/MONTH. The month or period for the amounts reported on this report.

BALANCE. The month (mon), period (per), or year to date (YTD).

CO - - - - -BALANCE. The balances for all companies associated with the indicated account numbers.

Copied Chart of Accounts (AMG59)

COPIED CHART OF ACCOUNTS FROM COMPANY NUMBER 02 TO COMPANY NUMBER 03	DATE 6/18/** TIME 15.16.11 PAGE 3 AMG59
---	---

ACCOUNT NUMBER	
7250	NOT COPIED
7255	
7265	
7270	NOT COPIED
7275	
7300	
7310	NOT COPIED
7320	
7400	
7410	NOT COPIED
7420	NOT COPIED
7500	
7510	NOT COPIED
7520	NOT COPIED
7530	
7540	
7550	NOT COPIED
7560	
7600	
7610	
7620	
7630	
7640	

NUMBER OF CURRENT ACCOUNTS COPIED	XXXXXX
NUMBER OF BUDGET ACCOUNTS COPIED	XXXXXX
NUMBER OF LAST YEAR ACCOUNTS COPIED	XXXXXX
TOTAL NUMBER OF RECORDS COPIED	XXXXXXX

Fields

FROM COMPANY NUMBER

TO COMPANY NUMBER. The company numbers selected for the Copied Chart of Accounts (From Company Number—02, and To Company Number—03) request.

NOT COPIED. These words appear for each account existing in the To Company Number—03.

Note: For a new company without a Chart of Accounts, NOT COPIED will not appear.

NUMBER OF CURRENT ACCOUNTS COPIED

NUMBER OF BUDGET ACCOUNTS COPIED

NUMBER OF LAST YEAR ACCOUNTS COPIED

TOTAL NUMBER OF RECORDS COPIED. The number of each type copied for From Company Number—02. The total number of records copied is shown. All account balances for copy To Company Number—03 are zero balanced.

Current/Restored Journal History Report (AMG25)

NORTHCREEK IND. NO. 01		CURRENT JOURNAL HISTORY REPORT			DATE	12/08/**	TIME	14.38.49	PAGE	1	AMG25
FROM ACCOUNT		00000000000000	TO ACCOUNT		99999999999999						
		REF. NO.			FROM PERIOD 12 TO PERIOD 12						
ACCOUNT NUMBER	DESCRIPTION	JOURNAL REF. NO.	DEBIT AMOUNT	CREDIT AMOUNT	TRANSACTION SOURCE	ORDER NUMBER	CHECK NUMBER	ENTRY PERIOD			
1050	CHECK #1160	GJ0000100003		875.70	JE12-02			12			
		ACCOUNT TOTALS	.00	875.70				12			
1200	AR CORRECTION	GJ0000100005		73.15	JE12-03			12			
1200	INV THRU 12/8	GJ0000100010	19,953.49		JE12-07			12			
		ACCOUNT TOTALS	19,953.49	73.15				12			
1290	ALLOW BAD DEBTS	GJ0000100018	350.00		JE12-17			12			
		ACCOUNT TOTALS	350.00	.00				12			
1300	CORRECT ERR	GJ0000100001		7,500.00	JE12-01			12			
		ACCOUNT TOTALS	.00	7,500.00				12			
1525	CORRECT ERR	GJ0000100001	7,500.00		JE12-01			12			
		ACCOUNT TOTALS	7,500.00	.00				12			
1530	NEW TRUCK	GJ0000100002	5,837.98		JE12-02			12			
		ACCOUNT TOTALS	5,837.98	.00				12			
1550	DEPR-LAND IMP	GJ0000100008		700.00	JE12-04			12			
		ACCOUNT TOTALS	.00	700.00				12			
1555	DEPR-BLDG	GJ0000100006		2,500.00	JE12-04			12			
		ACCOUNT TOTALS	.00	2,500.00				12			
7510	DEPR-BLDG	GJ0000100006	2,500.00		JE12-04			12			
7510	DEPR-OFFICE	GJ0000100007	850.00		JE12-04			12			
		ACCOUNT TOTALS	3,350.00	.00				12			
		COMPANY TOTALS	39,387.21	39,387.21				12			
		FINAL TOTALS	39,387.21	39,387.21				12			

NORTHCREEK IND. NO. 01		RESTORED JOURNAL HISTORY REPORT		DATE	TIME	PAGE	1 AMG25	
FROM ACCOUNT		00000000000000		TO ACCOUNT	9999999999999999			
FROM PERIOD 01		TO PERIOD 13						
ACCOUNT NUMBER	DESCRIPTION	JOURNAL REF. NO.	DEBIT AMOUNT	CREDIT AMOUNT	TRANSACTION SOURCE	ORDER NUMBER	CHECK NUMBER	ENTRY PERIOD
1050	CHECK #1160	GJ0000100003		875.70	JE12-02			12
	ACCOUNT TOTALS		.00	875.70				12
1200	AR CORRECTION	GJ0000100005		73.15	JE12-03			12
1200	INV THRU 12/8	GJ0000100010	19,953.49		JE12-07			12
	ACCOUNT TOTALS		19,953.49	73.15				12
1290	ALLOW BAD DEBTS	GJ0000100018	350.00		JE12-17			12
	ACCOUNT TOTALS		350.00	.00				12
1300	CORRECT ERR	GJ0000100001		7,500.00	JE12-01			12
	ACCOUNT TOTALS		.00	7,500.00				12
1525	CORRECT ERR	GJ0000100001	7,500.00		JE12-01			12
	ACCOUNT TOTALS		7,500.00	.00				12

Fields

Title. The title of the report indicating which of the files the report is printed from—the Current History file or the Restored History file.

FROM ACCOUNT

TO ACCOUNT. The range of accounts selected for the report.

FROM PERIOD or MONTH/YEAR

TO PERIOD or MONTH/YEAR. The range of posting periods or months/years included in the report.

ACCOUNT TOTALS. Debit and credit totals for each account.

COMPANY TOTALS. Company totals for each company number.

FINAL TOTALS. The final totals appear at the end of the report. This amount represents all the company totals shown in the report, added together.

Deleted Archived Journal History (AMG88)

DELETED ARCHIVED JOURNAL HISTORY						DATE	09/26/**	TIME	11.19.51	PAGE	1	AMG88
ARCHIVED HISTORY FILE NAME	CREATION DATE	BEGINNING COMPANY NUMBER	ENDING COMPANY NUMBER	BEGINNING POSTING PERIOD	ENDING POSTING PERIOD							
ARCH01	3/05/**	01	01	05	05							
ARCH04	3/05/**	01	01	01	03							
ARCH05	3/05/**	01	01	01	03							
ARCH08	3/05/**	01	01	05	05							

Fields

ARCHIVED HISTORY FILE NAME. All archived file names which were deleted.

CREATION DATE. The date the files were archived.

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. The range of company numbers for the deleted files

BEGINNING POSTING PERIOD or MONTH/YEAR

ENDING POSTING PERIOD or MONTH/YEAR. The range of posting periods or months/years.

Exception General Ledger Journal Audit Listing (AMG13A)

JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	ACCOUNT	AMOUNT	ACCOUNT	AMOUNT	POSTING PERIOD
EXCEPTION GENERAL LEDGER JOURNAL AUDIT LISTING DATE 06/19/** TIME 9.02.16 PAGE 1 AMG13A							
				-----GENERAL LEDGER DEBIT-----			-----GENERAL LEDGER CREDIT-----
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		JOURNAL GJ00002 TOTAL	.00		1,000.00	09
			JOURNAL GJ00003 TOTAL	.00		1,000.00	10
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		JOURNAL GJ00001 TOTAL	28,827.99		52,460.05	12
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		JOURNAL GJ00008 TOTAL	52,460.05		52,460.05	12
			COMPANY TOTAL	81,288.04		106,920.10	**
E AM-1002	DEBITS AND CREDITS DO NOT BALANCE		FINAL TOTAL	81,288.04		106,920.10	***

Fields

POSTING PERIOD/MONTH. Posting period for the journal.

JOURNAL REFERENCE. The journal number you selected for the audit.

FINAL TOTAL. Journal debit and credit totals must balance.

Financial Statement Worksheet (AMG22)

CO 1 SUBSIDIARY U. S. DOLLARS	NO. 01	FINANCIAL STATEMENT WORKSHEET MONTH 01	DATE 9/12/**	TIME 10.48.30	PAGE 1	AMG22
ACCOUNT NUMBER	DESCRIPTION	-----BALANCE SHEET-----		-----INCOME STATEMENT-----		NET CHANGE
		DEBIT	CREDIT	DEBIT	CREDIT	
1000	PETTY CASH		.00			
		.00				.00
1050	CASH-IN-BANK - GENERAL		17,737.98			
		.00				17,737.98CR
1200	ACCTS REC - TRADE		73.15			
		19,953.49				19,880.34
1290	ALLOW FOR DOUBTFUL ACCTS		.00			
		350.00				350.00
1525	OFFICE FURN AND FIXTURES		.00			
		7,500.00				7,500.00
1530	AUTO AND TRUCKS		.00			
		5,837.98				5,837.98
1565	DEPREC ALLOW-OFFICE F&F		850.00			
		.00				850.00CR
9000	STATE INCOME TAX				6,500.00	
				.00		6,500.00CR
9020	FEDERAL INCOME TAX				12,700.00	
				.00		12,700.00CR
9050	DEFERRED TAX EXPENSE				.00	
				745.74		745.74
9090	OTHER INCOME TAX				1,526.08	
				.00		1,526.08CR
9100	PROFIT/LOSS CURRENT				.00	
				.00		.00
9200	PROVISION FOR PROFIT/LOSS				.00	
				5,000.00		5,000.00
31888	GAIN/LOSS ACCOUNT				.00	
				.00		.00
		-----		-----		
	NET INCOME	33,641.47	18,661.13	5,745.74	20,726.08	.00
			14,980.34	14,980.34		

			33,641.47	20,726.08		
		-----		-----		
	NET LOSS					
		-----		-----		
	FINAL MONTH TOTALS	DEBIT 39,387.21	CREDIT 39,387.21			

Fields

Currency Description. Indicates the currency in which the reported amounts are printed.

MONTH/PERIOD. The accounting month/period you selected for this report.

NET CHANGE. The net change amount resulting from all entries to this account for this accounting month/period.

DEBIT/CREDIT. These amounts are summaries of debits and credits for each account and related to the financial statement affected.

Total Debit/Credit For All Accounts. The total debit and credit amounts for all accounts. The total net change must be zero.

NET LOSS/NET INCOME. The net income or loss calculations must be equal for the balance sheet and income statement.

FINAL MONTH TOTALS. The total debits and total credits for the reporting period.

General Journal (AMG14)

NORTHCREEK IND. NO. 01		GENERAL JOURNAL		DATE 06/16/** TIME 19.17.16 PAGE 1 AMG14	
		POSTING DATE 12/31/**			
JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	GENERAL LEDGER DEBIT	GENERAL LEDGER CREDIT	BATCH-SEQ.
			ACCOUNT	ACCOUNT	
			AMOUNT	AMOUNT	
GJ00002-00001	JE12-01	CORRECT NOV ERR	1525	1300	006- 1
GJ00002-00002	JE12-02	NEW TRUCK	1530		006- 2
GJ00002-00003	JE12-02	CHECK #1160		1050	006- 3
GJ00002-00004	JE12-02	EST CITY TAX		1050	006- 4
GJ00002-00005	JE12-03	AR CORRECTION	4000	1200	006- 5
GJ00002-00006	JE12-04	DEPR - BLDG	6020	1555	006- 6
GJ00002-00007	JE12-04	DEPR - OFFICE	7510	1565	006- 7
GJ00002-00008	JE12-04	DEPR - LAND IMP	6010	1550	006- 8
GJ00002-00009	JE12-04	DEPR - AUTO/TRUCK	6040	1570	006- 9
GJ00002-00010	JE12-07	INV THRU 12/8	1200		006- 10
GJ00002-00011	JE12-07	12/1		4000	006- 11
GJ00002-00012	JE12-07	12/5		4000	006- 12
GJ00002-00013	JE12-07	12/6		4000	006- 13
GJ00002-00014	JE12-07	12/7		4000	006- 14
GJ00002-00015	JE12-07	12/8		4000	006- 15
GJ00002-00016	JE12-11	AP EXPENSE ADJ	4120	4100	006- 16
GJ00002-00017	JE12-11	AP EXPENSE ADJ	4130		006- 17
GJ00002-00018	JE12-17	ALLOW BAD DEBTS	1290	7110	006- 18
			JOURNAL TOTAL		
			COMPANY TOTAL		

Fields

JOURNAL REFERENCE. A reference number in the format GJxxxxx-yyyyy (GJ00001-00001, for example) is generated for each line within a journal in the following way:

- GJ** Always the first two characters.
- XXXXX** A sequential number, assigned by the application, indicating the number of this journal for the company. Each time a new journal is run for a company, this number is incremented by 1 and then saved; therefore, the number shows the sequence for all journals associated with a company. You cannot change this number; it is maintained by the application.
- YYYYY** Represents the line number within this journal. For each journal, the line number begins with 0001 and is incremented by 1 for each line printed.

TRANSACTION SOURCE. The transaction source document is identified by journal entry number.

POSTING DATE/PERIOD. The posting date assigned to all entries in this run. If you have specified processing in 13-period format, posting period appears instead of posting date.

BATCH-SEQ. These are the batch and sequence numbers assigned when the transactions were entered. This is an important element in the audit trail.

JOURNAL TOTAL. The total debit and credit amounts to be applied to the General Ledger for this journal.

COMPANY TOTAL. The debit and credit totals for all journals for this run.

General Journal Entry Edit (AMG05A)

NORTHCREEK IND.	NO. 01	GENERAL JOURNAL ENTRY EDIT	DATE 6/16/**	TIME 14.04.40	PAGE 1	AMG05A
				BATCH 14	WS DSP01	
SEQUENCE	TRANSACTION	TRANSACTION	-----GENERAL LEDGER DEBIT-----	-----GENERAL LEDGER CREDIT-----	ENTRY/POST	
NUMBER	SOURCE	DESCRIPTION	ACCOUNT	ACCOUNT	DATE	
00001	JE12-01	CORRECT NOV ERR	1525	1300	12/30/**	
00002	JE12-02	NEW TRUCK	1530		12/30/**	
00003	JE12-02	CHECK #1160		1050	12/30/**	
00004	JE12-02	EXT CITY TAX		2500	12/30/**	
00005	JE12-03	AR CORRECTION	4000	1200	12/30/**	
00006	JE12-04	DEPR - BLDG	6020	1555	12/30/**	
00007	JE12-04	DEPR - OFFICE	7510	1565	12/30/**	
00008	JE12-04	DEPR - LAND IMP	6010	1550	12/30/**	
00009	JE12-04	DEPR AUTO/TRUCK	6040	1570	12/30/**	
00010	JE12-07	INVENTORY 12/8	1200		12/30/**	
00011	JE12-07	12/1		4000	12/30/**	
00012	JE12-07	12/5		4000	12/30/**	
00013	JE12-07	12/6		4000	12/30/**	
00014	JE12-07	12/7		4000	12/30/**	
00015	JE12-07	12/8		4000	12/30/**	
00016	JE12-11	AP EXPENSE ADJ	4120	4100	12/30/**	
00017	JE12-11	AP EXPENSE ADJ	4130		12/30/**	
00018	JE12-17	ALLOW BAD DEBTS	1290	7110	12/30/**	
00019	JE12-12	DECEMBER CLOSE	9203	3220	12/30/**	
W AM-0801 RECORD DELETED						
			BATCH 14 TOTAL	39,387.27	39,387.27	

Fields

SEQUENCE NUMBER. A sequence number identifies each transaction and is used to access transactions when you are updating a batch. A line in this format prints for every transaction you enter.

BATCH. The application-assigned batch number appears so you can apply changes to the same batch when updating transactions. The work station identification is printed so you know at which work station transactions were entered.

Deleted batches and batches with no transactions appear with this information printed with an appropriate message to provide an audit trail of all assigned batch numbers.

Message. Messages print after every line containing errors. To ensure a complete audit trail, deleted records appear with a message to that effect; you cannot access a deleted record.

BATCH TOTAL. The total debits and total credits for a batch must balance; otherwise, the batch is suspended. When none of the transactions within a batch is valid, or no transactions were entered, the batch is deleted.

General Journal Proof (AMG05B)

NORTHCREEK IND. NO. 01		GENERAL JOURNAL PROOF		DATE 12/30/**		TIME 19.17.16	PAGE 1	AMG05B
TRANSACTION SOURCE	TRANSACTION DESCRIPTION	GENERAL ACCOUNT	LEDGER DEBIT AMOUNT	GENERAL ACCOUNT	LEDGER CREDIT AMOUNT	ENT/POST DATE	BATCH NUMBER	SEQ. NUMBER
JE12-01	CORRECT NOV ERR	1525	7,500.00	1300	7,500.00	12/31/**	14	1
	SOURCE TOTAL		7,500.00		7,500.00			
JE12-02	NEW TRUCK	1530	5,837.98			12/30/**	14	2
JE12-02	CHECK #1160			1050	875.70	12/30/**	14	3
JE12-02	EST CITY TAX			2500	4,962.28	12/30/**	14	4
	SOURCE TOTAL		5,837.98		5,837.98			
JE12-03	AR CORRECTION	4000	73.15	1200	73.15	12/30/**	14	5
	SOURCE TOTAL		73.15		73.15			
JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	12/30/**	14	6
JE12-04	DEPR - OFFICE	7510	850.00	1565	850.00	12/30/**	14	7
JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	12/30/**	14	8
JE12-04	DEPR - AUTO/TRUCK	6040	1,200.00	1570	1,200.00	12/30/**	14	9
	SOURCE TOTAL		5,250.00		5,250.00			
JE12-07	INVENTORY-12/8	1200	19,953.49			12/30/**	14	10
JE12-07	12/1			4000	3,879.53	12/30/**	14	11
JE12-07	12/5			4000	4,213.42	12/30/**	14	12
JE12-07	12/6			4000	4,479.83	12/30/**	14	13
JE12-07	12/7			4000	3,943.52	12/30/**	14	14
JE12-07	12/8			4000	3,437.19	12/30/**	14	15
	SOURCE TOTAL		19,953.49		19,953.49			
JE12-11	AP EXPENSE ADJ	4120	86.04	4100	422.59	12/30/**	14	16
JE12-11	AP EXPENSE ADJ	4130	336.55			12/30/**	14	17
	SOURCE TOTAL		422.59		422.59			
JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	12/30/**	14	18
	SOURCE TOTAL		350.00		350.00			
	COMPANY TOTAL		39,387.21		39,387.21			

Fields

TRANSACTION SOURCE

TRANSACTION DESCRIPTION. Each transaction is printed with the information you entered. If you deleted a transaction, it does not appear on this report.

BATCH NUMBER

SEQ. NUMBER. The batch and sequence numbers identifying this transaction. You use these numbers to change or delete a particular transaction during a correction run. The sequence number is the same as on the General Journal Entry Edit listing.

SOURCE TOTAL. The entries are grouped based on the source field. The debit and credit amounts associated with the source are totaled and checked to be sure they are equal.

In addition, total debit and total credit amounts for all entries appear at the end of the listing.

General Ledger (AMG41B)

NORTHCREEK IND. NO. 01		GENERAL LEDGER		DATE 12/08/**	TIME 19.50.06	PAGE 1	AMG41B
U. S. DOLLARS		MONTH 08/** - 09/**					
ACCOUNT NUMBER/ DESCRIPTION	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	JOURNAL REFERENCE	DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE/ ACCOUNT BALANCE	
1000							
PETTY CASH			PREVIOUS BALANCE-	48,057.81	.00		
			ACCOUNT BALANCE	48,057.81	.00		48,057.81
1050							
CASH-IN-BANK - GENERAL	JE12-02	CHECK #1160	PREVIOUS BALANCE-	227,548.14	.00		
			GJ00002-00003		875.70		
			MONTH 12 TOTAL	.00	875.70		875.70CR
			ACCOUNT BALANCE	227,548.14	875.70		
1060							
CASH-IN-BANK - PAYROLL			PREVIOUS BALANCE-	195,789.70	.00		
			ACCOUNT BALANCE	195,789.70	.00		
1100							
SHORT TERM INVESTMENTS			PREVIOUS BALANCE-	408,739.59	.00		
			ACCOUNT BALANCE	408,739.59	.00		
1200							
ACCTS REC - TRADE	JE12-07	INV THRU 12/8	PREVIOUS BALANCE-	973,013.73	.00		
			GJ00002-00010	19,953.49			
			MONTH 12 TOTAL	19,953.49	73.15		19,880.34
			ACCOUNT BALANCE	992,967.22	73.15		
1240							
ACCTS REC - OTHER			PREVIOUS BALANCE-	199,912.98	.00		
			ACCOUNT BALANCE	199,912.98	.00		
1260							
NOTES RECEIVABLE			PREVIOUS BALANCE-	.00	.00		
			ACCOUNT BALANCE	.00	.00		

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

MONTH/PERIOD. The accounting month or period to which journal transactions are being applied.

JOURNAL REFERENCE. For audit purposes, each journal debit and credit entry appears with its general journal reference number. Journal entries generated by interfacing applications (Accounts Payable, Payroll, Financial Analysis, Accounts Receivable, and Purchasing) will have journal reference numbers unique to those applications

- CD—cash disbursements
- CR—cash receipts
- DJ—depreciation journal
- PJ—purchase journal
- PR—payroll

PREVIOUS BALANCE. The account balance before journal entries are applied.

TOTAL. The total for each accounting period processed and the net change for that period.

ACCOUNT BALANCE. The new account balance. In addition, the final debit, credit and company totals for the period appear at the end of the General Ledger listing.

General Ledger Balance Transfer Control Report (AMG91)

CO 1 SUBSIDIARY U. S. DOLLARS	NO. 01	GENERAL LEDGER BALANCE TRANSFER CONTROL REPORT	DATE 9/11/**	TIME 13:23:10	PAGE 1	AMG91
		GENERAL LEDGER ACCOUNT TYPE CODE REQUESTED	4			
		PERIOD SELECTED	09			
		TRANSACTION SOURCE	SOURCE			
		TRANSACTION DESCRIPTION	DESCRIPTION			
		POSTING DATE	11/21/**			
		TOTAL DEBIT AMOUNT	291,984,725.12			
		TOTAL CREDIT AMOUNT	291,984,725.12			

Fields

Currency Description. The currency description indicates the currency in which the amounts on this report are printed.

GENERAL LEDGER ACCOUNT TYPE CODE REQUESTED. The account type code identifies which GELMAS record set to use when creating the journal. Use Translated Financial Statement records when a foreign subsidiary is reporting to a parent company in the parent company's home currency. Use Original Balances records in other cases.

PERIOD SELECTED. The period for which the balances are to be included in the transfer.

TRANSACTION SOURCE. The transaction source is a constant on each journal entry.

TRANSACTION DESCRIPTION. The transaction description is a constant on each journal entry.

POSTING DATE. The posting date indicates the posting period for the balances transferred.

TOTAL DEBIT AMOUNT

TOTAL CREDIT AMOUNT. The total debit and credit amounts transferred for the selected period.

Note: When 13-period accounting is used, the posting date will not appear, and the period number field will be used as the posting period.

General Ledger Balance Translation Audit (AMG482)

VIN'S TOY STORE NO. 02 GENERAL LEDGER BALANCE TRANSLATION AUDIT DATE 7/17/** TIME 15.42.40 PAGE 1 AMG482
U. S. DOLLARS

RECORD TYPE	ACCOUNT NUMBER	PERIOD	CURR ID	EXCHANGE DATE	CONV TYPE	AMOUNT TO BE CONVERTED	EXCHANGE RATE	CONVERT AMOUNT
4	1000	BFD	AAA	6/01/89	2	100.10	1.111111	90.00
4	1000	PDR01	AAA	6/02/89	2	200.20	1.222222	164.00
4	1000	PDR02	AAA	6/03/89	2	300.30	1.333333	225.00
4	1000	PDR03	AAA	6/04/89	2	400.40	1.444444	277.00
4	1000	PDR04	AAA	6/05/89	2	500.50	1.555555	322.00
4	1000	PDR05	AAA	6/06/89	2	600.60	1.666666	360.00
4	1000	PDR13	AAA	6/13/89	2	10.10	1.131313	9.00
4	1000	BFC	AAA	6/01/89	2	20.20	1.111111	18.00
4	1000	PCR06	AAA	6/07/89	2	80.80	1.777777	45.00
4	1000	PCR07	AAA	6/08/89	2	90.90	1.888888	48.00
4	1000	PCR08	AAA	6/09/89	2	100.10	1.999999	50.00
4	1000	PCR09	AAA	6/10/89	2	110.20	1.101010	100.00
4	1000	PCR10	AAA	6/11/89	2	120.30	1.111111	108.00
4	1000	PCR11	AAA	6/12/89	2	130.40	1.121212	116.00
4	1000	PCR12	AAA	6/13/89	2	140.50	1.131313	124.00
4	1000	PCR13	AAA	6/13/89	2	150.60	1.131313	133.00
4	1000	PTD	AAA	6/01/89	2	1,000.00	1.111111	900.00
4	1000	PTC	AAA	6/01/89	2	2,000.00	1.111111	1,800.00
4	1000	OTD	AAA	6/01/89	2	3,000.00	1.111111	2,700.00
4	1000	OTC	AAA	6/01/89	2	4,000.00	1.111111	3,600.00
7	1000	BFD	AAA	6/01/89	2	100.10	1.111111	90.00
7	1000	PDR01	AAA	6/02/89	2	200.20	1.222222	164.00
7	1000	PDR02	AAA	6/03/89	2	300.30	1.333333	225.00
7	1000	PDR03	AAA	6/04/89	2	400.40	1.444444	277.00
7	1000	PDR04	AAA	6/05/89	2	500.50	1.555555	322.00
7	1000	PDR05	AAA	6/06/89	2	600.60	1.666666	360.00
7	1000	PDR06	AAA	6/07/89	2	700.70	1.777777	394.00
7	1000	PDR11	AAA	6/12/89	2	1,200.30	1.121212	1,071.00
7	1000	PDR12	AAA	6/13/89	2	1,300.40	1.131313	1,149.00
7	1000	PDR13	AAA	6/13/89	2	10.10	1.131313	9.00
7	1000	PCR03	AAA	6/04/89	2	50.50	1.444444	35.00
7	1000	PCR04	AAA	6/05/89	2	60.60	1.555555	39.00
7	1000	PCR05	AAA	6/06/89	2	70.70	1.666666	42.00
7	1000	PCR06	AAA	6/07/89	2	80.80	1.777777	45.00
5	1000	BFD	AAA	6/01/89	2	100.10	1.111111	90.00
5	1000	PDR01	AAA	6/02/89	2	200.20	1.222222	164.00
5	1000	PDR02	AAA	6/03/89	2	300.30	1.333333	225.00
5	1000	PDR03	AAA	6/04/89	2	400.40	1.444444	277.00
5	1000	PDR04	AAA	6/05/89	2	500.50	1.555555	322.00
5	1000	PDR05	AAA	6/06/89	2	600.60	1.666666	360.00
5	1000	PDR06	AAA	6/07/89	2	700.70	1.777777	394.00
5	1000	PDR07	AAA	6/08/89	2	800.80	1.888888	424.00

Fields

Currency Description. The currency description indicates the currency in which the amounts on this report are printed.

RECORD TYPE. The record types you are creating for the translated balances (record types 4 to 9).

ACCOUNT NUMBER. The GL account number for the account being translated.

CURR ID (Currency ID). The currency ID for the account being translated. The currency ID identifies the exchange rates used for translation.

EXCHANGE DATE. The date associated with the exchange rate used for translation.

CONV TYPE (Conversion Type). The conversion type indicates whether you translated local currency to foreign currency or foreign currency balances to local currency.

EXCHANGE RATE. The exchange rate used to translate the balances.

CONVERT AMOUNT. The converted amount comes from the currency conversion routine.

General Ledger Balance Translation Exceptions (AMG481)

VIN'S TOY STORE NO. 02		GENERAL LEDGER BALANCE TRANSLATION EXCEPTIONS					DATE	7/19/**	TIME	12.03.54	PAGE	1	AMG481
U. S. DOLLARS													
RECORD TYPE	ACCOUNT NUMBER	PERIOD	CURR ID	EXCHANGE DATE	CONV TYPE	AMOUNT TO BE CONVERTED	EXCHANGE RATE	ERROR MESSAGE					
4	1000	BFD	AAA	00/00/00	2	100.10-	.000000	CONVERSION AMOUNT ZERO OR NEGATIVE					

Fields

Currency Description. The currency description indicates the currency in which the amounts on this report are printed.

RECORD TYPE. The record type you created for the translated balances (record types 4 to 9).

CURR ID (Currency ID). The currency ID for the account being translated. Identifies the exchange rates used for translation.

EXCHANGE DATE. The date associated with the exchange rate used for translation.

CONV TYPE (Conversion Type). The conversion type indicates whether local currency balances were converted to foreign currency or foreign currency balances were converted to local currency.

EXCHANGE RATE. The exchange rate used to translate the balances.

ERROR MESSAGE. If an error arises during GL balances translation, the error message appears on the report.

General Ledger Detail Audit Listing (AMG30A)

ACCOUNT NUMBER DESCRIPTION	TYPE	DEBIT	AMOUNT NET CHANGE	CREDIT AMOUNT YEAR-TO-DATE ACCUMULATION
<div style="font-size: small; margin-bottom: 5px;"> NORTHCREEK IND. NO. 01 GENERAL LEDGER DETAIL AUDIT LISTING DATE 12/01/** TIME 19.36.54 PAGE 1 AMG30A U. S. DOLLARS </div>				
1000 PETTY CASH	AS BROUGHT FORWARD		2,173.24	.00
	NOV		2,173.24	
			2,414.71	.00
			2,414.71	4,587.95
	ACCOUNT TOTALS		4,587.95	.00
			4,587.95	4,587.95
	CURRENT BALANCE FORWARD		4,587.95	.00
1050 CASH-IN-BANK - GENERAL	AS BROUGHT FORWARD		107,785.96	.00
	NOV		119,762.18	.00
			119,762.18	
	ACCOUNT TOTALS		227,548.14	.00
			227,548.14	227,548.14
	CURRENT BALANCE FORWARD		227,548.14	.00
1060 CASH-IN-BANK - PAYROLL	AS BROUGHT FORWARD		92,742.49	.00
	NOV		103,047.21	.00
			103,047.21	
	ACCOUNT TOTALS		195,789.70	.00
			195,789.70	195,789.70
	CURRENT BALANCE FORWARD		195,789.70	.00
1070 CASH-IN-BANK - OTHER	AS BROUGHT FORWARD		.00	.00
	ACCOUNT TOTALS		.00	.00
	CURRENT BALANCE FORWARD		.00	.00
			.00	.00
1080 CREDIT UNION DEPOSITS	AS BROUGHT FORWARD		.00	.00
	ACCOUNT TOTALS		.00	.00
	CURRENT BALANCE FORWARD		.00	.00
			.00	.00

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

ACCOUNT NUMBER DESCRIPTION. Every account in the company's Chart of Accounts appears on this listing.

NET CHANGE

YEAR-TO-DATE ACCUMULATION. Each accounting period with nonzero balances prints with the net change for the closed periods and the calculated year-to-date accumulation.

BALANCE FORWARD

NET CHANGE

YEAR-TO-DATE ACCUMULATION. The account's balance forward, net change and year-to-date accumulation must all be equal.

CURRENT BALANCE FORWARD. The newly calculated account balance.

Note: The General Ledger Summary Audit Listing is the same report without the period-by-period amounts.

General Ledger Edit Listing (AMG30C)

NORTHCREEK IND. NO. 01		GENERAL LEDGER EDIT LISTING		DATE 09/26/**	TIME 11.10.43	PAGE 1	AMG30C
ACCOUNT NUMBER	DESCRIPTION	TYPE	DEBIT AMOUNT	CREDIT AMOUNT			
1000	PETTY CASH	AS BROUGHT FORWARD	2,173.24	.00			
		NOV	2,414.71	.00			
		ACCOUNT TOTALS	4,587.95	.00			
		CURRENT BALANCE FORWARD	4,587.95	.00			
1050	CASH-IN-BANK - GENERAL	AS BROUGHT FORWARD	107,785.96	.00			
		NOV	119,762.18	.00			
		ACCOUNT TOTALS	227,548.14	.00			
		CURRENT BALANCE FORWARD	227,548.14	.00			
1060	CASH-IN-BANK - PAYROLL	AS BROUGHT FORWARD	92,742.49	.00			
		NOV	103,047.21	.00			
		ACCOUNT TOTALS	195,789.70	.00			
		CURRENT BALANCE FORWARD	195,789.70	.00			
1070	CASH-IN-BANK - OTHER	AS BROUGHT FORWARD	.00	.00			
		ACCOUNT TOTALS	.00	.00			
		CURRENT BALANCE FORWARD	.00	.00			
1080	CREDIT UNION DEPOSITS	AS BROUGHT FORWARD	.00	.00			
		ACCOUNT TOTALS	.00	.00			
		CURRENT BALANCE FORWARD	.00	.00			
1100	SHORT TERM INVESTMENTS	AS BROUGHT FORWARD	193,613.49	.00			
		NOV	215,126.10	.00			
		ACCOUNT TOTALS	408,739.59	.00			
		CURRENT BALANCE FORWARD	408,739.59	.00			

Fields

ACCOUNT NUMBER DESCRIPTION. The application edits every account in the company's Chart of Accounts.

Nonzero Accounting Periods. Each nonzero accounting period appears.

CURRENT BALANCE FORWARD. The newly calculated current balance forward.

Note: The application also edits the account record for the previous year. The calculated previous balance forward must equal the amount brought forward for the current year.

General Ledger File Listing (AMG30D)

ACCOUNT NUMBER DESCRIPTION	TYPE	DEBIT AMOUNT	CREDIT AMOUNT
NORTHCREEK IND. NO. 01 GENERAL LEDGER FILE LISTING - ORIGINAL BALANCES DATE 1/09/86 TIME 10.28.01 PAGE 1 AMG30D			
U. S. DOLLARS			
1000 PETTY CASH	AS BROUGHT FORWARD	47,447.99	.00
	JAN	.00	1,500.00
	ACCOUNT TOTALS	47,447.99	1,500.00
	CURRENT BALANCE FORWARD	45,947.99	.00
	BROUGHT FORWARD	2,173.24	.00
	SEP	64,500.04	11,620.00
	OCT	.00	5,520.00
	NOV	2,414.71	4,500.00
	ACCOUNT TOTALS	69,087.99	21,640.00
	LAST YEAR BALANCE FORWARD	47,447.99	.00
1050 CASH-IN-BANK - GENERAL	AS BROUGHT FORWARD	164,109.37	.00
	ACCOUNT TOTALS	164,109.37	.00
	CURRENT BALANCE FORWARD	164,109.37	.00
	BROUGHT FORWARD	.00	.00
	BUDGET ACCOUNT TOTALS	.00	.00
	BROUGHT FORWARD	107,785.96	.00
	SEP	3,388.36	82,854.87
	OCT	18,119.39	1,215.95
	NOV	119,762.18	.00
	DEC	.00	875.70
	ACCOUNT TOTALS	249,055.89	84,946.52
	LAST YEAR BALANCE FORWARD	164,109.37	.00
1240 ACCTS REC SERVICE CHARGE	AS BROUGHT FORWARD	197,886.57	.00
	JAN	.00	500.17
	ACCOUNT TOTALS	197,886.57	500.17
	CURRENT BALANCE FORWARD	197,386.40	.00
	BROUGHT FORWARD	94,695.62	.00
	SEP	.00	527.59
	OCT	.00	498.66
	NOV	105,217.36	499.52
	DEC	.00	500.64
	ACCOUNT TOTALS	199,912.98	2,026.41
	LAST YEAR BALANCE FORWARD	197,886.57	.00
1490 PREPAID EXPENSES - OTHER	AS BROUGHT FORWARD	9,946.77	.00
	ACCOUNT TOTALS	9,946.77	.00
	CURRENT BALANCE FORWARD	9,946.77	.00
	BROUGHT FORWARD	4,711.63	.00
	NOV	5,235.14	.00
	ACCOUNT TOTALS	9,946.77	.00
	LAST YEAR BALANCE FORWARD	9,946.77	.00
1500 LAND	AS BROUGHT FORWARD	371,355.00	.00
	ACCOUNT TOTALS	371,355.00	.00
	CURRENT BALANCE FORWARD	371,355.00	.00
	BROUGHT FORWARD	.00	.00
	BUDGET ACCOUNT TOTALS	.00	.00
	BROUGHT FORWARD	175,905.00	.00
	NOV	195,450.00	.00
	ACCOUNT TOTALS	371,355.00	.00
	LAST YEAR BALANCE FORWARD	371,355.00	.00
	COMPANY CURRENT TOTALS	4,294,332.03	164,086.44
	COMPANY BUDGET TOTALS	.00	.00
	COMPANY LAST YEAR TOTALS	4,460,911.10	329,165.51

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

ACCOUNT NUMBER DESCRIPTION. The account number(s) you selected are printed.

CURRENT BALANCE FORWARD. Calculated current balance forward.

BUDGET ACCOUNT TOTALS. Accumulated budget record totals.

LAST YEAR BALANCE FORWARD. Calculated last-year balance forward.

COMPANY CURRENT, BUDGET, and LAST YEAR TOTALS. When all accounts are printed, the total debits and credits must balance for the current year and last year.

General Ledger Fiscal Year-End Audit Listing (AMG30B)

ACCOUNT NUMBER DESCRIPTION	TYPE	DEBIT	AMOUNT NET CHANGE	CREDIT AMOUNT YEAR-TO-DATE ACCUMULATION
<small>NORTHCREEK IND. NO. 01 U. S. DOLLARS</small>				
<small>GENERAL LEDGER FISCAL YEAR-END AUDIT LISTING DATE 12/08/** TIME 19.56.28 PAGE 1 AMG30B</small>				
1000 PETTY CASH	AS BROUGHT FORWARD		2,173.24	.00
			2,173.24	
	JAN		.00	.00
				2,173.24
	FEB		.00	.00
				2,173.24
	MAR		.00	.00
				2,173.24
	APR		.00	.00
				2,173.24
	MAY		.00	.00
				2,173.24
	JUN		.00	.00
				2,173.24
	JUL		.00	.00
				2,173.24
	AUG		.00	.00
				2,173.24
	SEP		.00	.00
				2,173.24
	OCT		.00	.00
				2,173.24
	NOV		2,414.71	.00
			2,414.71	
	DEC		.00	.00
				4,587.95
	ACCOUNT TOTALS		4,587.95	.00
			4,587.95	4,587.95
	CURRENT BALANCE FORWARD		4,587.95	

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

ACCOUNT NUMBER DESCRIPTION. All accounts appear on this listing.

Accounting Month/Period. Every accounting month/period is printed; when 12-month accounting is used, the first fiscal month prints first.

CURRENT BALANCE FORWARD

NET CHANGE

YEAR-TO-DATE ACCUMULATION. The current balance forward, net change and year-to-date accumulation must all be equal.

COMPANY YEAR-END TOTALS. The totals for all General Ledger debits and credits.

INCOME/EXPENSE ACCOUNTS ZEROED. Income and expense accounts are zeroed out at year-end.

GENERAL LEDGER BALANCE FORWARD. The amount to be posted to your General Ledger Period Control form for next year's first accounting period.

General Ledger Master Entry/Change Listing (AMG50)

GENERAL LEDGER MASTER ENTRY/CHANGE LISTING										DATE	7/14/**	TIME	16.06.32	PAGE	1	AMV04			
										OPER			UPDATE	004					
NORTHCREEK IND. NO. 1 ACCOUNT NUMBER										5090		TYPE CODE 1		CURRENT		CHANGE			
***** BEFORE *****										ACCOUNTS RECEIVABLE - EMP		ACCOUNT TYPE AS		DATE LAST MAINTAINED		6/19/**			
CURRENCY ID										CONSOLIDATION COMPANY 60		CONSOLIDATION ACCOUNT		10612000000000					
										DEBITS		CREDITS							
BALANCE FORWARD										.00		.00		PERIOD 7		5,000.00		25,000.01	
PERIOD 1										126.00		26,126.84		PERIOD 8		599.00		599.00	
PERIOD 2										277.88		277.88		PERIOD 9		45,000.44		.00	
PERIOD 3										65,189.02		189.00		PERIOD 10		.00		.00	
PERIOD 4										277.00		18,277.88		PERIOD 11		.00		.00	
PERIOD 5										456.23		456.23		PERIOD 12		.00		.00	
PERIOD 6										21,898.45		898.00		PERIOD 13		.00		.00	
NORTHCREEK IND. NO. 1 ACCOUNT NUMBER										5090		TYPE CODE 1		CURR		CHANGE			
***** AFTER *****										ACCOUNTS RECEIVABLE - EMP		ACCOUNT TYPE AS		DATE LAST MAINTAINED		6/19/**			
CURRENCY ID GBA										CONSOLIDATION COMPANY 60		CONSOLIDATION ACCOUNT		10612000000000					
										DEBITS		CREDITS							
BALANCE FORWARD										.00		.00		PERIOD 7		5,000.00		25,000.01	
PERIOD 1										126.00		26,126.84		PERIOD 8		599.00		599.00	
PERIOD 2										277.88		277.88		PERIOD 9		45,000.44		.00	
PERIOD 3										65,189.02		189.00		PERIOD 10		.00		.00	
PERIOD 4										277.00		18,277.88		PERIOD 11		.00		.00	
PERIOD 5										456.23		456.23		PERIOD 12		.00		.00	
PERIOD 6										21,898.45		898.00		PERIOD 13		.00		.00	
										*****		CHANGED		*****					

Fields

ACCOUNT NUMBER. Each account record updated by General Ledger Master file maintenance appears.

BEFORE/AFTER. The before and after images of the record, including the date of last update are shown.

DELETE/ADD/CHANGE. When you add, change or delete a record, an appropriate message appears on the listing. When you delete an account, its associated budget and last-year records are also deleted; when you change an account description, its associated budget and last-year records are also changed; however, only the current record is printed.

TYPE CODE. Code used to show the kind of account balances in the record:

- 1 Current year
- 2 Budget year
- 3 Last year

Note: The number of records added, changed, or deleted during the File Maintenance session appears at the end of the report.

General Ledger Master File Initial Load (AMKG2)

NORTHCREEK IND. NO. 01 GENERAL LEDGER MASTER FILE INITIAL LOAD DATE 09/26/** TIME 09.51 PAGE 1 AMKG2

"ERROR ONLY REPORT"

AA CO	ACCOUNT NO	CD	DESCRIPTION	TYPE	BAL	FWD	DR	PER01 DR	PER02 DR	PER03 DR
BB CO	ACCOUNT NO	CD						PER04 DR	PER05 DR	PER06 DR
CC CO	ACCOUNT NO	CD								
AA 01	1000	1	PETTY CASH	AS						
BB 01	1000	1	2,173.24					.00	.00	.00
								.00	.00	.00
	01	1050	CASH-IN-BANK - GENERAL	AS						
BB 01	1050	1	107,785.96					.00	.00	.00
								.00	.00	.00
CC 01	1050	1	.00					.00	.00	.00
								119,762.18	.00	.00
AA 01	1060	1	CASH-IN-BANK - PAYROLL	AS						
BB 01	1060	1	92,742.49					.00	.00	.00
								.00	.00	.00
CC 01	1060	3	.00					.00	.00	.00
								92,742.49	.00	.00
AA 01	1200	1	ACCTS REC - TRADE	AS						
BB 01	1200	1	460,901.24					.00	.00	.00
								.00	.00	.00
CC 01	1200	3	.00					.00	.00	.00
								460,901.24	.00	.00
AA 01	1300	1	RAW MATERIAL INVENTORY	AS						
BB 01	1300	1	320,145.46					.00	.00	.00
								.00	.00	.00
CC 01	1300	1	.00					.00	.00	.00
								205,717.18	.00	.00
COMPANY TOTALS-										
			ASSETS							
			LIABILITIES							
			DIFFERENCE							
			DEBITS							
			CREDITS							
			DIFFERENCE							
			ACTIVE							
			DELETED							
			RECORDS TO BE ADDED							
			CURRENT							
			BUDGET							
			LAST YEAR							

Fields

Record Information. A line appears for each record. The column headings define what information appears in each record type.

CURRENT Y-T-D. Current year debits and credits must be equal.

PREVIOUS Y-T-D. Previous year assets and liabilities must be equal and total debits must equal total credits.

ASSETS, LIABILITIES, DIFFERENCE. The difference between current year assets and current year liabilities must equal your accountant's figure. This is your gross income or loss for the year.

RECORDS TO BE ADDED. Number of accounts to be added to the General Ledger Master. Accounts will only be added when there are no severe errors.

General Ledger Statement Format Entry/Change Listing (AMG51)

NORTHCREEK IND. NO. 01		GENERAL LEDGER STATEMENT FORMAT ENTRY/CHANGE LISTING				DATE	9/17/**	TIME	16.21.18	PAGE	1	AMG51
NO. 01												
FORMAT NO. 0		INCOME STATEMENT										
GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT CO	GLN01							
0000	1	NORTHCREEK INDUSTRIES, INC.										
0000	2	ATLANTA, GEORGIA										NEW
0010	0	SALES - LESS RETURNS & SCRAP	2	3	4000	100 PER CENT REVENUE						NEW
0010	1				GLN02	GLN03	GLN04	GLN05				NEW
0010	1				4010	4050	4080					
					GLN06	GLN07	GLN08	GLN09				
0020	0	COST OF GOODS SOLD	1	1								NEW
0030	0	COST OF SALES - MATERIAL	1	2	4100							NEW
0030	1				GLN02	GLN03	GLN04	GLN05				NEW
					4120	4130	4150	4180				
					GLN06	GLN07	GLN08	GLN09				
					4190							
0040	0	COST OF SALES - DIRECT LABOR	2	2	4200							NEW
0040	1				GLN02	GLN03	GLN04	GLN05				NEW
					4210	4290						
					GLN06	GLN07	GLN08	GLN09				
0050	0	COST OF SALES - MANUFACTURING OVERHEAD	1	1								NEW
0060	0	INDIRECT LABOR	1	2	5000							NEW
0060	1				GLN02	GLN03	GLN04	GLN05				NEW
					5010	5020	5030	5040				
					GLN06	GLN07	GLN08	GLN09				
					5050	5060	5080	5090				
0060	2				GLN02	GLN03	GLN04	GLN05				NEW
					6145							
					GLN06	GLN07	GLN08	GLN09				
0070	0	TOTAL COST OF GOODS SOLD -----	2	3								NEW
0080	0	***GROSS PROFIT/LOSS FROM SALES**	2	T								NEW

Fields

NO. (Company Number). Company to which this statement format applies. When company number is 90—99, the message Combined Reports prints instead of company name.

FORMAT NO. The format number that was updated.

Statement Type. The kind of statement that was updated—Income Statement or Balance Sheet.

GRP NO (Group Number)

LINE NO (Line Number). Group and line number associated with the information printed. The line number is used as a reference to the maintenance display when the statement formats are updated.

PER CENT REVENUE

DEPARTMENT HEADER LINE. When a group number is a percent-of-revenue or department header line, that information is printed here.

Note: Before and after images are printed so you can identify changes when statement formats are updated. Note that an entire display is printed even though only one field may have been updated.

General Ledger Statement Format File Edit 2 (AMG53)

```

NORTHCREEK IND. NO. 01          GENERAL LEDGER STATEMENT FORMAT FILE EDIT 2  DATE 8/17/**  TIME 15.20.43  PAGE 1  AMG53
ACCOUNT(S) NOT USED IN STATEMENT FORMAT NO. 0
COMPANY          ACCOUNT
NUMBER          NUMBER DESCRIPTION
01              5090 IND LABOR - OTHER
                E AM-1017 EDIT ERRORS MUST BE CORRECTED
  
```

Fields

ACCOUNT(S) NOT USED IN STATEMENT FORMAT NO. The accounts of the company's Chart of Accounts that were not referenced in the format edited.

ACCOUNT NUMBER DESCRIPTION. The account number and its description for ready identification.

Message. A message is printed informing you of the status of the statement format. Format 0 requires that the entire Chart of Accounts be referenced; you must have an error free listing before you can use the format for Fiscal Period Close. All other formats can have accounts missing from their definitions.

General Ledger Statement Format File Listing (AMG61)

NORTHCREEK IND.	NO. 01	GENERAL LEDGER STATEMENT FORMAT FILE LISTING	DATE 8/17/**	TIME 19.53.56	PAGE	1	AMG61
FORMAT NO. 0		INCOME STATEMENT					
GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT COL			
0000	01	NORTHCREEK INDUSTRIES, INC.					
0000	02	ATLANTA, GEORGIA					
0005	00	TOTAL SALES	2	3	4090		
0005	01						
0006	00	SALES - RETURNS & SCRAP	1	1	4090		
0007	00	RETURNS & ALLOWANCES	1	2	4090		
0008	00	SCRAP	1	2	4090		
0009	00	TOTAL RETURNS & SCRAP	2	3	4090		
0010	00	***SALES LESS RETURNS & SCRAP***	2	T		100 PER CENT OF REVENUE	
0020	00	COST OF GOODS SOLD	1	1	4090		
0030	00	COST OF SALES - MATERIAL	1	2	4090		
0030	01				4120	4130	4150
					4190		
0040	00	COST OF SALES - DIRECT LABOR	2	2	4120		
					4120	4290	
0050	00	COST OF SALES - MANUFACTURING OVERHEAD	1	1	4210		
0060	00	INDIRECT LABOR	1	2	4210		
					5020	5030	5040
					5060	5080	5090
0070	00	TOTAL COST OF GOODS SOLD -----	2	3	5020		
0080	00	***GROSS PROFIT/LOSS FROM SALES**	2	T			
0090	00	MANUFACTURING COSTS -----	1	1	5020		
0100	00	PLANT AND EQUIPMENT	1	2	5020		
0100	01				6020	6030	6040
					6110	6120	6130
0100	02				6160	6170	6180
					6210	6230	6240
0100	03				6270	6280	
0110	00	MISC. MFG COSTS	1	2	6270		
0110	01				6320	6350	6370
					6410	6480	6490

Fields

FORMAT NO. (Format Number). There are ten format numbers available to you for defining statements. Statements should be paired by format number. Format 0 must be defined and requires use of a company's entire Chart of Accounts. Format 0 is required by Fiscal Period Close processing.

Statement Type. The statement type is either an Income Statement or a Balance Sheet.

GRP NO (Group Number)

LINE NO (Line Number). Group and line numbers indicate the sequence in which the statement is to be printed.

DESCRIPTION. The subheadings and line definitions as they are to appear on the statement.

SPACE AFTER. Determines the number of lines of spacing after print lines.

PRINT COL (Print Column). The column starting position on the statement for a line. This also determines how amounts are accumulated.

First Account Number. The first account number used for calculations.

Base Line. Indicates whether this is a department heading or 100% of revenue base line.

Additional Account Numbers. These are additional account numbers used in calculations.

Income Statement (AMG43)

NORTHCREEK IND. NO. 01 U. S. DOLLARS	NORTHCREEK INDUSTRIES, INC. ATLANTA, GEORGIA		DATE 11/08/**	TIME 10.53.06	PAGE 1	AMG43
INCOME STATEMENT FOR YEAR-TO-DATE 09/26/**						
	% -----C U R R E N T-----	%	-----B U D G E T-----		%	% -----L A S T Y E A R-----
	% -----C U R R E N T Y T D-----	%	-----L A S T Y E A R-----		%	% VAR %
SALES - LESS RETURNS	4,424,972.83CR	100.00		4,718,354.04CR		100.00
COST OF GOODS SOLD						
COST OF SALES - MATERIAL	1,594,055.36	36.02		1,753,460.90		37.16
COST OF SALES - DIRECT LABOR	790,656.88	17.87		869,722.57		19.43
COST OF SALES - MANUFACTURING OVERHEAD						
INDIRECT LABOR	246,896.39	5.58		271,586.02		5.76
TOTAL COST OF GOODS SOLD --	2,631,608.63DR	59.47		2,894,769.49DR		61.35
*** GROSS PROFIT/LOSS FROM SALES	1,793,364.20CR	40.53		1,823,584.55CR		38.85
MANUFACTURING COSTS --						
PLANT & EQUIPMENT	313,994.72	7.10		345,394.22		7.32
MISC. MFG COSTS	89,059.99	2.01		97,965.99		2.08
TOTAL MANUFACTURING COSTS	403,054.71DR	9.11		443,360.21DR		9.40
*** NET PROFIT/LOSS FROM SALES	1,390,309.49CR	31.42		1,380,224.34CR		29.25
GENERAL AND ADMINISTRATIVE EXPENSE						
SALARIES, COMMISSIONS & FEES	563,021.57	12.72		619,323.73		3.13
ADMINISTRATIVE EXPENSES	51,471.25	1.16		56,618.38		1.20
OFFICE EXPENSES	77,227.98	1.75		84,950.78		1.80
GENERAL OFFICE EXPENSES	19,329.64	.44		21,262.61		.45
ADMINISTRATIVE DEPRECIATION EXPENSES	2,110.00	.05		2,321.00		.05
TOTAL GENERAL AND ADMIN. EXPENSE	713,160.44DR	16.12		784,476.50CR		16.53
*** NET PROFIT/LOSS FROM OPERATIONS	677,149.05CR	15.30		595,747.84CR		12.63
OTHER INCOME	40,517.45	.92		44,569.20		.94
OTHER EXPENSES	11,230.00	.25		12,353.00		.26
DISPOSITION OF FIXED ASSETS	6,100.00	.14		6,710.00		.14
TOTAL OTHER INCOME/EXPENSES	35,387.45CR	.80		38,926.20CR		.82
*** PRE-TAX INCOME/LOSS	712,536.50CR	16.10		634,674.04CR		13.45
INCOME TAXES --						
STATE INCOME TAX	102,002.27	2.31		112,202.50		2.38
FEDERAL INCOME TAX	322,772.35	7.29		355,049.59		7.52
OTHER INCOME TAX EXPENSES	47,265.88	1.07		51,992.47		1.10
TOTAL INCOME TAXES	472,040.50DR	10.67		519,244.56DR		11.00
*** NET PROFIT AFTER TAXES	240,496.00CR	5.43		115,429.48CR		2.45
PROVISION FOR PROFIT/LOSS	.00	.00		.00		.00
*** NET PROFIT/LOSS ***	240,496.00CR	5.43		115,429.48CR	2.45	

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

FOR YEAR-TO-DATE. Indicates that the report was printed with year-to-date amounts. You must specify this descriptive date when the Income Statement is requested.

% (Percent of Revenue). The percent of revenue is calculated by retaining the value of the specified line in the Statement Format file (in the example, Sales) and using it for all subsequent percentage calculations.

Comparative Column. The values appearing in the comparative column depend on what you requested—either current period only or year-to-date. The comparison can be made to budgeted or last year.

% VAR (Percent of Variance). The percent of variance is a comparison of current to last year or budgeted year. The calculation is

$$\%VAR = ((\text{current year} - \text{last year}) / \text{last year}) * 100$$

Statement Data. The titles and spacing are whatever you have specified in the General Ledger Statement Format file. The line totals come from the account numbers you specified in the Statement Format file.

NET PROFIT/LOSS. The net profit or loss is the sum of account balances as calculated by the program. This value is retained by the program for printing on the Balance Sheet.

Income Statement (AMG80)

BRIDGE DIST CO.	NO. 02	BRIDGE DISTRIBUTION COMPANY	DATE 1/09/86	TIME 11.15.25	PAGE 0001	AMG80
BRITISH POUNDS		ORIGINAL BALANCES				
INCOME STATEMENT						
		-----C U R R E N T-----				%
SALES		.00				.00
LESS RETURNS AND ALLOWANCES		.00				.00
COST OF GOODS SOLD						
- COST OF SALES - MATERIALS		3,465.00				.00
COST OF SALES - DIRECT LABOR		.00				.00
COST OF SALES - MANUFACTURING OVERHEAD						
INDIRECT LABOR		.00				.00
TOTAL COST OF GOODS SOLD -----		3,465.00DR				.00
**** GROSS PROFIT/LOSS FROM SALES ***		3,465.00DR				.00
MANUFACTURING COSTS -----						
PLANT AND EQUIPMENT		.00				.00
MISCELLANEOUS MFG. COST		.00				.00
TOTAL MANUFACTURING COSTS		.00				.00
** NET PROFIT/LOSS FROM SALES		3,465.00DR				.00
GENERAL AND ADMINISTRATIVE EXPENSE						
SALARIES, COMMISSIONS & FEES		.00				.00
INTEREST EXPENSE		.00				.00
ADMINISTRATIVE DEPRECIATION EXPENSES		.00				.00
--- TOTAL GENERAL AND ADM. EXPENSES		.00				.00
*** NET PROFIT/LOSS FROM OPERATIONS		3,465.00DR				.00
INCOME TAXES -----		.00				.00
*** NET PROFIT/LOSS AFTER TAXES ***		3,465.00DR				.00
PROVISION FOR PROFIT OR LOSS		.00				.00
*** NET PROFIT OR LOSS		3,465.00DR				.00

Fields

Currency Description. Indicates the currency in which the reported amounts print.

Descriptive Date. Indicates that the report was printed with year-to-date amounts. You must specify this descriptive date when the Income Statement is requested.

% (Percent of Revenue). The percent of revenue is calculated by retaining the value of the specified line in the Statement Format file (in the example, Sales) and using it for all subsequent percentage calculations.

NET PROFIT or LOSS. The net profit or loss is the sum of account balances as calculated by the program. This value is retained by the program for printing on the balance sheet.

Journal Transactions Copied to Current History (AMG84)

NORTHCREEK IND. NO. 01 JOURNAL TRANSACTIONS COPIED TO CURRENT HISTORY DATE 09/26/** TIME 8.18.51 PAGE 1 AMG84
NUMBER OF JOURNAL TRANSACTIONS ADDED TO CURRENT HISTORY FILE 0000015

Fields

DATE

TIME. The date and time the transactions were copied to the Current History file, indicating the records are accessible through the Journal History menu and displays.

NUMBER OF JOURNAL TRANSACTIONS ADDED TO CURRENT HISTORY FILE.

The number of records copied to the Current History file for the period closed.

Period End Date Table Listing (AMG7LA)

NORTHCREEK IND.	NO. 01	PERIOD END DATE TABLE LISTING	DATE 12/31/**	TIME 9.46.59	PAGE 1	AMG7LA
	CURRENT YEAR	LAST YEAR				
BAL FWD	9/15/89	9/15/88				
JANUARY	1/01/89	1/15/88				
FEBRUARY	2/02/89	2/15/88				
MARCH	3/03/89	3/15/88				
APRIL	4/04/89	4/15/88				
MAY	5/15/89	5/15/88				
JUNE	6/06/89	6/15/88				
JULY	7/07/89	7/15/88				
AUGUST	8/08/89	8/15/88				
SEPTEMBER	9/09/89	9/15/88				
OCTOBER	10/10/89	10/15/88				
NOVEMBER	11/11/89	11/15/88				
DECEMBER	12/13/89	12/15/88				

Fields

ACCOUNTING MONTH or PERIOD. Each accounting month/period and the balance forward is listed for the selected company.

CURRENT YEAR. The period end dates set up for the company for the current year.

LAST YEAR. The period end dates set up for the company for the last year.

Period End Date Table Maintenance (AMG7LB)

NORTHCREEK IND.	NO. 01	PERIOD END DATE	TABLE MAINTENANCE	DATE 12/31/**	TIME	9.46.59	PAGE	1	AMG7LB
	CURRENT YEAR	LAST YEAR	***** BEFORE *****						
BAL FWD	9/15/89	9/15/88							
JANUARY	1/01/89	1/15/88							
FEBRUARY	2/02/89	2/15/88							
MARCH	3/03/89	3/15/88							
APRIL	4/04/89	4/15/88							
MAY	5/15/89	5/15/88							
JUNE	6/06/89	6/15/88							
JULY	7/07/89	7/15/88							
AUGUST	8/08/89	8/15/88							
SEPTEMBER	9/09/89	9/15/88							
OCTOBER	10/10/89	10/15/88							
NOVEMBER	11/11/89	11/15/88							
DECEMBER	12/12/89	12/15/88							
	CURRENT YEAR	LAST YEAR	***** AFTER *****						
BAL FWD	9/15/89	9/15/88							
JANUARY	1/01/89	1/15/88							
FEBRUARY	2/02/89	2/15/88							
MARCH	3/03/89	3/15/88							
APRIL	4/04/89	4/15/88							
MAY	5/15/89	5/15/88							
JUNE	6/06/89	6/15/88							
JULY	7/07/89	7/15/88							
AUGUST	8/08/89	8/15/88							
SEPTEMBER	9/09/89	9/15/88							
OCTOBER	10/10/89	10/15/88							
NOVEMBER	11/11/89	11/15/88							
DECEMBER	12/13/89	12/15/88							

Fields

BEFORE. The period end dates appearing in the Period End Date Table for each accounting month/period prior to the last maintenance.

AFTER. The period end dates in the Period End Date Table after you have completed updating the table.

Preliminary General Ledger (AMG41A)

NORTHCREEK IND U. S. DOLLARS	NO. 01	PRELIMINARY GENERAL LEDGER	DATE 12/30/**	TIME 10.26.16	PAGE 1	AMG41A
ACCOUNT NUMBER/ DESCRIPTION	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	MONTH 01/90 - 12/90 JOURNAL REFERENCE	DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE/ ACCOUNT BALANCE
1000 PETTY CASH			PREVIOUS BALANCE- ACCOUNT BALANCE	2,173.24 2,173.24	.00 .00	2,173.24
1050 CASH-IN-BANK - GENERAL			PREVIOUS BALANCE- ACCOUNT BALANCE	107,785.96 107,785.96	17,745.20 17,745.20	90,040.76
1060 CASH-IN-BANK - PAYROLL			PREVIOUS BALANCE- ACCOUNT BALANCE	92,742.49 92,742.49	1,260.32 1,260.32	92,482.17
1070 CASH -IN-BANK - OTHER			PREVIOUS BALANCE- ACCOUNT BALANCE	.00 .00	.00 .00	.00
1080 CREDIT UNION DEPOSITS			PREVIOUS BALANCE- ACCOUNT BALANCE	.00 .00	5.00 5.00	5. CR
1100 SHORT TERM INVESTMENTS			PREVIOUS BALANCE- ACCOUNT BALANCE	193,613.49 193,613.49	.00 .00	193,613.49
1200 ACCTS REC - TRADE			PREVIOUS BALANCE- ACCOUNT BALANCE	481,356.79 481,356.79	73.15 73.15	481,283.64
1220 ACCTS REC - EMPLOYEES			PREVIOUS BALANCE- ACCOUNT BALANCE	3,304.74 3,304.74	97,221.05 97,221.05	93,916. CR
1280 INTEREST RECEIVABLE			PREVIOUS BALANCE- ACCOUNT BALANCE	19,014.71 19,014.71	.00 .00	19,014.71
			MONTH ** TOTAL			
			ACCOUNT BALANCE			
			FINAL MONTH TOTAL	.00	.00	
			COMPANY TOTAL	3,932,505.84	4,026,094.81	

E AM-1002 DEBITS AND CREDITS DO NOT BALANCE

Fields

PRELIMINARY GENERAL LEDGER. "Preliminary" means that this General Ledger is not produced as a part of Fiscal Period Close. In all other respects, the Preliminary General Ledger and the General Ledger are the same.

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

Selective General Ledger Journal Audit Listing (AMG13B)

NORTHCREEK IND.	NO. 01	SELECTIVE GENERAL LEDGER JOURNAL AUDIT LISTING	DATE 06/19/**	TIME 9.02.16	PAGE	1	AMG13B
JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	-----GENERAL LEDGER DEBIT-----		-----GENERAL LEDGER CREDIT-----		POSTING PERIOD
GJ00004-00001	JE12-01	CORRECT NOV ERR	ACCOUNT	AMOUNT	ACCOUNT	AMOUNT	12
GJ00004-00002	JE12-02	NEW TRUCK	1525	7,500.00	1300	7,500.00	12
GJ00004-00003	JE12-02	CHECK #1160	1530	5,837.98			12
GJ00004-00004	JE12-02	EST CITY TAX			1050	875.70	12
GJ00004-00005	JE12-03	AR CORRECTION	4000	73.15	2500	4,962.28	12
GJ00004-00006	JE12-04	DEPR - BLDG	6020	2,500.00	1200	73.15	12
GJ00004-00007	JE12-04	DEPR - OFFICE	7510	850.00	1555	2,500.00	12
GJ00004-00008	JE12-04	DEPR - LAND IMP	6010	700.00	1565	850.00	12
GJ00004-00009	JE12-04	DEPR - AUTO/TRUCK	6040	1,200.00	1550	700.00	12
GJ00004-00010	JE12-07	INV THRU 12/8	1200	19,953.49	1570	1,200.00	12
GJ00004-00011	JE12-07	12/1			4000	3,879.53	12
GJ00004-00012	JE12-07	12/5			4000	4,213.42	12
GJ00004-00013	JE12-07	12/6			4000	4,479.83	12
GJ00004-00014	JE12-07	12/7			4000	3,943.52	12
GJ00004-00015	JE12-07	12/8			4000	3,437.19	12
GJ00004-00016	JE12-11	AP EXPENSE ADJ	4120	86.04	4100	422.59	12
GJ00004-00017	JE12-11	AP EXPENSE ADJ	4130	336.55			12
GJ00004-00018	JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	12
			JOURNAL GJ00004 TOTAL			39,387.21	12
			COMPANY TOTAL			39,387.21	**

Fields

JOURNAL REFERENCE. The journal number you selected for the audit.

POSTING PERIOD/MONTH. Posting period or month for the journal.

JOURNAL TOTAL. Journal debit and credit totals must balance.

Statement of Changes in Financial Position (AMG45)

CO 1 SUBSIDIARY U. S. DOLLARS	NO. 01 MARCH YTD	STATEMENT OF CHANGES IN FINANCIAL POSITION		DATE 9/12/**	TIME 10.42.30	PAGE 1	AMG45
ACCOUNT NUMBER/ DESCRIPTION		-----BALANCES-----		-----NET CHANGE-----		-----ACCUMULATED-----	
		BALANCE FWD	YEAR-TO-DATE	SOURCE	APPLICATION	DEBITS	CREDITS
1525 OFFICE FURN AND FIXTURES		32,596.65				7,500.00	
			40,096.65		7,500.00		.00
1530 AUTO AND TRUCKS		80,563.95				5,837.98	
			86,401.93		5,837.98		.00
1535 LEASEHOLD IMPROVEMENTS		.00				.00	
			.00				.00
1550 DEPREC ALLOW-LAND IMP		14,669.33CR		700.00		.00	
			15,369.33CR				700.00
1555 DEPREC ALLOW-BUILDINGS		40,007.25CR		2,500.00		.00	
			42,507.25CR				2,500.00
			1,530.00				.00
2000 ACCOUNTS PAYABLE - VENDOR		394,369.07CR				16,897.00	
			394,369.07CR				16,897.00
2020 ACCOUNTS PAYABLE - OTHER		.00				.00	
			.00				.00
2030 NOTES PAYABLE-SHORT TERM		45,000.00CR				.00	
			45,000.00CR				.00
2050 INTEREST PAYABLE		3,600.00CR				.00	
			3,600.00CR				.00
3200 RETAINED EARNINGS		351,446.39CR		13,072.84		.00	
			364,519.23CR				13,072.84
TOTAL ASSETS		3,629,807.70				37,448.27	
			3,537,699.19				129,556.78
TOTAL LIABILITIES AND EQUITY		3,629,807.70CR				16,897.00	
			3,648,631.30CR	145,002.49			35,720.60
LOSS					34,070.38		
					110,932.11		

Fields

Currency Description. The currency description indicates the currency in which the reported amounts are printed.

Descriptive Date. The The descriptive date you specified for the Balance Sheet that was printed just prior to this report.

BALANCES. The balance for each account showing the amount brought forward from the last fiscal year and the year-to-date amount.

NET CHANGE. The net change is calculated by subtracting the balance forward amount from the current year-to-date amount. Depending upon the result being a debit or a credit and an asset or a liability, the net change is either a source or an application of funds according to the following:

- Asset debit** Application
- Asset credit** Source
- Liability debit** Application

Liability credit Source.

ACCUMULATED. The debit and credit total amounts that make up the net change amount.

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Chapter 13. Blank forms

This chapter contains examples of forms used in the General Ledger application.

These forms are not copyrighted and may be reproduced without permission.

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General Journal Transaction Change/Delete (GL-02)	13-4
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General Journal Transaction Entry (GL-01)

Display AMVBA1

Start new batch _ Old batch no. (N3) _ _ _

Display AMG011

Company no. (N2) _ _ Posting date (N6) _ _ _ _ _ OR Posting period (N2) _ _

Display AMG021

Transaction source (A10)	_____	Transaction description (A15)	_____
Debit amount (N15)	_____	Debit amount (N13.2)	_____
Credit account (N15)	_____	Credit amount (N13.2)	_____
Transaction source (A10)	_____	Transaction description (A15)	_____
Debit amount (N15)	_____	Debit amount (N13.2)	_____
Credit account (N15)	_____	Credit amount (N13.2)	_____
Transaction source (A10)	_____	Transaction description (A15)	_____
Debit amount (N15)	_____	Debit amount (N13.2)	_____
Credit account (N15)	_____	Credit amount (N13.2)	_____
Debit totals (N15.2)	_____	Credit totals (N15.2)	_____

Authorized by _____

Date _____

The final total must equal the computer total.

See "AMVBA1—Data Control" on page 4-5, "AMG011—Journal Transaction Entry (Enter)" on page 3-10, and "AMG021—Journal Transaction Entry (Enter)" on page 3-12 for descriptions of the fields on this form.

General Journal Transaction Change/Delete (GL-02)

_ Change _ Delete

Display AMVBA1

Batch no. (N3) _ _ _

Select the reference number that matches this batch number

Display AMG031

Review sequence number (N5)	_ _ _ _ _
Transaction source (A10)	_ _ _ _ _
Transaction description (A25)	_ _ _ _ _
Debit account (N15)	_ _ _ _ _
Debit amount (N13.2)	_ _ _ _ _ . _ _
Credit account (N15)	_ _ _ _ _
Credit amount (N13.2)	_ _ _ _ _ . _ _
Review sequence number (N5)	_ _ _ _ _
Transaction source (A10)	_ _ _ _ _
Transaction description (A25)	_ _ _ _ _
Debit account (N15)	_ _ _ _ _
Debit amount (N13.2)	_ _ _ _ _ . _ _
Credit account (N15)	_ _ _ _ _
Credit amount (N13.2)	_ _ _ _ _ . _ _
Review sequence number (N5)	_ _ _ _ _
Transaction source (A10)	_ _ _ _ _
Transaction description (A25)	_ _ _ _ _
Debit account (N15)	_ _ _ _ _
Debit amount (N13.2)	_ _ _ _ _ . _ _
Credit account (N15)	_ _ _ _ _
Credit amount (N13.2)	_ _ _ _ _ . _ _

Authorized by _____ Date _____

See "AMG602—Statement Formats (Options)" on page 8-8 and "AMG031—Journal Transaction Entry (Review)" on page 3-14 for descriptions of the fields on this form.

General Journal Transaction Offline Entry (GL-03)

Company no (COMNO) (N2) __ Transaction source (TSRCE) (A10) _____
 Transaction description (ITDSC) (A15) _____

LI

Debit account (GLDNO) (N15) _____ Debit amount (AMTDR) (N13.2) _____ . ____
 Posting date/period (PSTDT) (N6)/(PSTPR) (N2) _____
 Credit account (GLCNO) (N15) _____ Credit amount (AMTCR) (N13.2) _____ . ____

LI

Debit account (GLDNO) (N15) _____ Debit amount (AMTDR) (N13.2) _____ . ____
 Posting date/period (PSTDT) (N6)/(PSTPR) (N2) _____
 Credit account (GLCNO) (N15) _____ Credit amount (AMTCR) (N13.2) _____ . ____

LI

Debit account (GLDNO) (N15) _____ Debit amount (AMTDR) (N13.2) _____ . ____
 Posting date/period (PSTDT) (N6)/(PSTPR) (N2) _____
 Credit account (GLCNO) (N15) _____ Credit amount (AMTCR) (N13.2) _____ . ____

LI

Debit account (GLDNO) (N15) _____ Debit amount (AMTDR) (N13.2) _____ . ____
 Posting date/period (PSTDT) (N6)/(PSTPR) (N2) _____
 Credit account (GLCNO) (N15) _____ Credit amount (AMTCR) (N13.2) _____ . ____

Authorized by _____ Date _____

General Ledger Master File Maintenance (GL-10)

Display AMG501

Company no. * (N2) --
 Account no. * (N15) -----
 Type code * (1/2/3) -
 Action code * (A/C/D) -

Display AMG502

Description * (A25) -----
 Account type * (A2) --
 Consolidation company no. (N2) --
 Consolidation account no. (N15) -----
 Currency ID * (A3) ---

	Debits	Credits
Balance forward (N15.2)	----- . --	----- . --
Period 1 (N15.2)	----- . --	----- . --
Period 2 (N15.2)	----- . --	----- . --
Period 3 (N15.2)	----- . --	----- . --
Period 4 (N15.2)	----- . --	----- . --
Period 5 (N15.2)	----- . --	----- . --
Period 6 (N15.2)	----- . --	----- . --
Period 7 (N15.2)	----- . --	----- . --
Period 8 (N15.2)	----- . --	----- . --
Period 9 (N15.2)	----- . --	----- . --
Period 10 (N15.2)	----- . --	----- . --
Period 11 (N15.2)	----- . --	----- . --
Period 12 (N15.2)	----- . --	----- . --
Period 13 (N15.2)	----- . --	----- . --

* Indicates a required field

Authorized by _____

Date _____

Completed by _____

See "AMG501—General Ledger Master (Select)" on page 7-5 and "AMG502—General Ledger Master (Add/Change/Delete)" on page 7-7 for descriptions of the fields on this form.

General Ledger Master Offline File Load (DAMKG1) (GL-11)

LA

Company number (COMNO) (N2) __ GL account number (GLANO) (N15) _____ GL type (GLTYPD) (N1) _

GL description (GLDES) (A25) _____ Account type (ACTYP) (A2) __

Consolidation company number (CONCO) (N2) __ Consolidation account number (CONAC) (N15) _____

Currency ID (CURID) (A3) ___

LB

Company number (COMNO) (N2) __ GL account number (GLANO) (N15) _____ GL type (GLTYPD) (N1) _

Balance forward (BALFD) (N13.2) _____ . __

Period 1 debit (P01DR) (N13.2) _____ . __

Period 2 debit (P02DR) (N13.2) _____ . __

Period 3 debit (P03DR) (N13.2) _____ . __

Period 4 debit (P04DR) (N13.2) _____ . __

Period 5 debit (P05DR) (N13.2) _____ . __

Period 6 debit (P06DR) (N13.2) _____ . __

LC

Company number (COMNO) (N2) __ GL account number (GLANO) (N15) _____ GL type (GLTYPD) (N1) _

Period 7 debit (P07DR) (N13.2) _____ . __

Period 8 debit (P08DR) (N13.2) _____ . __

Period 9 debit (P09DR) (N13.2) _____ . __

Period 10 debit (P10DR) (N13.2) _____ . __

Period 11 debit (P11DR) (N13.2) _____ . __

Period 12 debit (P12DR) (N13.2) _____ . __

Period 13 debit (P13DR) (N13.2) _____ . __

LD

Company number (COMNO) (N2) __ GL account number (GLANO) (N15) _____ GL type (GLTYPD) (N1) _

Balance forward (BALFD) (N13.2) _____ . __

Period 1 debit (P01CR) (N13.2) _____ . __

Period 2 debit (P02CR) (N13.2) _____ . __

Period 3 debit (P03CR) (N13.2) _____ . __

Period 4 debit (P04CR) (N13.2) _____ . __

Period 5 debit (P05CR) (N13.2) _____ . __

Period 6 debit (P06CR) (N13.2) _____ . __

LE

Company number (COMNO) (N2) __ GL account number (GLANO) (N15) _____ GL type (GLTYPD) (N1) _

Period 7 debit (P07CR) (N13.2) _____ . __

Period 8 debit (P08CR) (N13.2) _____ . __

Period 9 debit (P09CR) (N13.2) _____ . __

Period 10 debit (P10CR) (N13.2) _____ . __

Period 11 debit (P11CR) (N13.2) _____ . __

Period 12 debit (P12CR) (N13.2) _____ . __

Period 13 debit (P13CR) (N13.2) _____ . __

General Ledger Statement Format File Maintenance (GL-12)

Display **AMG511**
Company no. * (N2) _ _ Format no. (0-9) _ Statement type * (1/2) _
Group no. (N4) _ _ _ _ Action * (A/C/D/I) _

Display **AMG512**
Description * (A40) _
Include companies (N2) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Display **AMG513**
Description * (A40) _
Space after * (N1) _ Col * (A1) _
Dept head (A3) _ _ _ Pct rev (A3) _ _ _
Account number (N15) _

Line	1	2
GLN02 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN03 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN04 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN05 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN06 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN07 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN08 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN09 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Line	3	4
GLN02 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN03 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN04 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN05 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN06 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN07 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN08 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GLN09 (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

* Indicates a required field

See "AMG511—Statement Formats (Select)" on page 7-18, "AMG512—Statement Formats (Add/Change/Delete)" on page 7-20 , and "AMG513—Statement Formats (Add/Change/Delete/Insert)" on page 7-22 for descriptions of the fields on this form.

General Ledger Statement Format File Maintenance (GL-13)

Display AMG511

Company no. * (N2) --	Format no. (0-9) _
Statement Type * (1/2) _	Group no. (N4) ----
Action * (A/C/D/I) _	

Display AMG513 Detail information

Line no. 0 Description * (A40) -----	
Space after * (N1) _	Col * (A1) _
Dept. Head (A3) _	Pct. rev. (A4) ----
Account number (N15) -----	

Line

1	-----	-----
2	-----	-----
3	-----	-----
4	-----	-----
5	-----	-----
6	-----	-----
7	-----	-----
8	-----	-----
9	-----	-----
10	-----	-----

* Indicates a required field

See "AMG511—Statement Formats (Select)" on page 7-18 and "AMG513—Statement Formats (Add/Change/Delete/Insert)" on page 7-22 for descriptions of the fields on this form.

General Ledger Batch Control Form (GL-20)

General Ledger Batch Control Form GL-20

Number _____

Total general ledger amount _____

Total journal entry pages _____

Comments _____

Date _____

By _____

Balanced _____

General Ledger Batch Control Form GL-20

Number _____

Total general ledger amount _____

Total journal entry pages _____

Comments _____

Date _____

By _____

Balanced _____

General Ledger Batch Control Form GL-20

Number _____

Total general ledger amount _____

Total journal entry pages _____

Comments _____

Date _____

By _____

Balanced _____

General Ledger Batch Control Form GL-20

Number _____

Total general ledger amount _____

Total journal entry pages _____

Comments _____

Date _____

By _____

Balanced _____

General Ledger Period Control Form (GL-21)

Company Number ___ Period _____ or month _____, 19 _____ Page _____

	Journal number	Run date	General ledger amount	Posting month or period
General Journal	GJ			
	GJ			
	GJ			
	GJ			
	GJ			
Purchase Journal	PJ			
	PJ			
	PJ			
	PJ			
	PJ			
Cash Disbursements Journal	CD			
	CD			
	CD			
	CD			
	CD			
Payroll Journal	PR			
	PR			
	PR			
	PR			
	PR			
	PR			
Cash Receipts Journals total	CR			
Total for period				
Closing entries	GJ			
	GJ			
Final total for period				
Previous general ledger total				
Total for general ledger				

General Ledger Report Request (GL-22)

<p>_ Year-end initialization (AMGM30/3)</p> <p>_ Edit general ledger (AMGM20/2)</p> <p>_ Edit statement formats (AMGM40/4)</p> <p>_ Copy chart of accounts (AMGM40/6)</p> <p>_ Copy statement formats (AMGM40/6)</p> <p>_ Update Period End Date Table (AMGM40/7)</p> <p>_ Chart of accounts (AMGM50/1)</p> <p>_ General ledger listing-Current (AMGM50/2)</p> <p>_ General ledger listing-Budget (AMGM50/3)</p> <p>_ General ledger listing-Last year (AMGM50/4)</p> <p>_ General ledger listing-Current and budget (AMGM50/5)</p> <p>_ General ledger listing-Current and last year (AMGM50/6)</p> <p>_ Statement format listing (AMGM50/8)</p> <p>_ Period End Date Table listing (AMGM50/9)</p> <p>_ Archive current journal history (AMGM60/2)</p> <p style="text-align: right;">Yes/No:</p> <p>_ Delete current journal history (AMGM60/3)</p> <p>_ Delete archived journal history (AMGM60/5)</p> <p>_ Delete restored journal history file (AMGM60/6)</p> <p>_ Consolidation Worksheet (AMGM90/2)</p>	<p>Edit all companies (Yes/No) ___ or edit co. no. ___</p> <p>Edit all companies (Yes/No) ___ or edit co. no. ___</p> <p>Copy from existing co. no. ___ to new co. no. ___</p> <p>Copy from co. no. ___ to new co. no. ___</p> <p>Copy from format no. ___ to format no. ___</p> <p>From account _____</p> <p>To account _____</p> <p>All accounts _____</p> <p>Format no. 1-income statement _ 2-balance sheet _ All _</p> <p>From co. no. ___ to co. no. ___</p> <p>Beginning co. no. ___ to ending co. no. ___</p> <p>Beginning posting _____ to ending posting _____</p> <p>Delete from current history ___</p> <p>Beginning co. no. ___ to ending co. no. ___</p> <p>Beginning posting _____ to ending posting _____</p> <p>Archived history file name _____</p> <p>Yes/No: ___</p> <p>From co. no. ___ to co. no. ___</p> <p>Period/month ___</p> <p>1-period, 2-YTD _</p> <p>Account type _</p>
---	--

General Ledger Report Request (GL-22) (continued)

Company no. _ _

<p>- Post journal transactions (AMGM10/3)</p> <p>- Financial worksheet (AMGM20/1)</p> <p> Y/N:</p> <p>_ Audit posted journals (AMGM20/2)</p> <p>_ Detail audit general ledger (AMGM20/3)</p> <p>_ Summary audit general ledger (AMGM20/4)</p> <p>_ Preliminary general ledger (AMGM20/5)</p> <p>_ Comparative general ledger (AMGM20/6)</p> <p> Y/N:</p> <p>_ Income statement (AMGM20/7)</p> <p> Y/N:</p> <p> Y/N:</p> <p> Y/N:</p> <p>_ (Demand) Fiscal period close statements (AMGM20/8)</p> <p> Y/N:</p> <p> Income statement</p> <p> Y/N:</p> <p> Balance sheet</p> <p>_ Journal history report (AMGM20/9)</p> <p> Cur/Res.</p> <p> Y/N:</p> <p>_ Fiscal period close (AMGM00/3)</p> <p> Y/N:</p> <p> Y/N:</p> <p>_ Year-end audit (AMGM30/1)</p> <p>_ Year-end audit and initialization (AMGM30/2)</p>	<p>Month/period from _ _ to _ _</p> <p>Month/period _ _</p> <p>Original balances _ Translated balances _</p> <p>Journal _ _ _ _ Totals _ _ _ _</p> <p>Month/year or period from _ _ _ _ to _ _ _ _</p> <p>Month/year or period from _ _ _ _ to _ _ _ _</p> <p>Original balances _ Translated balances _</p> <p>% of revenue for preceding lines _ _ _</p> <p>Income statement for next year _ _ _</p> <p>Original balances _ Translated balances _</p> <p>Month/year or period from _ _ _ _ to _ _ _ _</p> <p>Format no. _</p> <p>Original balances _ Translated balances _</p> <p>Descriptive date _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _</p> <p>1-period, 2-year-to-date _</p> <p>% of revenue for preceding lines _ _ _</p> <p>Descriptive date _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _</p> <p>1-period, 2 year-to-date _</p> <p>Beginning co. no. _ _ to ending co. no. _ _</p> <p>Beginning acct. no. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _</p> <p>To ending acc.t no. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _</p> <p>Beginning posting _ _ _ _ to ending posting _ _ _ _</p> <p>History code _ _ _ _</p> <p>Delete restored history _ _ _</p> <p>Format no. _ (Must be 0 for Fiscal Period Close)</p> <p>Include journals for select period or month/year only _ _ _</p> <p>Desc. date _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _</p> <p>Translate GL balances _</p>
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Chapter 14. Accounting controls and audits

When you created your master files during installation, the account balances should have been checked and double-checked for accuracy. The same care must be taken as you use the General Ledger application on a daily basis.

General Ledger has internal and external controls designed to maintain the integrity of the information generated. Internal controls are those established by the application. They are used to support your external controls. External controls are those you must establish.

This chapter discusses these audits and controls.

Internal controls.....	14-1
External controls.....	14-2
Controls and the General Ledger cycle	14-3
How to use General Ledger controls and control forms	14-5

Internal controls

The following internal controls are used to ensure the accuracy of the General Ledger application:

- Debits and credits must always balance.
 - During data entry, no batch can be closed and posted to the general journal until debits and credits balance by batch.
 - During journal posting, transactions must balance by transaction source.
 - During file maintenance, the total of all current year debits and credits, as well as the total of all previous year debits and credits, must balance.
- Journals must always balance. Whenever a journal transaction is added to the Temporary General Ledger file or a General Ledger account is deleted from the General Ledger Master file, the journals must be audited. This audit is performed, automatically, as part of the journal posting procedure. There are, however, other times when you must initiate it. For example, you may have deleted accounts when you updated the General Ledger Master file after posting your journals. Since this may affect a posting transaction, you must re-edit the posted journals prior to running any reports or statements.
- File maintenance of General Ledger amount fields is restricted.
 - The General Ledger application assumes you will process transactions beginning with the first period that you specified during application tailoring. Therefore, when loading your files, you can initialize current year debits and credits for periods up to, but not including, that first processing period.
 - File maintenance of current year periods for a company is not allowed after the first transaction batch is entered for that company.
- File maintenance of previous year periods requires that the calculated new balance forward equals the balance forward for the current year for each account. In addition, previous year assets and liabilities must balance when updating accounts with previous year amounts.
- No journal transactions will be accepted until after the General Ledger Master file has been edited to preserve the integrity of the account balances.

- An accurate status of the General Ledger for each company must be maintained. The status of General Ledger is an application control that indicates whether transactions have been entered, posted to journals, applied to accounts, or have been passed to year-end audit.

Note: See Chapter 3, "Journal Processing" for more information.

- The income statement and balance sheet must be complete. There may be up to ten statement formats, each of which consist of the income statement and balance sheet definitions. Format 0 is required for each company using General Ledger. This format uses every account in a company's chart of accounts. It is the format used by Fiscal Period Close processing. Formats 1–9 can use any combination of accounts. These are useful for departmental statements. All formats are edited for completeness. You can, however, print incomplete statements. A message is printed at the end of any incomplete or unedited statements.
- When accounts are added to or deleted from the General Ledger Master file, an edit of the Statement Format file is required. You are responsible for initiating that edit procedure.

External controls

When preparing the input forms used for adding or changing information, adding machine totals should be taken on the data to be recorded. Then, when the system takes totals on the same fields and prints these totals on an edit listing, you must make sure these totals agree. If they do not, the error must be found and corrected before proceeding to the next processing step.

Since all of the procedures have built-in edits and control totals, your main responsibility is to see that these controls are always used. You should review this section and decide who will provide the totals to proof against and who will do the actual checking.

In addition to using the control totals, you should review the data entry and edit lists for any erroneous data that the application cannot edit, and correct any information that is in error.

Controls and the General Ledger cycle

Here is an overview of how your controls fit into the General Ledger accounting cycle.

1. The General Journal Transaction Entry form is filled out, and the debits and credits are totaled.
2. This total is posted to the Batch Control Form.
3. When the General Journal Entry Edit listing is printed, the totals are compared to the Batch Control Form.
4. After all errors are corrected, the General Journal Proof and General Journal are printed.
5. These reports must also balance to the Batch Control Form.
6. The General Journal total is then posted to the General Ledger Period Control Form.
7. As journals are posted by interfacing applications (Accounts Payable, Payroll, Financial Analysis, Accounts Receivable, and Purchasing), their totals are also posted to the General Ledger Period Control Form.
8. The Financial Worksheet is printed and proofed.
9. Closing entries are then made and posted to the appropriate forms. The General Ledger Period Control Form final total must balance with the General Ledger total.
10. The new General Ledger total is then posted to the General Ledger Period Control Form for the next accounting period.
11. Finally, the General Ledger Fiscal Year-End Audit Listing is printed, and its total is checked against the last accounting period's control form. The beginning General Ledger total from the year-end audit is then posted to the first Period Control Form for the new year.

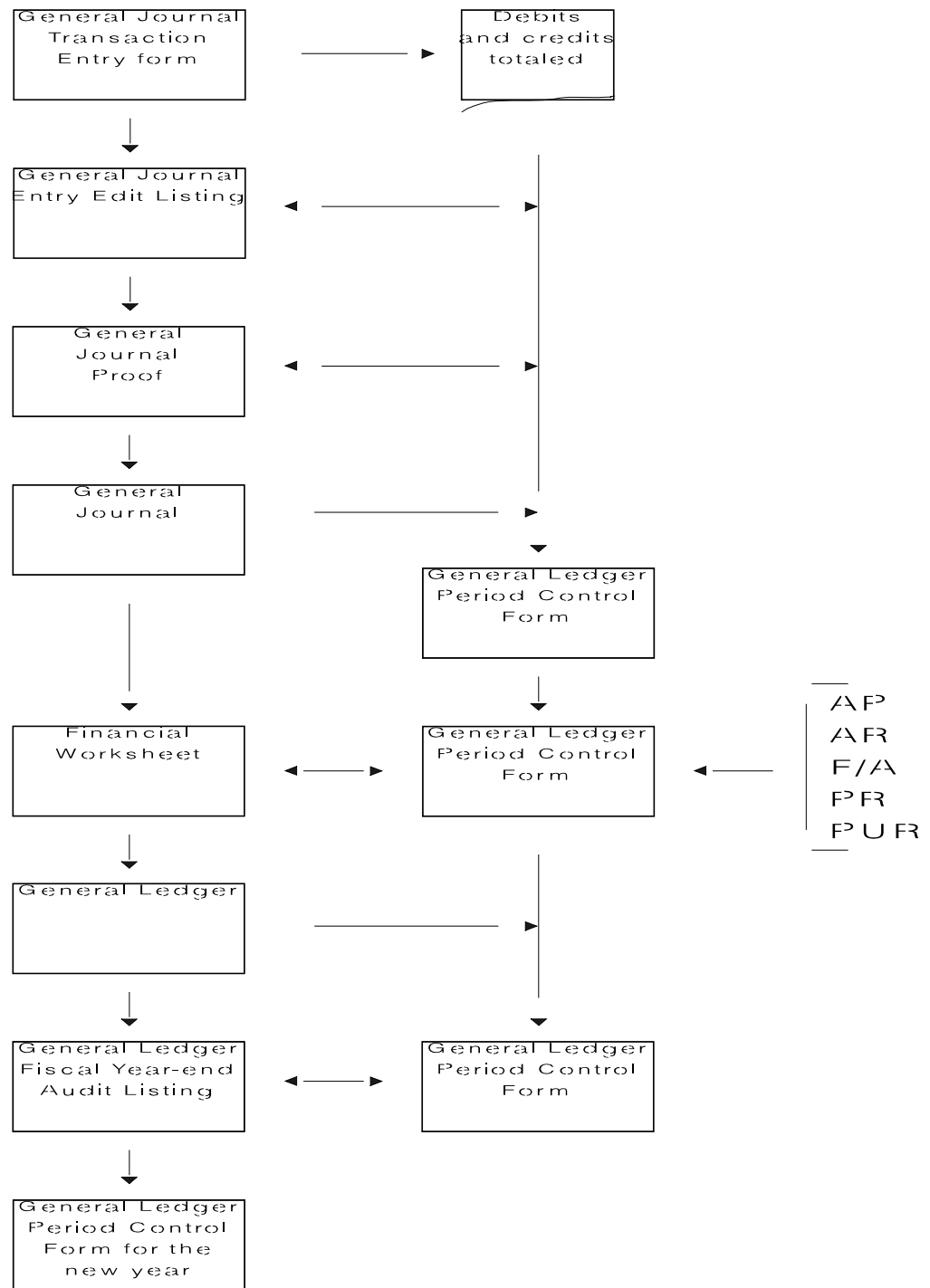


Figure 14-1. Accounting controls and the accounting cycle

How to use General Ledger controls and control forms

The remainder of this section contains examples of control forms that have been balanced. These examples show you which listings and forms are used to obtain the control figures and where to write them. See Chapter 13, "Blank forms" for copies of the blank forms.

Setting up control forms

The balance and control function of the General Ledger application is done by company (if the multiple companies option is selected) and by closing month or period. Consequently, the General Ledger control forms should be grouped by company and closing month or period.

General Ledger edits and controls

Data entry controls

1. All accounting entries, single or multiple, must zero balance before being accepted. Since one accounting entry may have several distributions, General Ledger uses the transaction source information to tie entries together. Transcribe the following information from the General Journal listing, AMG14, onto the General Journal Transaction Entry form, GL-01:
 - Company number
 - Posting date or posting period
 - Transaction source
 - Transaction description
 - Debit account number
 - Debit amount
 - Credit account number
 - Credit amount
2. Total the debits and credits on the form. Then, initial and date the form.
3. All entries whose transaction source is the same can be considered as one accounting entry. Therefore, when a single debit has multiple credits, the same transaction source is assigned to each line.
4. Each general journal is assigned a unique, sequential identification number by the application. When a group of accounting entries is entered in the journal, the batch is given the next sequential journal number. Each line (one general journal transaction) is given a sequential number identifying it in the journal. Thus every transaction carries the journal number and sequence number, as long as the journal remains in the application. The sequential journal number cannot be changed, since it is maintained by the application.

Display AMVBA1
 Start new batch Old batch no. (N3) _ _ _

Display AMG011
 Company no. (N2) 01 Posting date (N6) 1231** OR Posting period (N2) _ _

Display AMG011

Transaction source (A10)	Transaction description (A15)
<u>J E 1 2 - 0 1</u> _ _ _	<u>C o r r e c t N o v e r r</u> _ _ _
Debit account (N15)	Debit amount (N13.2)
_____ <u>1 5 2 5</u>	_____ <u>7 5 0 0 . 0 0</u>
Credit account (N15)	Credit amount (N13.2)
_____ <u>1 3 0 5</u>	_____ <u>7 5 0 0 . 0 0</u>
Transaction source (A10)	Transaction description (A15)
<u>J E 1 2 - 0 2</u> _ _ _	<u>N e w t r u c k</u> _ _ _ _ _
Debit account (N15)	Debit amount (N13.2)
_____ <u>1 5 3 0</u>	_____ <u>5 8 3 7 . 9 8</u>
Credit account (N15)	Credit amount (N13.2)
_____ <u>1 0 5 0</u>	_____ <u>5 8 3 7 . 9 8</u>
Transaction source (A10)	Transaction description (A15)
<u>J E 1 2 - 0 3</u> _ _ _	<u>A R C o r r e c t i o n</u> _ _ _
Debit account (N15)	Debit amount (N13.2)
_____ <u>4 0 0 0</u>	_____ <u>7 3 . 1 5</u>
Credit account (N15)	Credit amount (N13.2)
_____ <u>1 2 0 0</u>	_____ <u>7 3 . 1 5</u>
Debit totals (N15.2)	Credit totals (N15.2)
_____ <u>1 3 4 1 1 . 1 3</u>	_____ <u>1 3 4 1 1 . 1 3</u>

The final total must equal the computer total

Authorized by M. Wilda
 Date 03/21/**

Figure 14-2. Transcribe totals on General Journal Transaction Entry form

NORTHCREEK IND. NO. 01		GENERAL JOURNAL		DATE 03/16/** TIME 19.17.16		PAGE 1	AMG14
		POSTING DATE 12/31/**					
JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	GENERAL ACCOUNT	LEDGER DEBIT AMOUNT	GENERAL ACCOUNT	LEDGER CREDIT AMOUNT	BATCH-SEQ.
GJ00002-00001	JE12-01	CORRECT NOV ERR	1525	7,500.00	1300	7,500.00	006- 1
GJ00002-00002	JE12-02	NEW TRUCK	1530	5,837.98			006- 2
GJ00002-00006	JE12-02	CHECK #1160			1050	875.70	006- 3
GJ00002-00004	JE12-02	EST CITY TAX			1050	4,962.28	006- 4
GJ00002-00005	JE12-03	AR CORRECTION	4000	73.15	1200	73.15	006- 5
GJ00002-00006	JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	006- 6
GJ00002-00007	JE12-04	DEPR - OFFICE	7510	850.00	1565	850.00	006- 7
GJ00002-00008	JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	006- 8
GJ00002-00009	JE12-04	DEPR - AUTO/TRUCK	6040	1,200.00	1570	1,200.00	006- 9
GJ00002-00010	JE12-07	INV THRU 12/8	1200	19,953.49			006- 10
GJ00002-00011	JE12-07	12/1			4000	3,879.53	006- 11
GJ00002-00012	JE12-07	12/5			4000	4,213.42	006- 12
GJ00002-00013	JE12-07	12/6			4000	4,479.83	006- 13
GJ00002-00014	JE12-07	12/7			4000	3,943.52	006- 14
GJ00002-00015	JE12-07	12/8			4000	3,437.19	006- 15
GJ00002-00016	JE12-11	AP EXPENSE ADJ	4120	86.04	4100	422.59	006- 16
GJ00002-00017	JE12-11	AP EXPENSE ADJ	4130	336.55			006- 17
GJ00002-00018	JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	006- 18
			JOURNAL TOTAL	39,387.21		39,387.21	
			COMPANY TOTAL	39,387.21		39,387.21	

5. After entering General Ledger transactions and transcribing them to the General Journal Transaction Entry form, run an adding machine tape of the transactions. When it agrees with the entry form total, post the total on the General Ledger Batch Control Form, GL-20, then initial and date the form.

Note: The preceding should be done by someone in the user department.

6. Give the Batch Control Form and Journal Transaction Entry form to the operator.

General Ledger GL-20
Batch Control Form

Number 12

Total general ledger amount 39,387.21

Total journal entry pages 1

Comments None

Date 03/21/** By M. Wilda

Balanced _____

Figure 14-3. Posting to the General Ledger Batch Control Form

7. After the data has been entered, compare the General Journal Entry Edit listing totals with the Batch Control Form. Correct any errors.

NORTHCREEK IND. NO. 01		GENERAL JOURNAL ENTRY EDIT		DATE	6/16/**	TIME	14.04.40	PAGE	1	AMG05A
				BATCH 14		WS DSP01				
SEQUENCE NUMBER	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	-----GENERAL LEDGER DEBIT----- ACCOUNT	AMOUNT	-----GENERAL LEDGER CREDIT----- ACCOUNT	AMOUNT	ENTRY/POST DATE			
00001	JE12-01	CORRECT NOV ERR	1525	7,500.00	1300	7,500.00	12/30/**			
00002	JE12-02	NEW TRUCK	1530	5,837.98			12/30/**			
00003	JE12-02	CHECK #1160			1050	825.70	12/30/**			
00004	JE12-02	EXT CITY TAX			2500	4,962.28	12/30/**			
00005	JE12-03	AR CORRECTION	4000	73.15	1200	73.15	12/30/**			
00006	JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	12/30/**			
00007	JE12-04	DEPR - OFFICE	7510	850.00	1565	850.00	12/30/**			
00008	JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	12/30/**			
00009	JE12-04	DEPR AUTO/TRUCK	6040	1,200.00	1570	1,200.00	12/30/**			
00010	JE12-07	INVENTORY 12/8	1200	19,953.49			12/30/**			
00011	JE12-07	12/1			4000	3,879.53	12/30/**			
00012	JE12-07	12/5			4000	4,213.42	12/30/**			
00013	JE12-07	12/6			4000	4,479.83	12/30/**			
00014	JE12-07	12/7			4000	3,943.52	12/30/**			
00015	JE12-07	12/8			4000	3,437.19	12/30/**			
00016	JE12-11	AP EXPENSE ADJ	4120	66.04	4100	422.59	12/30/**			
00017	JE12-11	AP EXPENSE ADJ	4130	336.55			12/30/**			
00018	JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	12/30/**			
00019	JE12-12	DECEMBER CLOSE	9203	14,980.00	3220	14,980.34	12/30/**			
W AM-0801 RECORD DELETED										
BATCH 14 TOTAL				39,387.27		39,387.27				

8. Print the General Journal and General Journal Proof. Proof the totals. Post the journal number, run date, total, and month or period to the correct Period Control Form and reports.

NORTHCREEK IND. NO. 01		GENERAL JOURNAL		DATE	03/16/**	TIME	19.17.16	PAGE	1	AMG14
				POSTING DATE 12/31/**						
JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	-----GENERAL LEDGER DEBIT----- ACCOUNT	AMOUNT	-----GENERAL LEDGER CREDIT----- ACCOUNT	AMOUNT	BATCH-SEQ.			
GJ00002-00001	JE12-01	CORRECT NOV ERR	1525	7,500.00	1300	7,500.00	006- 1			
GJ00002-00002	JE12-02	NEW TRUCK	1530	5,837.98			006- 2			
GJ00002-00006	JE12-02	CHECK #1160			1050	875.70	006- 3			
GJ00002-00004	JE12-02	EST CITY TAX			1050	4,962.28	006- 4			
GJ00002-00005	JE12-03	AR CORRECTION	4000	73.15	1200	73.15	006- 5			
GJ00002-00006	JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	006- 6			
GJ00002-00007	JE12-04	DEPR - OFFICE	7510	850.00	1565	850.00	006- 7			
GJ00002-00008	JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	006- 8			
GJ00002-00009	JE12-04	DEPR - AUTO/TRUCK	6040	1,200.00	1570	1,200.00	006- 9			
GJ00002-00010	JE12-07	INV THRU 12/8	1200	19,953.49			006- 10			
GJ00002-00011	JE12-07	12/1			4000	3,879.53	006- 11			
GJ00002-00012	JE12-07	12/5			4000	4,213.42	006- 12			
GJ00002-00013	JE12-07	12/6			4000	4,479.83	006- 13			
GJ00002-00014	JE12-07	12/7			4000	3,943.52	006- 14			
GJ00002-00015	JE12-07	12/8			4000	3,437.19	006- 15			
GJ00002-00016	JE12-11	AP EXPENSE ADJ	4120	86.04	4100	422.59	006- 16			
GJ00002-00017	JE12-11	AP EXPENSE ADJ	4130	336.55			006- 17			
GJ00002-00018	JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	006- 18			
JOURNAL TOTAL				39,387.21		39,387.21				
COMPANY TOTAL				39,387.21		39,387.21				

General Ledger Period Control Form (GL-21)

Company Number ___ Period ____ or month _____, 19 ____ Page ____

	Journal number	Run date	General ledger amount	Posting month or period
General Journal	GJ			
	GJ			
	GJ			
	GJ			
	GJ			
Purchase Journal	PJ			
	PJ			
	PJ			
	PJ			
	PJ			
Cash Disbursements Journal	CD			
	CD			
	CD			
	CD			
	CD			
Payroll Journal	PR			
	PR			
	PR			
	PR			
	PR			
	PR			
Cash Receipts Journals total	CR			
Total for period				
Closing entries	GJ			
	GJ			
Final total for period				
Previous general ledger total				
Total for general ledger				

Table 14-1. Posting the general journal

Fiscal period close controls

Net profit or loss is automatically calculated for the current period by the income statement program and reflected on the balance sheet in current retained earnings.

This amount, however, is not automatically posted by the computer to your prior year retained earnings account. If this were done, there would be no audit trail of the closing entries.

To be sure that net profit/loss is correctly posted to retained earnings, you should follow these instructions:

1. Check that Format 0 for the Income Statement has both a provision for profit/loss and a net profit/loss line.
2. Check that Format 0 for the Balance Sheet includes the following lines:

RETAINED EARNINGS — YEAR-TO-DATE with the Retained Earnings account number.

CURRENT RETAINED EARNINGS with account number 9999999999999999.

GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 5/18/** TIME 16.36.48 PAGE 2 AMG61

FORMAT NO. 0 BALANCE SHEET

GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT COL			
0260	00	ACCOUNTS PAYABLE	1	2	1790		
					2020		
0270	00	NOTES AND OTHER PAYABLES	1	3	2020		
0270	01				2050	2080	
0280	00	ACCRUED SALARIES AND WAGES	1	3	2050		
0280	01				2100	2120	2150
0290	00	TAXES WITHHELD	1	2	2100		
0290	01				2203	2105	2210
0300	00	OTHER TAXES PAYABLE	1	2	2203		
					2140	2190	2220
					2245	2255	
0310	00	OTHER PAYABLES	1	2	2140		
0310	01				2250	2260	2265
					2280	2290	
0320	00	RESERVE FOR INCOME TAXES	1	2	2255		
0320	01				2320		
0330	00	TOTAL CURRENT LIABILITIES	2	3	2320		
0340	00	LONG TERM LIABILITIES	2	1	2320		
0350	00	NOTES AND BONDS PAYABLE	1	3	2320		
					2510	2550	
0360	00	OTHER LONG TERM LIABILITES	2	3	2510		
0360	01				2700		
0370	00	TOTAL LIABILITIES	2	4	2700		
0380	00	STOCKHOLDER'S EQUITY	1	1	2700		
0390	00	CAPITAL STOCK	2	3	2700		
0390	01				3020		
0400	00	ADDITIONAL PAID-IN CAPITAL	2	3	3020		
0410	00	TREASURY STOCK	2	3	3020		
0420	00	RETAINED EARNINGS - YEAR-TO-DATE	2	3	3020		
0430	00	CURRENT RETAINED EARNINGS	2	3	9999999999999999		
0440	00	TOTAL OWNERS EQUITY	2	4	3020		
0450	00	***** TOTAL LIABILITIES AND EQUITY	1	T			

3. Using option 8 (Fiscal Period Close Statements) on the Demand Reports menu (AMGM20), print the Income Statement and Balance Sheet for the period. This should be done at the end of each financial period after all other entries have been made.

```

DATE **/**/**                                OPTIONS   AMG402  **
                                DEMAND FINANCIAL STATEMENTS

COMPANY NUMBER- nn      PERIOD FROM- nnnn TO- nnnn  FORMAT NUMBER- n
INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>?      A

                                INCOME STATEMENT
DESCRIPTIVE DATE                                aaaaaaaaaaaaaaaaaaaaaA25
1-PERIOD, 2-YEAR-TO-DATE                          n
1-CURRENT, 2-BUDGET, 3-LAST YEAR                   n
% OF REVENUE FOR PRECEDING LINES <Y/N>            A

                                BALANCE SHEET
DESCRIPTIVE DATE                                aaaaaaaaaaaaaaaaaaaaaA25
1-CURRENT, 2-LAST YEAR                             n
ORIGINAL BALANCES <Y/N>                           A
TRANSLATED BALANCES <Y/N>                         A

                                F17 ACCEPT WARNING
                                F24 CANCEL THE JOB

```

4. The period's net profit/loss on the income statement (also reflected as current retained earnings on the balance sheet) will be used to make the final closing entries.

GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 5/18/** TIME 16.36.48 PAGE 1 AMG61

FORMAT NO. 0

BALANCE SHEET

GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT COL			
0000	01	BRIDGE DISTRIBUTION CO.					
0000	02	ATLANTA, GEORGIA 30329					
0010	00	ASSETS	2	1	9090		
0020	00	CURRENT ASSETS	2	1	9090		
0030	00	CASH AND SHORT TERM INVESTMENTS	2	3	9090		
					1050	1060	1070
					1100		
0040	00	ACCOUNTS RECEIVABLE	1	1	1050		
					1220	1230	
0050	00	ACCOUNTS RECEIVABLE	1	2	1050		
0050	01						
0060	00	OTHER RECEIVABLES	1	2	1220		
0070	00	LESS ALLOWANCE FOR DOUBTFUL ACCOUNTS	1	2	1220		
0080	00	ACCOUNTS RECEIVABLE	2	3	1220		
0090	00	INVENTORY	2	3	1220		
0100	00	PREPAID EXPENSES	2	3	1220		
0100	01				1420	1440	1460
					1490		
0110	00	TOTAL CURRENT ASSETS	2	4	1420		
0120	00	FIXED ASSETS-----	2	1	1420		
0130	00	LAND & BUILDINGS	1	2	1420		
					1510	1515	
0140	00	LESS DEPRECIATION	1	2	1510		
					1555	1575	
0150	00	-- TOTAL LAND AND BUILDINGS	1	3	1555		
0160	00	CAPITAL EQUIPMENT	1	2	1555		
					1530	1535	
0170	00	LESS - DEPRECIATION	1	2	1530		
					1570		
0180	00	TOTAL CAPITAL EQUIPMENT	1	3	1570		
0190	00	TOTAL FIXED ASSETS	2	4	1570		
0200	00	INVESTMENTS	1	3	1570		
					1620	1630	
0210	00	OTHER ASSETS	1	3	1620		
0210	01				1790		
0220	00	INVESTMENTS AND OTHER ASSETS	2	4	1790		
0230	00	***** TOTAL ASSETS *****	1	T			
0240	00	LIABILITIES AND OWNERS EQUITY	2	1	1790		
0250	00	CURRENT LIABILITIES	2	1	1790		

NORTHCREEK IND. U. S. DOLLARS	NO. 01	NORTHCREEK INDUSTRIES, INC. ATLANTA, GEORGIA	DATE 11/08/**	TIME 10.53.06	PAGE 1	AMG43
INCOME STATEMENT						
FOR YEAR-TO-DATE 09/26/**						
	-----C U R R E N T-----	%	-----B U D G E T-----		%	
	-----C U R R E N T Y T D----	%	-----L A S T Y E A R-----		%	V A R %
SALES - LESS RETURNS	4,424,972.83CR	100.00	4,718,354.04CR			100.00
COST OF GOODS SOLD						
COST OF SALES - MATERIAL	1,594,055.36	36.02	1,753,460.90			37.16
COST OF SALES - DIRECT LABOR	790,656.88	17.87	869,722.57			19.43
COST OF SALES - MANUFACTURING OVERHEAD						
INDIRECT LABOR	246,896.39	5.58	271,586.02			5.76
TOTAL COST OF GOODS SOLD --	2,631,608.63DR	59.47	2,894,769.49DR			61.35
*** GROSS PROFIT/LOSS FROM SALES	1,793,364.20CR	40.53	1,823,584.55CR			38.85
MANUFACTURING COSTS --						
PLANT & EQUIPMENT	313,994.72	7.10	345,394.22			7.32
MISC. MFG COSTS	89,059.99	2.01	97,965.99			2.08
TOTAL MANUFACTURING COSTS	403,054.71DR	9.11	443,360.21DR			9.40
*** NET PROFIT/LOSS FROM SALES	1,390,309.49CR	31.42	1,380,224.34CR			29.25
GENERAL AND ADMINISTRATIVE EXPENSE						
SALARIES, COMMISSIONS & FEES	563,021.57	12.72	619,323.73			3.13
ADMINISTRATIVE EXPENSES	51,471.25	1.16	56,618.38			1.20
OFFICE EXPENSES	77,227.98	1.75	84,950.78			1.80
GENERAL OFFICE EXPENSES	19,329.64	.44	21,262.61			.45
ADMINISTRATIVE DEPRECIATION EXPENSES	2,110.00	.05	2,321.00			.05
TOTAL GENERAL AND ADMIN. EXPENSE	713,160.44DR	16.12	784,476.50CR			16.53
*** NET PROFIT/LOSS FROM OPERATIONS	677,149.05CR	15.30	595,747.84CR			12.63
OTHER INCOME	40,517.45	.92	44,569.20			.94
OTHER EXPENSES	11,230.00	.25	12,353.00			.26
DISPOSITION OF FIXED ASSETS	6,100.00	.14	6,710.00			.14
TOTAL OTHER INCOME/EXPENSES	35,387.45CR	.80	38,926.20CR			.82
*** PRE-TAX INCOME/LOSS	712,536.50CR	16.10	634,674.04CR			13.45
INCOME TAXES --						
STATE INCOME TAX	102,002.27	2.31	112,202.50			2.38
FEDERAL INCOME TAX	322,772.35	7.29	355,049.59			7.52
OTHER INCOME TAX EXPENSES	47,265.88	1.07	51,992.47			1.10
TOTAL INCOME TAXES	472,040.50DR	10.67	519,244.56DR			11.00
*** NET PROFIT AFTER TAXES	240,496.00CR	5.43	115,429.48CR			2.45
PROVISION FOR PROFIT/LOSS	.00	.00	.00			.00
*** NET PROFIT/LOSS ***	240,496.00CR	5.43	115,429.48CR			2.45

5. The net profit is then debited to the provision for profit and loss account and credited to the retained earnings account. This journal should be filed with your other General Journals.

NORTHCREEK IND. NO. 01 U. S. DOLLARS	NORTHCREEK INDUSTRIES, INC. ATLANTA, GEORGIA B A L A N C E S H E E T AT DECEMBER 31, 19**	DATE 06/16/**	TIME 19.52.14	PAGE 2	AMG44
-----C U R R E N T----- L A S T Y E A R----- VAR-%					
LIABILITIES AND OWNERS EQUITY					
CURRENT LIABILITIES ---					
ACCOUNTS PAYABLE	832,556.92		394,369.07		
NOTES AND OTHER PAYABLES		935,156.92		442,969.07	
ACCRUED SALARIES AND WAGES		291,386.07		138,024.98	
TAXES WITHHELD	25,038.72		11,860.45		
OTHER TAXES PAYABLE	200,179.32		94,821.78		
OTHER PAYABLES	12,471.01		5,907.32		
RESERVE FOR INCOME TAXES	82,043.90		38,862.90		
TOTAL CURRENT LIABILITIES		319,732.95		151,452.45	
LONG TERM LIABILITIES					
NOTES AND BONDS PAYABLE		1,904,962.28		900,000.00	
OTHER LONG TERM LIABILITIES		369,580.02		175,064.22	
TOTAL LIABILITIES		3,820,818.24		1,807,510.72	
STOCKHOLDER'S EQUITY					
CAPITAL STOCK		1,990,471.22		942,854.79	
ADDITIONAL PAID-IN CAPITAL		164,372.80		77,860.80	
TREASURY STOCK		950,285.00		450,135.00	
RETAINED EARNINGS - YEAR-TO-DATE		606,922.73		351,446.39	
CURRENT RETAINED EARNINGS		.00		.00	
TOTAL OWNERS EQUITY		3,712,051.75		1,822,296.98	
***** TOTAL LIABILITIES AND EQUITY		7,532,869.99		3,629,807.70	

6. Run the Fiscal Period Close from the Demand Financial Statements display, AMG402, after the posting operation is complete.

```

DATE **/**/**                OPTIONS    AMG402  **
                                DEMAND FINANCIAL STATEMENTS
COMPANY NUMBER- nn    PERIOD FROM- nnnn TO- nnnn    FORMAT NUMBER- n
INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N?>    A
                                INCOME STATEMENT
DESCRIPTIVE DATE                aaaaaaaaaaaaaaaaaaaaaA25
1-PERIOD, 2-YEAR-TO-DATE        n
1-CURRENT, 2-BUDGET, 3-LAST YEAR n
% OF REVENUE FOR PRECEDING LINES <Y/N>                A
                                BALANCE SHEET
DESCRIPTIVE DATE                aaaaaaaaaaaaaaaaaaaaaA25
1-CURRENT, 2-LAST YEAR          n
ORIGINAL BALANCES <Y/N>        A
TRANSLATED BALANCES <Y/N>     A
                                F17 ACCEPT WARNING
                                F24 CANCEL THE JOB

```

7. On the income statement, note that the current period profit is included in the provision for profit/loss. The system will generate a variance percentage that will represent the change from last year.

NORTHCREEK IND. NO. 01 U. S. DOLLARS	NORTHCREEK INDUSTRIES, INC. ATLANTA, GEORGIA B A L A N C E S H E E T AT DECEMBER 31, 19**	DATE 06/16/**	TIME 19.52.14	PAGE 2	AMG44	
-----C U R R E N T-----					-----L A S T Y E A R-----	VAR-%
LIABILITIES AND OWNERS EQUITY						
CURRENT LIABILITIES ---						
ACCOUNTS PAYABLE	832,556.92		394,369.07			
NOTES AND OTHER PAYABLES		935,156.92		442,969.07		
ACCRUED SALARIES AND WAGES		291,386.07		138,024.98		
TAXES WITHHELD	25,038.72		11,860.45			
OTHER TAXES PAYABLE	200,179.32		94,821.78			
OTHER PAYABLES	12,471.01		5,907.32			
RESERVE FOR INCOME TAXES	82,043.90		38,862.90			
TOTAL CURRENT LIABILITIES		319,732.95		151,452.45		
LONG TERM LIABILITIES						
NOTES AND BONDS PAYABLE		1,904,962.28		900,000.00		
OTHER LONG TERM LIABILITIES		369,580.02		175,064.22		
TOTAL LIABILITIES		3,820,818.24		1,807,510.72		
STOCKHOLDER'S EQUITY						
CAPITAL STOCK		1,990,471.22		942,854.79		
ADDITIONAL PAID-IN CAPITAL		164,372.80		77,860.80		
TREASURY STOCK		950,285.00		450,135.00		
RETAINED EARNINGS - YEAR-TO-DATE		606,922.73		351,446.39		
CURRENT RETAINED EARNINGS		.00		.00		
TOTAL OWNERS EQUITY		3,712,051.75		1,822,296.98		
***** TOTAL LIABILITIES AND EQUITY		7,532,869.99		3,629,807.70		

On the balance sheet, note that net profit is now included in retained earnings year-to-date instead of current retained earnings. The system will also generate variance percentage here that will represent the change from last year.

NORTHCREEK IND. NO. 01 U. S. DOLLARS	NORTHCREEK INDUSTRIES, INC. ATLANTA, GEORGIA B A L A N C E S H E E T AT DECEMBER 31, 19**	DATE 06/16/**	TIME 19.52.14	PAGE 2	AMG44	
-----C U R R E N T-----					-----L A S T Y E A R-----	VAR-%
LIABILITIES AND OWNERS EQUITY						
CURRENT LIABILITIES ---						
ACCOUNTS PAYABLE	832,556.92		394,369.07			
NOTES AND OTHER PAYABLES		935,156.92		442,969.07		
ACCRUED SALARIES AND WAGES		291,386.07		138,024.98		
TAXES WITHHELD	25,038.72		11,860.45			
OTHER TAXES PAYABLE	200,179.32		94,821.78			
OTHER PAYABLES	12,471.01		5,907.32			
RESERVE FOR INCOME TAXES	82,043.90		38,862.90			
TOTAL CURRENT LIABILITIES		319,732.95		151,452.45		
LONG TERM LIABILITIES						
NOTES AND BONDS PAYABLE		1,904,962.28		900,000.00		
OTHER LONG TERM LIABILITIES		369,580.02		175,064.22		
TOTAL LIABILITIES		3,820,818.24		1,807,510.72		
STOCKHOLDER'S EQUITY						
CAPITAL STOCK		1,990,471.22		942,854.79		
ADDITIONAL PAID-IN CAPITAL		164,372.80		77,860.80		
TREASURY STOCK		950,285.00		450,135.00		
RETAINED EARNINGS - YEAR-TO-DATE		606,922.73		351,446.39		
CURRENT RETAINED EARNINGS		.00		.00		
TOTAL OWNERS EQUITY		3,712,051.75		1,822,296.98		
***** TOTAL LIABILITIES AND EQUITY		7,532,869.99		3,629,807.70		

When performing Fiscal Period Close, do the following:

1. Total the general journal entries on the Period Control Form for the processing period. Be sure to include all other posted journals (Purchase, Cash Disbursements, etc.), then post the total to the Period Control Form, GL-21.

2. Print the Financial Statement Worksheet. The totals for the period must be equal.
3. Make any period-end closing entries and post them to the General Ledger Period Control Form.
4. Add up final period total and the new General Ledger total.
5. Run Fiscal Period Close and compare the final period totals and new General Ledger totals with the control form for that period; they must agree.
6. Set up the next period's control form. Post the General Ledger final total to the next period's control form as the previous total.

General Ledger Period Control Form (GL-21)

Company Number 01

Period ____ or month December, 19 ** Page ____1

	Journal number	Run date	General ledger amount	Posting month or period
General Journal	GJ 00002	12/31	39,387.21	12
	GJ			
	GJ			
	GJ			
	GJ			
Purchase Journal	PJ			
	PJ			
	PJ			
	PJ			
	PJ			
Cash Disbursements Journal	CD			
	CD			
	CD			
	CD			
	CD			
Payroll Journal	PR			
	PR			
	PR			
	PR			
	PR			
	PR			
Cash Receipts Journals total	CR			
Total for period				39,387.21
Closing entries	GJ00003			14,980.34
	GJ			
Final total for period				54,367.55
Previous general ledger total				13,366,581.95
Total for general ledger				13,420,949.50

Table 14-2. Prepare fiscal period close to general ledger period control form

CO 1 SUBSIDIARY U. S. DOLLARS	NO. 01	FINANCIAL STATEMENT WORKSHEET MONTH 01		DATE 9/12/**	TIME 10.48.30	PAGE 1	AMG22
ACCOUNT NUMBER	DESCRIPTION	-----BALANCE SHEET-----		-----INCOME STATEMENT-----		NET CHANGE	
		DEBIT	CREDIT	DEBIT	CREDIT		
1000	PETTY CASH		.00				
1050	CASH-IN-BANK - GENERAL	.00	17,737.98				.00
							17,737.98CR
1200	ACCTS REC - TRADE		73.15				
		19,953.49					19,880.34
1290	ALLOW FOR DOUBTFUL ACCTS		.00				
		350.00					350.00
1525	OFFICE FURN AND FIXTURES		.00				
		7,500.00					7,500.00
1530	AUTO AND TRUCKS		.00				
		5,837.98					5,837.98
1565	DEPREC ALLOW-OFFICE F&F		850.00				
		.00					850.00CR
9000	STATE INCOME TAX				6,500.00		
				.00			6,500.00CR
9020	FEDERAL INCOME TAX				12,700.00		
				.00			12,700.00CR
9050	DEFERRED TAX EXPENSE				.00		
				745.74			745.74
9090	OTHER INCOME TAX				1,526.08		
				.00			1,526.08CR
9100	PROFIT/LOSS CURRENT				.00		
				.00			.00
9200	PROVISION FOR PROFIT/LOSS				.00		
				5,000.00			5,000.00
31888	GAIN/LOSS ACCOUNT				.00		
				.00			.00
		-----		-----			
		33,641.47	18,661.13	5,745.74	20,726.08		.00
	NET INCOME		14,980.34	14,980.34			
		-----		-----			
			33,641.47	20,726.08			
		-----		-----			
	NET LOSS						
		-----		-----			
	FINAL MONTH TOTALS	DEBIT	CREDIT				
		39,387.21	39,387.21				

ACCOUNT NUMBER/ DESCRIPTION	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	JOURNAL REFERENCE	DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE/ ACCOUNT BALANCE
<hr/> NORTHCREEK IND. NO. 01 GENERAL LEDGER DATE 3/24/** TIME 19.50.06 PAGE 1 AMG41B U. S. DOLLARS PERIOD						
1000 PETTY CASH						
			PREVIOUS BALANCE-	4,587.95	.00	
			ACCOUNT BALANCE	4,587.95	.00	
1050 CASH-IN-BANK - GENERAL						
			PREVIOUS BALANCE-	227,548.14	.00	
	JE12-02	CHECK #1160	GJ00002-00003		875.70	
			MONTH 12 TOTAL	.00	875.70	875.70CR
			ACCOUNT BALANCE	227,548.14	875.70	
1060 CASH-IN-BANK - PAYROLL						
			PREVIOUS BALANCE-	195,789.70	.00	
			ACCOUNT BALANCE	195,789.70	.00	
1100 SHORT TERM INVESTMENTS						
			PREVIOUS BALANCE-	408,739.59	.00	
			ACCOUNT BALANCE	408,739.59	.00	

ACCOUNT NUMBER/ DESCRIPTION	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	JOURNAL REFERENCE	DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE ACCOUNT BALANCE
<hr/> NORTHCREEK IND. NO. 01 GENERAL LEDGER DATE 3/24/** TIME 19.50.06 PAGE 2 AMG41B PERIOD						
0909 OTHER INCOME TAX						
			PREVIOUS BALANCE-	.00	.00	
			ACCOUNT BALANCE	.00	.00	
9200 PROVISION FOR PROFIT/LOSS						
			PREVIOUS BALANCE-	240,496.00	.00	
	JE12-99	YEAR-END CLOSE	GJ00003-00001	14,980.34	.00	
			MONTH 12 TOTAL	14,980.00	.00	14,980.34
			ACCOUNT BALANCE	255,476.34	.00	
			FINAL MONTH TOTAL	54,367.55	54,367.55	
			COMPANY TOTAL	13,420,949.50	13,420,949.55	

General Ledger Period Control Form (GL-21)

Company Number 01

Period ____ or month January, 19 ** Page ____1

	Journal number	Run date	General ledger amount	Posting month or period
General Journal	GJ			
	GJ			
	GJ			
	GJ			
	GJ			
Purchase Journal	PJ			
	PJ			
	PJ			
	PJ			
	PJ			
Cash Disbursements Journal	CD			
	CD			
	CD			
	CD			
	CD			
Payroll Journal	PR			
	PR			
	PR			
	PR			
	PR			
	PR			
Cash Receipts Journals total	CR			
Total for period				
Closing entries	GJ			
	GJ			
Final total for period				
Previous general ledger total				13,420,949.50
Total for general ledger				

Table 14-3. Prepare period control form for new period at period close

Year-end close controls

When performing year-end close, do the following:

1. Run the Summary Audit Listing. Compare the ending general ledger amount with the total for general ledger on the last fiscal period's control form. They must be equal. If you haven't posted year-end closing entries, you must do it now.
2. Post the beginning general ledger amount for the new year on the first control form for the new fiscal year.

NORTHCREEK IND. NO. 01	GENERAL LEDGER FISCAL YEAR-END AUDIT LISTING	DATE 12/08/**	TIME 19.56.28	PAGE 2	AMG30B
U. S. DOLLARS					
		ASSETS		LIABILITIES	
	COMPANY YEAR-END	7,532,869.99		7,532,869.99	
		DEBIT AMOUNT		CREDIT AMOUNT	
	COMPANY YEAR-END TOTALS	13,420,949.50		13,420,949.50	
	INCOME/EXPENSE ACCOUNTS ZEROED	5,431,113.40		5,431,113.40	
	GENERAL LEDGER BALANCE FORWARD	7,981,037.25		7,981,037.25	
TOTAL ACTIVE ACCOUNTS-	167				
TOTAL INACTIVE ACCOUNTS-					

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Appendix A. Offline file load and data entry

As an alternative to entering master file or transaction data interactively using XA, you can prepare the information offline in files on a separate system. The files that you create offline can then be loaded into the system and processed by XA. Offline files can be created on a diskette or written to a disk file. The same format requirements apply to both.

To use data from offline files in XA, you must:

1. Gather the information to be entered.
2. Create a file with the information on diskette or disk. The file must follow the corresponding file format given in this appendix.
3. Process the offline files by selecting a XA menu option.

This appendix describes those activities.

Gathering the information

See Chapter 13. "Blank forms" for blank versions of forms you can use to gather the information. Fill out the input forms as though you were going to use them to enter the data directly into the system.

Creating a diskette or disk file

You can create offline files on diskette or disk. You can create the files in several ways. For example:

- You can create the records with a user-written program on an offline data entry device, and write them to a disk or diskette file.
- You can have another system create the records on tape using the required file layout. You copy the tape file to disk or diskette.
- You can have a remote location send the records via telecommunications. You can write them to a disk or diskette file.

It does not matter how or where the records originate. As long as they reside in a disk or diskette file that has the defined file layout, they can be processed by XA.

File format

Use the file format that appears later in this appendix to set up records for the file you want to load from diskette or disk. The format gives you the following information for each enterable field:

- A brief description of the field
- The short field name (5 characters)
- The position of the field in the record (From and To)
- Whether the field is alphabetic or numeric (A/N)
- For numeric fields only, the number of decimal positions in the field (Dec. pos.).

The long field names in the format match the information fields on the entry forms you filled out.

File name

Assign a special name to each file, or use the default name listed here. You must enter the name when you load the file.

Master file to be loaded or updated	Offline file name (default)
General Journal Transaction Entry (GELWRK) file (LI record)	GLTRAN
General Ledger Master (GELMAS) file (LA - LE records)	DAMKG1

Record length

Assign a record length of 128, unless otherwise specified.

Special data requirements

When you enter the information for an offline record, type in the record code shown on the input form as the first two characters of the record.

If you enter dates, type them in using the same date format you use for the System i and for all XA applications. The entered dates must be written to the file in correspondence with the file layout.

Type the information carefully. The system will check for errors when you process the files. If it finds errors, you must correct the records with errors before you can finish processing them.

Processing the offline files

When you have finished creating the offline files, you are ready to load the information onto the system. For instructions on how to load master files from offline files, see the *CAS User's Guide*.

The following pages list the record formats for the offline files you can load for this application.

File formats

General Journal Transaction Offline Entry file format

Master file name: General Journal Transaction Entry (GELWRK)

Offline file name (default): General Journal Transaction Offline Entry (GLTRAN)

Record length: 91

Function: Used to store transaction data entered offline before entry into the General Journal Transaction Entry file.

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LI					
Record code	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Transaction Source	TSRCE	5	14	A	
Transaction Description	ITDSC	15	29	A	
General Ledger Debit Account Number	GLDNO	30	44	A	0
General Ledger Debit Amount	AMTDR	45	57	N	2
General Ledger Credit Account Number	GLCNO	58	72	A	0
General Ledger Credit Amount	AMTCR	73	85	N	2
Posting Period	PSTPR	86	87	N	0
Posting Date	PSTDT	88	89	N	0
Posting Year	PSTYR	90	91	N	0

General Ledger Master Offline Load file format

Master file name: General Ledger Master (GELMAS)

Offline file name (default): General Ledger Master Offline File Load (DAMKV1)

Record length: 128

Function: Used to store data entered offline before entry into the General Ledger Master file.

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LA					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
General Ledger Account Description	GLDES	21	45	A	
Account Type	ACTYP	46	47	A	
Currency ID	CURID	48	50	A	
Consolidated Company Number	CONCO	51	52	N	0
Consolidated Account Number	CONAC	53	67	N	0
Reserved	RS058	68	128	A	

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LB					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Balance Forward Debit	BALFD	21	35	N	2
Period 01 Debit Amount	PDR01	36	50	N	2
Period 02 Debit Amount	PDR02	51	65	N	2
Period 03 Debit Amount	PDR03	66	80	N	2
Period 04 Debit Amount	PDR04	81	95	N	2
Period 05 Debit Amount	PDR05	96	110	N	2
Period 06 Debit Amount	PDR06	111	125	N	2

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LC					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Period 07 Debit Amount	PDR07	21	35	N	2
Period 08 Debit Amount	PDR08	36	50	N	2
Period 09 Debit Amount	PDR09	51	65	N	2
Period 10 Debit Amount	PDR10	66	80	N	2
Period 11 Debit Amount	PDR11	81	95	N	2
Period 12 Debit Amount	PDR12	96	110	N	2
Period 13 Debit Amount	PDR13	111	125	N	2

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LD					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Balance Forward Credit	BALFC	21	35	N	2
Period 01 Credit Amount	PCR01	36	50	N	2
Period 02 Credit Amount	PCR02	51	65	N	2
Period 03 Credit Amount	PCR03	66	80	N	2
Period 04 Credit Amount	PCR04	81	95	N	2
Period 05 Credit Amount	PCR05	96	110	N	2
Period 06 Credit Amount	PCR06	111	125	N	2

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LE					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Period 07 Credit Amount	PCR07	21	35	N	2
Period 08 Credit Amount	PCR08	36	50	N	2
Period 09 Credit Amount	PCR09	51	65	N	2
Period 10 Credit Amount	PCR10	66	80	N	2
Period 11 Credit Amount	PCR11	81	95	N	2
Period 12 Credit Amount	PCR12	96	110	N	2
Period 13 Credit Amount	PCR13	111	125	N	2

General Ledger Balance Transfer file format

Master file name: General Ledger Balance Transfer (GLXFER)

Offline file name (default): General Ledger Balance Transfer Offline File Load (GLXFER)

Record length: 128

Function: Used to store data entered from the transfer balance function before entry into the General Journal Transaction Entry file.

Field description	Field name	From	To	A/N	Dec. pos.
Record type: RC					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
Transaction Source	TSRCE	5	14	A	
Description	ITDSC	15	29	A	
General Ledger Debit Account Number	GLDNO	30	44	A	0
Period Debit Array Element	XFRDR	45	57	N	2
General Ledger Credit Account Number	GLCNO	58	72	A	0
Period Credit Array Element	XFRCR	73	85	N	2
Post Date	PSTDT	86	91	N	0
Reserved	RS037	92	128	A	

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Appendix B. Sample charts of accounts

Because the General Ledger application can be installed in both distribution and manufacturing industries, a chart of accounts is included here for each type of industry.

Many account descriptions in these charts of account exceed the 25 character space limit on the general ledger account description field (GLDES) on form GL-01. You should use abbreviations, where necessary, to hold the account descriptions within 25 characters.

The four-position account numbers for the sake of simplicity. Keep in mind that the general ledger account number can be up to 15 positions to accommodate more sophisticated numbering schemes.

Chart of accounts (manufacturing)

Current assets 1000-1499

1000	Petty cash
1050	Cash in bank-general
1060	Cash in bank-payroll
1070	Cash in bank-other
1080	Credit union deposits
1100	Short term investments
1200	Accounts receivable-trade
1220	Accounts receivable-employees
1230	Intercompany payroll receivables
1240	Accounts receivable-other
1260	Notes receivable
1280	Interest receivable
1290	Allowance for doubtful accounts
1300	Raw material inventory
1320	Work in process inventory
1340	Finished goods inventory
1390	Allowance for inventory decline
1400	Prepaid insurance
1420	Prepaid taxes and licenses
1440	Prepaid rent
1460	Prepaid supplies
1480	Travel advances
1490	Prepaid expenses--other

Fixed assets 1500--1599

1500	Land
1510	Land improvements
1515	Buildings
1520	Machinery and equipment
1525	Office furniture and fixtures
1530	Auto and trucks
1535	Leasehold improvements
1550	Allowance for depreciation--land improvements
1555	Allowance for depreciation--buildings
1560	Allowance for depreciation--machinery and equipment
1565	Allowance for depreciation--office furniture and fixtures
1570	Allowance for depreciation--auto and trucks
1575	Allowance for amortization--leasehold improvement

Investments 1600--1699

1600	Investment in subsidiaries
1620	Long-term investments
1630	Cash surrender value of life insurance

Other assets 1700--1799

1700	Deposits
1750	Suspense
1790	Miscellaneous

Current liabilities 2000--2499

2000	Accounts payable--vendors
2020	Accounts payable--other
2030	Notes payable--short-term
2050	Interest payable
2080	Dividends payable
2090	Intercompany payroll payables
2100	Accrued salaries and wages
2110	Accrued vacation pay
2120	Accrued holiday pay
2130	Accrued real estate taxes
2140	Accrued sales taxes
2150	Accrued pension cost
2190	Accrued expense--other
2200	State withholding taxes payable
2203	County withholding taxes payable
2205	Local withholding taxes payable
2210	Federal withholding tax payable
2220	State unemployment tax payable
2225	State disability insurance payable
2230	Federal unemployment taxes payable
2240	FICA payable (employee)
2245	FICA payable (employer)
2250	Union dues payable
2255	Insurance premium payable
2260	United Fund payable
2265	Retirement account payable
2270	Savings bonds payable
2280	Garnishment payable
2290	Credit union deposits
2300	Reserve for federal income taxes
2320	Reserve for state income taxes

Long-term liabilities 2500--2999

2500	Notes payable--banks
2510	Notes payable--other
2550	Bonds payable
2600	Deferred tax payable
2700	Other long-term liabilities

Stockholder's equity 3000--3999

3000	Common stock
3020	Preferred stock
3040	Additional paid in capital
3100	Treasury stock
3200	Retained earnings

Income (revenue) 4000--4099

4000	Sales
4050	Sales returns and allowances
4080	Sales scrap

Cost of sales--material 4100--4199

- 4100 Purchases
- 4120 Purchase discounts
- 4130 Outside processing
- 4150 Provision for inventory decline
- 4180 Freight-in
- 4190 Inventory change

Cost of sales--direct labor 4200--4299

- 4200 Set up
- 4210 Production
- 4290 Other direct labor

Cost of sales--manufacturing overhead 5000--6999

- 5010 Indirect labor maintenance and repair
- 5020 Indirect labor--shipping/receiving
- 5030 Indirect labor--cleaning
- 5040 Indirect labor--supervision
- 5050 Indirect labor--samples
- 5060 Indirect labor--vacation
- 5080 Indirect labor--warehouse
- 5090 Indirect labor--other
- 6010 Amortization of land improvements
- 6020 Depreciation--building
- 6030 Depreciation--machinery and equipment
- 6040 Depreciation--autos and trucks
- 6050 Amortization of leasehold improvements
- 6110 Heat and light
- 6120 Water
- 6130 Insurance
- 6140 Pension expense
- 6160 Janitorial supplies
- 6170 Packing supplies
- 6180 Sundry supplies
- 6190 Maintenance tools and supplies
- 6210 Factory payroll taxes
- 6230 Repairs--equipment
- 6240 Repairs--building
- 6260 Rent--equipment
- 6270 Rent--buildings
- 6300 Employment fees
- 6320 Royalty expense
- 6350 Samples and testing materials
- 6370 Trash removal
- 6390 Security expense
- 6410 Warehouse expense
- 6480 Taxes and licenses
- 6490 Miscellaneous expense
- 6600 Other employee benefits

Administrative expenses 7000--7999

- 7010 Salaries--officers
- 7020 Salaries--offices

7030 Salaries--sales
7040 Commissions
7060 Directors' fees
7110 Provisions for doubtful accounts
7130 Credit expense
7150 Legal, audit, and professional fees
7170 Insurance--officers' life
7180 Insurance--other
7210 Advertising expense
7230 Travel and entertainment
7250 Postage
7270 Printing, stationery, and supplies
7280 Telephone and telegraph
7310 Payroll taxes--administrative
7330 Taxes--other
7410 Dues and subscriptions
7420 Charitable contributions
7450 Repairs--office equipment
7470 Rent--office equipment
7490 Miscellaneous expenses
7510 Depreciation--office furniture and fixtures
7520 Depreciation--autos
7550 FICA taxes--employer

Other income and expense 8000--8999

8010 Interest expense
8050 Interest income
8080 Dividends earned
8110 Royalty income
8150 Gain (Loss) on disposition of fixed assets
8210 Recovery of bad debts
8300 Discounts lost
8400 Discounts earned

Income taxes 9000--9999

9000 State income tax
9020 Federal income tax
9040 Local income tax
9050 Deferred tax expense
9090 Other income tax
9200 Provision for profit or loss

Chart of accounts (distribution)

Current assets 1000-1499

1000	Petty cash
1050	Cash in bank-general
1060	Cash in bank-payroll
1070	Cash in bank-other
1080	Credit union deposits
1100	Short term investments
1200	Accounts receivable-trade
1220	Accounts receivable-employees
1230	Intercompany payroll receivables
1240	Accounts receivable-other
1260	Notes receivable
1290	Allowance for doubtful accounts
1300	Inventory
1400	Prepaid insurance
1420	Prepaid taxes and licenses
1440	Prepaid rent
1460	Prepaid supplies
1480	Travel advances
1490	Prepaid expenses--other

Fixed assets 1500-1599

1500	Land
1510	Land improvements
1515	Buildings
1525	Office equipment
1530	Auto and trucks
1535	Leasehold improvements
1550	Accumulated depreciation--land improvements
1555	Accumulated depreciation--buildings
1565	Depreciation--office equipment
1570	Depreciation--autos and trucks
1575	Amortization--leasehold improvements

Investments 1600--1699

1600	Investments in subsidiaries
1620	Long-term investments
1630	Cash surrender value of life insurance

Other assets 1700--1799

1700	Deposit
1790	Miscellaneous

Current liabilities 2000--2499

2000	Accounts payable--vendors
2020	Accounts payable--other
2030	Notes payable--short-term
2050	Interest payable

2080 Dividends payable
 2090 Intercompany payroll payables
 2100 Accrued compensation
 2120 Accrued personal property tax
 2130 Accrued real estate taxes
 2140 Accrued sales taxes
 2150 Accrued retirement plans
 2190 Accrued expense--other
 2200 State withholding taxes
 2203 County withholding taxes payable
 2205 Local withholding taxes
 2210 Federal withholding taxes
 2220 State unemployment taxes payable
 2225 State disability insurance payable
 2230 Federal unemployment taxes payable
 2240 FICA withheld (employee)
 2245 FICA payable (employer)
 2250 Union dues payable
 2255 Insurance premium withheld
 2260 United Fund withheld
 2265 Retirement account payable
 2270 Savings bonds withheld
 2280 Garnishment withheld
 2290 Credit union withheld
 2300 Accrued federal income taxes payable
 2320 Payable state income

Long-term liabilities 2500--2999

2500 Notes payable--banks
 2510 Notes payable--other
 2550 Bonds payable
 2600 Deferred tax payable
 2700 Other long-term liabilities

Stockholder's equity 3000--3999

3000 Common stock
 3020 Preferred stock
 3040 Additional paid in capital
 3100 Treasury stock
 3200 Retained earnings

Income (revenue) 4000--4099

4000 Sales operations
 4050 Sales returns and allowances

Cost of goods sold 4100--4199

4100 Purchases
 4110 Freight in
 4120 Inventory change
 4130 Accounts payable change

Selling expenses 5000--5999

- 5000 Salaries--sales
- 5010 Commissions
- 5020 Travel and entertainment
- 5200 Insurance--health and welfare
- 5300 Retirement costs
- 5400 Vacation pay
- 5500 Holiday pay
- 5600 Other employee benefits
- 5700 Advertising expense

General and administrative 6000--6999

- 6000 Salaries--officers
- 6010 Salaries--office
- 6100 Labor--shipping and receiving
- 6110 Labor--warehouse
- 6120 Labor--supervision
- 6200 Insurance --health and welfare
- 6300 Retirement costs
- 6400 Vacation pay
- 6500 Holiday pay
- 6600 Other employee benefits

Outside services 7000--7999

- 7000 Employment fees
- 7010 Royalty expense
- 7020 Trash removal
- 7030 Security expense
- 7040 Professional fees

Materials and supplies 7100--7199

- 7100 Janitorial supplies
- 7110 Packing supplies
- 7120 Sundry supplies
- 7130 Maintenance tools and supplies
- 7140 Postage
- 7150 Printing, stationery, and supplies

Depreciation and amortization 7200--7299

- 7250 Depreciation of land improvements
- 7255 Depreciation of buildings
- 7265 Depreciation of office
- 7270 Depreciation of autos and trucks
- 7275 Amortization of leasehold improvements

Rents 7300--7399

- 7300 Rent--equipment
- 7310 Rent--buildings
- 7320 Rent--autos and trucks
- 7400 Heat and light

7410 Water
7420 Telephone and telegraph

Utilities

7400 Heat and light
7410 Water
7420 Telephone and telegraph

Interest and taxes 7500--7599

7500 Interest expense
7510 Real estate taxes
7520 Sales taxes
7530 State unemployment taxes
7540 Federal unemployment taxes
7550 FICA taxes--employer
7560 Taxes other

Other operating expenses 7600--7699

7600 Bad debts expense
7610 Dues and subscriptions
7620 Charitable contributions
7630 Repairs--building
7640 Repairs--office equipment
7650 Repairs--other
7660 Directors' fees
7670 Insurance--fire and theft

Non-operating income and expense 8000--8999

8010 Interest expense
8050 Interest expense
8080 Dividends earned
8110 Royalty income
8150 Gain (Loss) on disposition of fixed assets
8200 Recovery of bad debts
8300 Discounts lost
8400 Discounts earned

Income taxes 9000--9999

9000 State income tax
9020 Federal income tax
9040 Local income tax
9050 Deferred tax expense
9090 Other income tax
9200 Provision for profit or loss

Contents	Index	Exit
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Appendix C. Sample statement format file listings

This appendix contains listings of sample statement formats. You can use these as guidelines to establish your own formats. To better understand the relationship of the format listings and the statements themselves, see Chapter 12. "Report descriptions".

The sample statements in this appendix are:

Sample Statement	Figure Number
Income Statement	C-2
Balance Sheet	C-3
Departmental Income Statement	C-4
Combined Report	C-5

Note: A multiple department income statement cannot have an associated balance sheet.

Sample income statement

NORTHCREEK IND. NO. 01 GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 6/16/** TIME 19.47.06 PAGE 1 AMG61

FORMAT NO. 0		INCOME STATEMENT					
GRP	LINE	DESCRIPTION	SPACE	PRINT			
NO	NO		AFTER	COL			
0000	01	NORTHCREEK INDUSTRIES, INC.					
0000	02	MARIETTA, GEORGIA 30303					
0005	00	TOTAL SALES	2	3	4000		
					4080	4090	
0005	01						
0010	00	COST OF GOODS SOLD	1	1			
0020	00	- COST OF SALES - MATERIALS -	1	2	4100		
0020	01				4120	4150	
0030	00	COST OF SALES - DIRECT LABOR -	2	2	4200		
0030	01				4210	4290	
0040	00	COST OF SALES - MANUFACTURING OVERHEAD	1	1			
0050	00	INDIRECT LABOR	1	2	5010		
0050	01				5020	5030	
0060	00	TOTAL COST OF GOODS SOLD -----	2	3			
0070	00	*** GROSS PROFIT/LOSS FROM SALES ***	2	T			
0080	00	MANUFACTURING COSTS -----	1	1			
0090	00	PLANT AND EQUIPMENT	1	2	6010		
0090	01				6020	6030	6110 6130
0090	02				6160	6170	6180 6190
0090	03				6230		
0100	00	MISC. MFG COSTS	1	2	6300		
0100	01				6320	6370	6410 6480
0110	00	TOTAL MANUFACTURING COSTS	2	3			
0120	00	*** PROVISION FOR PROFIT/LOSS ***	2	T			
0130	00	*** NET PROFIT/LOSS FROM SALES ***	2	T			
0140	00	GENERAL AND ADMINISTRATIVE EXPENSE	1	1			
0150	00	SALARIES, COMMISSIONS & FEES	1	2	7010		
0160	01				7020	7030	7040
0170	00	ADMINISTRATIVE EXPENSES	1	2	7110		

Sample balance sheet

NORTHCREEK IND. NO. 01 GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 6/16/** TIME 19.47.06 PAGE 3 AMG61

FORMAT NO. 0 BALANCE SHEET

GRP NO	LINE NO	DESCRIPTION	SPACE AFTER	PRINT COL				
0000	01	NORTHCREEK INDUSTRIES, INC.						
0000	02	MARIETTA, GEORGIA 30303						
0011	00	ASSETS	2	1				
0020	00	CURRENT ASSETS	2	1				
0030	00	CASH AND SHORT TERM INVESTMENTS	2	3	1000			
0030	01				1050	1060	1070	1080
0040	00	ACCOUNTS RECEIVABLE	1	1				
0050	00	ACCOUNTS RECEIVABLE	1	2	1200			
0050	01				1220	1230	1240	1250
0060	00	OTHER RECEIVABLES	1	2	1260			
0060	01				1280			
0070	00	LESS ALLOWANCE FOR DOUBTFUL ACCOUTS	1	2	1290			
0080	00	ACCOUNTS RECEVABLE	2	3				
0090	00	INVENTORY	2	3	1300			
0090	01				1320	1340	1350	
0100	00	PREPAID EXPENSES	2	3	1400			
0100	01				1420	1440	1460	
0110	00	TOTAL CURRENT ASSETS	2	4				
0120	00	FIXED ASSETS -----	2	1				
0130	00	LAND & BUILDINGS	1	2	1500			
0130	01				1510	1515	1520	1525
0140	00	LESS - DEPRECIATION	1	2	1550			
0140	01				1550	1575		
0150	00	--- TOTAL LAND AND BUILDINGS	1	3				
0160	00	CAPITOL EQUIPMENT	1	2	1520			
0160	01				1525	1530		
0170	00	LESS - DEPRECIATION	1	2	1560			

Sample department income statement

NORTHCREEK IND. NO. 01 GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 11/08/** TIME 15.16.10 PAGE 1 AMG61

FORMAT NO. 1	INCOME STATEMENT							
GRP LINE NO NO	DESCRIPTION	SPACE AFTER	PRINT COL					
0000 01	NORTHCREEK INDUSTRIES, INC.							
0000 02	MARIETTA, GEORGIA 30303							
0010 00	DEPARTMENT 10 - BRANCH G61	1	1	DEPARTMENT HEADER				
0020 00	SALES - LESS RETURNS & SCRAP	2	3					
0020 01								
0030 00	COST OF GOODS SOLD	1	1					
0040 00	COST OF SALES - MATERIALS	1	2	4100				
0040 01								
0050 00	COST OF SALES - DIRECT LABOR	2	2	4120	4130	4150	4160	
0050 01								
0060 00	COST OF SALES - MANUFACTURING OVERHEAD	1	1					
0070 00	INDIRECT LABOR	1	2	5000				
0070 01				5010	5020	5030	5040	
0080 00	TOTAL COST OF GOODS SOLD ---	2	3					
0090 00	*** GROSS PROFIT/LOSS FROM SALES **	2	T	100 PER CENT OF REVENUE				
0100 00	MANUFACTURING COSTS ---	1	1					
0110 00	PLANT AND EQUIPMENT	1	2	6010				
0110 01				6020	6030	6040	6050	
0110 02								
0110 03								
0120 00	MISC. MFG COSTS	1	2 0	6300				
0120 01			0	6320	6350	6370	6390	
0130 00	TOTAL MANUFACTURING COSTS	2	3					
0140 00	** NET PROFIT/LOSS FROM SALES ***	2	T					
0150 00	GENERAL AND ADMINISTRATIVE EXPENSE	1	1					
0160 00	SALARIES, COMMISSIONS & FEES	1	2	7010				
0160 01				7020	7030	7040	7050	

Sample combined report

COMBINED REPORT	NO. 90	GENERAL LEDGER STATEMENT FORMAT FILE LISTING	DATE 6/16/**	TIME 20.48.39	PAGE	1	AMG61
FORMAT NO. 0		COMBINED ST'M'T					
GRP LINE NO NO	DESCRIPTION	SPACE AFTER	PRINT COL				
0000 01	NORTHCREEK INDUSTRIES, INC.						
0000 02	MARIETTA, GEORGIA 30303						
0000 03							
0005 00	SALES---LESS RETURNS AND SCRAP	2	3	4000			
0005 01							
0010 00	COST OF GOODS SOLD	1	1	4050	4080		
0020 00	-COST OF SALES - MATERIALS -	1	2				
0020 01							
0030 00	-COST OF SALES - DIRECT LABOR -	2	2	4210	4290		
0030 01							
0040 00	COST OF SALES - MANUFACTURING OVERHEAD	1	1				
0050 00	INDIRECT LABOR	1	2	5010			
0050 01				5020	5030	5040	5050
0060 00	TOTAL COST OF GOODS SOLD -----	2	3				
0070 00	***** GROSS PROFIT/LOSS FROM SALES ***	2	T				
0080 00	MANUFACTURING COSTS -----	1	1				
0090 00	PLANT AND EQUIPMENT	1	2	6010			
0090 01				6020	6030	6040	6050
0090 02				6160	6180	6190	6200
0090 03				6230			
0100 00	MISC. MFG COSTS	1	2	6300			
0100 01				6320	6335	6370	6390
0110 00	TOTAL MAUFACTURING COSTS	2	3				
0120 00	** NET PROFIT/LOSS FROM SALES ***	2	T				
0130 00	GENERAL AND ADMINISTRATIVE EXPENSE	1	1				
0140 00	SALARIES, COMMISSIONS & FEES	1	2	7010			

Sample combined report

COMBINED REPORT NO. 90 GENERAL LEDGER STATEMENT FORMAT FILE LISTING DATE 6/16/** TIME 20.48.39 PAGE 3 AMG61

FORMAT NO. 0		COMBINED ST'M'T					
GRP	LINE	DESCRIPTION	SPACE	PRINT			
NO	NO		AFTER	COL			
0000	01	NORTHCREEK INDUSTRIES, INC.					
0000	02	MARIETTA, GEORGIA 30303					
0000	03						
0011	00	ASSETS	2	1			
0020	00	CURRENT ASSETS	2	1			
0030	00	CASH AND SHORT TERM INVESTMENTS	2	3	1000		
0030	01				1050	1060	1070 1080
0040	00	ACCOUNTS RECEIVABLE	1	1			
0050	00	ACCOUNTS RECEIVABLE	1	2	1200		
0050	01				1220	1230	1240 1250
0060	00	OTHER RECEIVABLES	1	2	1260		
0060	01				1280		
0070	00	LESS ALLOWANCE FOR DOUBTFUL ACCOUNTS	1	2	1290		
0080	00	ACCOUNTS RECEIVABLE	2	3			
0090	00	INVENTORY	2	3	1300		
0090	01				1320	1340	1350 1370
0100	00	PREPAID EXPENSES	2	3	1400		
0100	01				1420	1440	1460 1480
0110	00	TOTAL CURRENT ASSETS	2	4			
0120	00	FIXED ASSETS -----	2	1			
0130	00	LAND & BUILDINGS	1	2	1500		
0130	01				1510		
0140	00	LESS - DEPRECIATION	1	2	1550		
0140	01				1555	1575	
0150	00	--- TOTAL LAND AND BUILDINGS	1	3			
0160	00	CAPITAL EQUIPMENT	1	2	1520		

Appendix D. Year-end close suggested sequence

Year-end close procedures complete the General Ledger accounting cycle. A suggested sequence for performing General Ledger year-end close appears in this appendix.

Read through this entire process before starting year-end close.

Important: Never perform Year-End Initialization twice. That is, never take a combination of options 2 and 3 from the year-end close menu (AMGM30).

Step 1. Close the last fiscal period of the year; all prior periods of the current year should be closed. Option 3 from the Inquiry menu (AMGM70) will display your Period Status so you can verify that all periods are closed.

If entries have been made for a period in the next fiscal year before doing a year-end close, they must be posted. These entries will then be in the Temporary General Ledger file (TEMGEN), and the period status display will show the period as open, TRANSACTIONS POSTED. You must not do a Fiscal Period Close for these periods until after the year-end closing has been completed. If you do, then those next year entries will be applied to the General Ledger Master file (GELMAS) balances for those periods of the current year (the year you are about to close). If this is the case, when you select the year-end close menu options, you will get a warning message: ALL PERIODS NOT CLOSED. If you have confirmed that all current year periods have been closed before and the only open periods are because of next year entries, you can override the warning by using **F17**.

Step 2. Perform an XA SAVE of master files. A SAVE is important at this point because after you do fiscal year-end initialization, you will not have access to previous year's data to make adjustments or print reports unless you can restore the previous year's General Ledger Master file from a suitable backup.

Step 3. Select option 4 (Year-End Close) from Main Menu AMGM00.

Step 4. Select option 1 (Year-End Audit Only) from Main Menu AMGM30.

This will audit the General Ledger Master file to verify that all debits equal all credits and that assets equal liabilities. The difference between the assets and liabilities is your net profit or loss and needs to be posted to Retained Earnings. This report provides a detailed listing of account balances for auditing purposes.

Step 5. A closing entry must be made to net to zero the income and expense account balances, because the net profit or loss amount from these accounts is not automatically posted to the Retained Earnings Account. This entry is the total profit or loss. The application will zero the individual income and expense accounts during year-end initialization. In order to post these closing entries, you must have the following accounts or their equivalents in the General Ledger Master file:

- Retained Earnings—a liability account (3200 in the example in Appendix B, "Sample charts of accounts")
- Provision for profit or loss—an expense account (9200 in the example in Appendix B, "Sample charts of accounts").

Sample year-end closing entry

Year-end profit is \$20,000. Make a journal entry of \$20,000 CR to Retained Earnings (account 3200, a liability) and \$20,000 DR to provision for Profit or Loss (account 9200, an expense).

These closing entries are made to your last Fiscal Period Close. This will reopen the last period requiring you to close that period again.

Step 6: . Post your transactions, but be sure not to close any periods containing next year's transactions until after year-end initialization is run.

Step 7: . Close your last fiscal period again by selecting option 3 from Main Menu AMGM00.

Step 8: . You now will audit the General Ledger Master File again to confirm your closing entries have, in fact, balanced your income and expense accounts. Select option 1 (Year-End Audit Only) from Menu AMGM30.

If this audit shows that income and expense accounts have not balanced, you must make another closing entry (see Steps 5 and 6). When this is done, repeat Step 7.

If this audit shows that the income and expense accounts have been balanced, continue with Step 9.

Step 9: . Select option 3 (Year-End Initialization Only) from Menu AMGM30. Remember to perform this step, Year-End Initialization, only once.

Initializing moves current account balances into the History fields; the current account fields are zeroed, and balance forward is determined for each asset and liability account.

This completes the year-end close for General Ledger.

Appendix E. Assigning general ledger account numbers

Information about each general ledger account is stored in the General Ledger Master file by account number. You'll use this number to tell the General Ledger application which account you want to debit or credit. Each account also has a description. The computer sorts information by account number rather than by account description. Most reports are printed in account number order so assigning account numbers correctly is very important. Once you enter an account number into the computer, the number cannot be changed easily.

You probably already have general ledger account numbers. You may want to use the same numbers for your General Ledger Master file. You can do this if your present numbers follow these rules:

- Account numbers must have numbers only. No letters, decimals, special characters (such as a dash), or blanks are allowed.
- Account numbers can be from one to fifteen digits. You can use any number from 1 through 9999998 with several exceptions. You can't use account number 9999999; it has special meaning to General Ledger. Numbers 9999995, 9999996, 9999997 and 9999998 are also reserved by the financial applications to prevent out-of-balance conditions. See Chapter 2 "Managing General Ledger" for more information.

Acceptable Numbers	Not Acceptable Numbers	Why Not
111122221234567	1234567890123456	More than 15 digits
3424	13456.9	No decimals allowed
51277	51 277	No spaces allowed in number
998	465-87	No special characters allowed
45	377A	No letters allowed

If you need to assign new account numbers to your general ledger accounts, consider using the sample chart of accounts in Appendix B "Sample charts of accounts".

Remember, these account numbers are also used by the applications that interface to General Ledger. If you are installing Accounts Payable, Accounts Receivable, Financial Analysis or Payroll before General Ledger, you should consider these rules before you create your account numbers.

If you set up your own numbering system, you'll want to assign account numbers that help identify the different kinds of accounts. For example, in the sample chart of accounts, all asset accounts begin with the same first digit and all income tax accounts are grouped together. Remember that the computer sorts information in account number sequence. Notice that numbers are skipped between account numbers to allow room for additional accounts within account categories.

You may want to assign account numbers to specific divisions or departments to enable you to distribute revenue and expenses to specific operating units and produce financial statements and schedules for those units. There are several ways to do this:

- Use a division and department number to prefix a generalized account number. For example, if you have division 2047, departments 3658, 3659 and 3660 and account 4210 for labor production, you could use 2047/3658/4210, 2047/3659/4210 and 2047/3660/4210, for three different departments.
- Use a division and department number to suffix the account number. The example above would change to 4210/2047/3658, 4210/2047/3659 and 4210/2047/3660.
- Use unique numbers for each divisional/departmental general ledger account. For the three division/departments used in the other two examples, you could assign the numbers 4211, 4212, and 4213.

Before deciding which numbering method to use, consider the effect on the general ledger report and financial statements. If you want your reports by division and department showing all accounts within the department and within the division, use the prefix option. If you want your reports by account showing each division/department's balance for that account, use the suffix option. If you want to see all the accounts and all the departments together, use the unique numbering system.

Consider also the ease of looking up account numbers while preparing journal entries. Which numbering method makes it easier for you to look up accounts?

Appendix F. Security areas

The options on the CAS Security Maintenance menu (AMZM38) allow you to protect application tasks from unauthorized users. You can define security areas and then define specific tasks associated with each area.

Security areas protect access to a group of menu options. The following table shows the application areas and their associated menu options and task IDs. To print a report of all application areas, see the description of the Generate reports option in the Security Maintenance chapter of the *CAS User's Guide*.

Security area	Menu/option	Description	Task ID
File Maintenance - GELMAS/ GLFORM	AMGM40/1	Update General Ledger	AMGM4001
	AMGM40/2	Edit General Ledger	AMGM4002
	AMGM40/3	Update Statement Formats	AMGM4003
	AMGM40/4	Edit Statement Formats	AMGM4004
	AMGM40/5	Copy Chart of Accounts	AMGM4005
	AMGM40/6	Copy Statement Formats	AMGM4006
	AMGM40/7	Update Period End Date Table	AMGM4007
	AMGM40/8	Initialize Currency IDs	AMGM4008
	AMGM60/2	Archive Current Journal History	AMGM6002
	AMGM60/3	Delete Current Journal History	AMGM6003
	AMGM60/4	Restore Archived Journal History	AMGM6004
	AMGM60/5	Delete Archived Journal History	AMGM6005
	AMGM60/6	Delete Restored Journal History	AMGM6006
	GELMAS Full File Listings	AMGM50/2	General Ledger—Current
AMGM50/3		General Ledger—Budget	AMGM5003
AMGM50/4		General Ledger—Last Year	AMGM5004
AMGM50/5		General Ledger—Current and Budget	AMGM5005
AMGM50/6		General Ledger—Current and Last Year	AMGM5006
AMGM50/7		General Ledger—Current, Budget, and Last Year	AMGM5007
File Listings		AMGM50/1	Chart of Accounts
	AMGM50/8	Statement Formats	AMGM5008
	AMGM50/9	Period End Date Table	AMGM5009
Journal Entry and Posting	AMGM10/1	Enter/Edit Journal Transactions	AMGM1001
	AMGM10/2	Enter Journal Transactions from Offline Files	AMGM1002
	AMGM10/3	Post Journal Transactions	AMGM1003
Period and Year End Close	AMGM30/1	Year-End Audit Only	AMGM3001
	AMGM30/2	Year-End Audit and Initialization	AMGM3002
	AMGM30/3	Year-End Initialization Only	AMGM3003
	AMGM00/3	Fiscal Period Close	AMGM0003

Security area	Menu/option	Description	Task ID
Demand Reports and Statements	AMGM20/1	Financial Worksheet	AMGM2001
	AMGM20/5	Preliminary General Ledger	AMGM2005
	AMGM20/6	Comparative General Ledger	AMGM2006
	AMGM20/7	Income Statement	AMGM2007
	AMGM20/8	Fiscal Period Close Statements	AMGM2008
	AMGM20/9	Journal History Report	AMGM2009
	AMGM90/1	General Ledger Balance Transfer	AMGM9001
	AMGM90/2	Consolidation Worksheet	AMGM9002
Audits/Inquiries	AMGM20/2	Audit Posted Journals	AMGM2002
	AMGM20/3	Detail Audit General Ledger	AMGM2003
	AMGM20/4	Summary Audit General Ledger	AMGM2004
	AMGM60/1	Inquire Into Journal History	AMGM6001
	AMGM70/1	General Ledger	AMGM7001
	AMGM70/2	Period End Date Table	AMGM7002
	AMGM70/3	Period Status	AMGM7003

Glossary

This glossary defines terms that are important for this book. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book or to glossaries in other XA publications.

This glossary includes definitions from:

- The American National Dictionary for Information Processing Systems, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
- The ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals, and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.

accounting period. A period at the end of which and for which financial statements are prepared.

accounting procedure. The established processes for recording and summarizing financial information to produce financial statements and reports and to provide internal control.

accounting system. The classification of accounts, and the books of accounts, forms, procedures, and controls by which assets, liabilities, revenues, expenses, and the results of transactions generally are recorded and controlled.

accounting number. A designation for an account, entry, invoice, voucher, and so forth, chosen in such a manner that it quickly reveals certain information.

accounts payable. (1) The amount of money owed by a company to its creditors. (2) The maintenance of records that represent the money owed by a company to its creditors.

accounts receivable. (1) The amount of money owed to a company by its customers. (2) The maintenance of records that represent the money owed to a company for goods or services rendered.

accounts receivable ledger. The overall record of customer indebtedness. It might be a book, a file of individual customer cards, or some other means of record keeping.

accrual accounting method. An accounting method which records revenue when earned and expenses when the liability is incurred. Contrast with cash accounting method.

alphabetic. Pertaining to the letters A through Z.

alphanumeric. Pertaining to a character set that contains letters, numbers, and usually other characters, such as punctuation marks and mathematical symbols. Synonymous with alphameric.

annual budget. A budget applicable to a single fiscal year.

application. (1) The use to which a data processing system is put; for example, a payroll application, an airline reservation application, a network application, keeping track of a company's inventory. (2) A program that performs a particular data processing task; for example, one that provides an inventory report or payroll checks.

application program. A program that performs a particular data processing task; for example, one that provides an inventory report or payroll checks.

application tailoring. The process of selecting, using a questionnaire, the application options that satisfy the specific needs of a company.

archiving. (1) The process of removing unwanted records from the data base. (2) The storage of history files and associated journals, usually for a given period of time.

asset. Any object or right having a money value.

asset ledger. A ledger that records basic information for each fixed asset (machine, truck, building, etc.). It includes such information as asset number, original cost, depreciation method, depreciation period, book value, capitalized revenue, machine hour rate (cost rate).

audit. (1) A formal or official examination and verification of an account book. (2) The final report of an examination of books of account by auditors. (3) To review and examine the activities of a data processing system mainly to test the adequacy and effectiveness of procedures for data security and data integrity. (T)

audit trail. (1) Data, in the form of a logical path linking a sequence of events, used for tracing the transactions that have affected the contents of a record. (2) Information that allows you to trace the history of an account, item record, order, and so forth. The more recent information may be stored online so you can retrieve it.

backup copy. A copy of a file or library that is kept for reference in case the original file or library is destroyed.

balance sheet. A statement of financial position showing the assets and liabilities of a business.

batch. (1) An accumulation of data to be processed, as in a batch of transactions. (2) A group of jobs to be run on a computer at one time with the same program.

batch mode. A method of running jobs that do not require continuous operation attention; that is, processing that is not interactive. Contrast with interactive.

batch number. A number printed on a document to delineate a group of transactions.

batch update. The process of updating master files using a group of transactions that are being held in a transaction file. Contrast with immediate update.

book inventory. The physical count and/or value of inventory carried in accounting records.

call. To bring a computer procedure into effect by specifying its name and any run-time options.

cancel. To end the current job before it is completed.

capital resources. Resources of a fixed or permanent character, such as land and buildings, which cannot ordinarily be used to meet current expenses.

cash. Currency, coin, checks, postal and express money orders, or bankers' drafts.

cash accounting method. An accounting method which records revenues when received and expenses when paid out. Contrast with accrual accounting method.

character. A digit, letter, or other symbol that is used as part of the organization, control, or representation of data.

character set. A group of characters used for a specific purpose; for example, the set of characters a printer can print.

chart of accounts. A list of accounts systematically arranged, applicable to a specific concern, giving account names and numbers, if any.

close. To make a file unavailable for processing.

concurrent processing. A method of processing in which two or more jobs appear to be processing at the same time. The instructions of each job are processed one at a time, but alternate in such a fashion as to make the most efficient use of the system.

configuration. The group of machines, devices, and programs that make up a data processing system.

consolidated account number. In Multi-Currency Support, an account number by which accounts are grouped for consolidation purposes.

consolidated company number. In Multi-Currency Support, a company number by which accounts are grouped for consolidation purposes.

control sheet. A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

control tape. Generally, an adding-machine listing of amounts from source documents such as invoices and cash remittances. The total from this tape, once proved is used to ensure that corresponding entries to a master file or ledger are made correctly.

conversion plan. The logistics plan covering the last few weeks and days of the old system and the early portion of the new system.

copy. To read data from a source, leaving the source data unchanged, and to write the same data elsewhere in a physical form that may differ from that of the source; for example, to copy main storage to disk.

credit. An addition to a revenue, net worth, or liability account; a deduction from an expense or asset account.

credit balance. The amount by which a General Ledger account's total credits exceed total debits.

currency ID. In Multi-Currency Support, the code identifying the currency used for translation purposes for a parent and foreign subsidiary.

current assets. Those assets which are available or can be made readily available to meet the cost of operations or to pay current liabilities.

current balance. The amount owed by a customer at any given time.

current liabilities. Liabilities that are payable within a relatively short period of time, usually not longer than a year.

current resources. Resources that can be used to meet current expenses.

cursor. A movable character (underscore) on a display screen that indicates where the next character typed by the operator will appear.

data. A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by human or automatic means. (I) (A)

data base. A collection of stored data.

data file. A collection of related data records organized in a specific manner. For example, a payroll file (one record for each employee, showing rate of pay, and so on) or an inventory file (one record for each inventory item showing the cost, selling price, number in stock, and so on).

debit. An addition to an expense or asset account; a deduction from a revenue, net worth, or liability account.

debit balance. The amount by which a general ledger account's total debits exceed total credits.

default. An alternative attribute, option, or value that is assumed when none has been specified.

delete. To remove a unit of data such as a character, field, file, or record.

demand. The required shipment of an item in a specific time period. (Orders for shipment in some future time period are not considered part of the current periods demand.)

dependent transaction. An entry that depends on the creation of a preceding transaction; for example, a receipt is dependent upon a purchase order entry transaction.

description. The details required to identify a given item or commodity.

disbursement. Payment in currency or by check.

disk. A round flat plate coated with a magnetic substance on which data for a computer is stored.

disk drive. The mechanism used to seek, read, and write disks.

disk file. An organized collection of related records on disk that are treated as a unit.

disk storage. Direct access storage that uses one or more magnetic disks to store data files and programs.

diskette. A small, flexible, magnetic disk permanently enclosed in a protective jacket. Diskettes are a removable medium used to store information until it is required for processing.

display. (1) A visual presentation of data. (l) (A) (2) To present an image on the screen of a display device. (3) The part of a workstation on which data, messages, or other information is displayed.

distribution. The assignment of costs or revenue to the various accounts affected.

double-entry accounting. The system of recording accounting transactions wherein general ledger of accounts is maintained. Double-entry accounting is based on the principle that if there is any increase or decrease in one account there must be a corresponding increase or decrease in some other account so as to cause an equality in debits and credits.

edit. To verify the form or format of data; for example, to test a data field such as customer number.

effective date. The date an engineering change is designated to become effective.

enter. To send coding, data, or a message to a computer from a keyboard.

entry. (1) An element of information in a table, list, queue, or other organized structure of data or control information, such as the record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

entry date. The date on which a transaction is entered into a master file.

error message. An indication that an error has been detected. (A) Contrast with informational message and warning message.

exchange rate. The result of the currency conversion routine calculations for the foreign currency selected for a particular maintenance session.

execute. To cause an instruction, program, procedure, or other machine function to be performed.

expenses. Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current period.

field. In a form, display, or record, a specified area used for a particular category of data. For example, the area on a display that is regularly used to show an item number.

file. An organized collection of related records treated as a unit.

file maintenance. The online process of updating XA application master files.

file name. An arbitrary symbol created by the programmer or program to identify and refer to a collection of related records.

financial statement. A balance sheet, income statement, statement of application of funds, or any supporting statement or other presentation of financial data derived from accounting records.

fixed assets. Assets such as land, buildings, machinery, and furniture that are held or used for long periods of time.

function key. One of the keys of the workstation keyboard to request specific functions from the system or application program.

general journal. A journal in which are entered all accounting entries that are not recorded in special journals.

general ledger. A book file, or other device that contains the accounts needed to reflect, in summary and in detail, the financial position and the results of financial operations of a company.

heading information. (1) In Customer Order Management, customer data used in preparing the shipping order and invoice heading. (2) In General Ledger, general information prepared with the first entry of data which is duplicated in all other entries. The company number and costing date are heading information for general journal entries.

help text. Panels or windows of information, displayed online within an application.

ID. Identification.

immediate update. The process of updating master files immediately upon receiving a transaction from a work station. Contrast with batch update.

income statement. A statement showing earnings or incomes retained in the business for future use, supporting the retained earnings figure in the balance sheet.

informal system. A system that is not designed; it develops out of necessity and depends on mutual understanding.

informational message. A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message and warning message.

input data. Data to be processed.

inquiry. A request for information stored in, or calculated from, one or more data files.

inquiry mode. The mode of operation when the system is responding to an inquiry.

interactive data entry. A method of entering data in which the computer carries on a dialog with a work station operator, alternately accepting entries and responding to them.

interactive mode. A mode of operation in which information is entered, acted upon by the computer, and then responded to by the computer.

interface. (1) The hardware and programs that permit exchange of information between computer systems or among devices. (2) The facility to allow information to pass from one application to another.

job. (1) A single identifiable sequence of processing actions that represents a single use of the system. A job is the basic unit of work that is identified to the system. (2) The period of time between sign on and sign off at a workstation or the system console is also referred to as a job. See session.

journal. (1) Any book of original entry. (2) A report showing financial transactions entered into the system.

journal entry. Detail items or transactions for recording in a journal. Related transaction having the same journal number, journal source code, and reference number comprise a journal entry.

journal history. Detail General Ledger transaction records copied at fiscal period close into the Current Journal History file. These records are accumulated, printed, inquired into, and saved on diskette or tape.

journal transaction. A single debit or credit to an account.

keyboard. An assemblage of systematically arranged keys by which a machine is operated and from which data is entered.

ledger. A group of accounts in which are recorded the financial transactions of a company.

liabilities. Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or reduced at some future date.

load. (1) To enter data or programs into storage; for example, to load a master file. (2) The amount of capacity requirements for manufacturing facilities (usually by time period) based on the master production schedule, the material requirements plan, and the standard operating times.

main menu. The first or primary menu in a series of menus. See also secondary menu.

master file. A file that is used as an authority in a given job and that is relatively permanent, even though its contents may change. (I) (A)

measurement reporting balances. In Multi-Currency Support, the amounts for internal reporting purposes, when it is important to neutralize the impact of exchange rate fluctuations.

menu. A displayed list of items from which the operator makes a selection.

message. A series of words or symbols, appearing on the display screen or printed output, that convey information. See also error message, informational message, warning message.

message identifier. The leading part of a message that contains information such as its source and an identification number.

mode. A method of operation. See batch mode, interactive mode.

Multi-Currency Support. A function in the General Ledger application that allows you to translate file balances from local currency to foreign currency, or from foreign currency to local currency.

numeric. Pertaining to the digits 0 through 9.

offline. Pertaining to equipment or devices not under control of the processing unit.

offline data entry. A form of data entry in which data is read into the computing system from diskettes.

old balance. In accounting, that portion of an account that exceeds the other portion before any later debits or credits are applied. See current balance.

online. Pertaining to equipment or devices under direct control of the processing unit.

open. To prepare a file for processing.

original balances. In Multi-Currency Support, the amounts as originally entered.

output data. Data delivered or ready to be delivered from a device or program, usually after some processing.

paging. Displaying the records in a file in sequence on a workstation. Using this facility, an operator can read through an entire file rather than seeing one record, as when using inquiry.

parameter. (1) A variable that is assigned a particular value for a specific purpose or process. (2) A value that is specified in a command statement or a control statement.

password. An alphanumeric security code that allows access to a set of computer operations or data.

payroll. The process of maintaining a company's list of those entitled to pay and the amounts due each.

period end date. In General Ledger, a date in the Period End Date Table that identifies the exchange rate to be used when translating balances through Multi-Currency Support.

post. To transfer to an account in a ledger or file the data, either detailed or summarized, contained in a book or document of original entry.

prepaid expenses. Expenses entered in the accounts for benefits not yet received.

processing unit. The part of a computer system that operates on data.

program. A sequence of instructions to a computer that are written in a special form the computer can interpret. A program tells the computer where to get input data, how to process it, and where to put the results.

prompt. To issue a message to an operator requesting information or describing an action that is needed to continue processing.

proof. (1) In General Ledger, a listing of balances used to ensure that data is correct before processing continues. (2) To compare a computer-generated listing to the original source document to verify accuracy and completeness.

proof listing. In General Ledger, a listing of balances used to ensure that data is correct before processing continues.

queue. (1) A waiting line or list formed by items in a computer system waiting for service; for example, jobs to be performed. (2) To arrange in or form a queue. (3) In manufacturing planning systems, the backlog of work waiting to be processed at a work center.

questionnaire. A unique set of questions for each XA application first answered when the application is installed and used to tailor the application to meet your company's needs.

receipts. (1) Merchandise or stock that is received in inventory. (2) Cash received.

record. (1) A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/output medium, such as a disk, diskette, or punched cards.

record key. A field in a record that identifies the record in a file.

record length. The total number of characters (bytes) in a record.

register. A record for the consecutive entry of a certain class of events, documents, or transactions, with a proper notation of all the required particulars.

reporting period. Synonym for accounting period.

restore. To put all or part of data processing files back into the system.

run-time option. A specification, made when a computer job is run, that tells how the job is to be run.

secondary file. Any file, other than the primary file, used in multifile processing.

secondary menu. A menu showing an expanded list of options for an item that appears on a Main Menu. See also main menu.

session. The period of time during which a user of a terminal can communicate with an interactive system, usually, elapsed time between logon and logoff. See job.

session date. The date associated with a session. If a session date is not entered, the session date becomes the same as the system date. See also system date.

set. A group of records with the same invoice number and age code.

sign off. To end a session at a workstation.

sign-off. The procedure by which an operator ends a workstation session.

sign on. To begin a session at a workstation.

sign-on. The procedure by which an operator begins a workstation session.

sort. To arrange records in a specified sequence, according to data contained in one or more specific fields within the records.

source document. The original record of a transaction.

special character. A character other than alphabetic or numeric.

statement. (1) A document periodically sent by the vendor to the customer (frequently at month end) that shows the total amount owed to the vendor on unpaid bills. (2) A presentation of financial data showing the financial position and the results of financial operations of a company for a particular accounting period.

summarize. In General Ledger, you summarize accounts by using a consolidate company number and account number for consolidation purposes.

system date. The date assigned by the system operator during initial program load. Generally, the system date is the same as the actual date. See also session date.

system operator. A person who uses a display station that is designated as the system console to activate certain system functions and to control and monitor system operation.

temporary file. A file that cannot be automatically deleted until after its expiration date.

transaction. An item of business, such as receipt of an order or paying a bill.

transaction file. A file containing relatively transient data that, for a given application, is processed together with the appropriate master file.

transaction set. All transactions assigned the same reference number during transaction entry.

translated financial statement balances. In Multi-Currency Support, the amounts translated for external reporting purposes.

trial balance. A periodic listing of all open items to prove that the accounts receivable or accounts payable ledger is in balance with the control sheet.

unit of measure. A code indicating the measurement basis for inventory, such as each, pound, tons, gallons, feet.

unit price. The price per standard unit of a product or service. See also extended price.

update. To modify a file with current information according to a specified procedure.

user ID. A special value assigned to an operator and typed in when the operator signs on. The system uses the value to determine whether the operator is authorized to use the system or requested function.

user password. A string of characters known to a system and a user to allow access to a system.

validation. Verifying engineering and production data through actual use on the shop floor.

variance. The difference between historical or budgeted data and current year data. It is usually expressed as a percent.

warning message. An indication that an error has been detected. (A) You do not have to correct the error before you continue. Contrast with error message and informational message.

window. An area of the screen with visible boundaries through which panel information is displayed. A window can be smaller than or equal in size to the screen. Windows can overlap on the screen and give the appearance of one window being on top of another.

workstation. An input/output device that contains a display on which data is shown and an attached keyboard through which data is entered.

workstation printer. A serial printer that is designated during installation to print workstation output data. Contrast with system printer.

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