



# Infor XA – Accounting Management Financial Analysis 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.

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## 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.

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## 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.

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## Summary of changes

This book has been optimized for online viewing.

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## Chapter 1. Introducing the Financial Analysis application

This chapter contains general information about Financial Analysis (F/A). The Financial Analysis application is designed to supplement the function in General Ledger (GL) with new features that allow more extensive financial reporting and analysis. It also serves as a productivity tool for preparing accounting information that is processed by General Ledger. Financial Analysis is fully integrated with General Ledger, a prerequisite application.

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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
- Group Job support
- Master file searches
- Audits and controls
- Security.

---

### The Financial Analysis Main Menu

When IFM is installed, it performs the automatic journal entries, budget preparation, and report writer functions. The Executive Information System (EIS) performs the financial ratios function. Therefore, options, 1, 2, 3, and 5 are disabled when IFM is installed.

To make this menu easier to use, you can hide the options that go to the disabled menus and resequence the remaining options. For more information, see the Menu maintenance chapter in the *CAS User's Guide*

```

*****
                                MENU: AMFM00
                                *****
                                **
                                F I N A N C I A L   A N A L Y S I S
                                Main Menu

                                1 Automatic Journal Entries
                                2 Budget Preparation
                                3 Financial Ratios
                                4 Fixed Asset Accounting
                                5 Report Writer
                                6 File Maintenance
                                7 File Listings
                                8 Return to Application Selection Menu

Enter number nn
                                For another application or menu,
                                enter program or menu name aaaaA6

```

**Option 1. Automatic Journal Entries.** Use this option to calculate and create journal entries that you can pass to GL as a batch.

**Option 2. Budget Preparation.** Use this option to do the tasks associated with budget plans.

**Option 3. Fixed Asset Accounting.** Use this option to do a variety of fixed asset accounting tasks, among them: inquiry, calculating depreciation, retiring assets, resetting the balances at year-end, and printing any of the Fixed Asset reports you need.

**Option 4. Report Writer.** Use this option to create additional financial reports not available in GL.

**Option 5. File Maintenance.** Use this option to add, change, or delete information in the Financial Analysis master files.

**Option 6. File Listings.** Use this option to list the information in each of the Financial Analysis master files.

---

## How the information flows between Financial Analysis and other applications

F/A receives information from ...

**GL** Ledger balances and chart of accounts.

**IFM** Chart of accounts.

Fixed assets portion of F/A sends information to ...

**GL** Automatic journals, budgets, and fixed assets journals.

**IFM** Fixed assets journals.

## How the information flows within Financial Analysis

The following features make up the Financial Analysis application.

- Automatic Journal Entries
- Budget Preparation
- Financial Ratios
- Fixed Asset Accounting
- Report Writer.

### Automatic Journal Entries

The Automatic Journal Entries feature (Figure 1-1) helps you reduce the complex effort of creating period-end and recurring journal entries, and distributing account balances. For example, you can set up automatic journal entries for accrual of income tax, interest payable, or allocation of overhead [1].

The system calculates the journal entries [2] and prints the Automatic Journal Entry Calculation Report [3] to show you the calculation amounts or any errors. The system also keeps a running total of debit and credit amounts for the journal entries. Once you are satisfied with the calculations, you can create the entries [4] to pass to General Ledger as a batch [5]. The system prints the Automatic Journal Entry Status Report and the General Journal Entry/Edit Listing [6] for your audit trail.

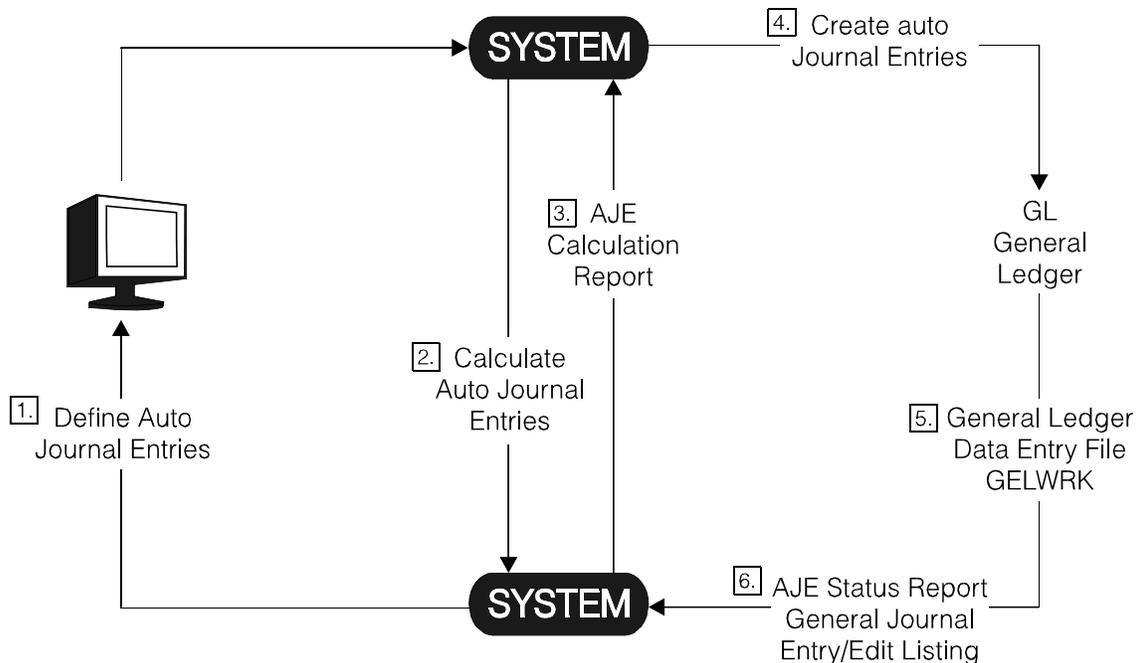


Figure 1-1. Flow of information within Automatic Journal Entries

## Budget Preparation

The Budget Preparation feature (Figure 1-2 and Figure 1-3) helps you to prepare your company's annual budget. There are two parts to the Budget Preparation cycle.

The first part is called the budget preparation phase. You must first set up a master file, called the Budget Preparation file, of budgets accounts to use when you are preparing your budgets. Each step of this phase is done from the Budget Preparation File Maintenance menu (AMFM62).

Figure 1-2 shows you the steps to follow in the budget preparation phase. First, you create the accounts to be budgeted based on the budget records in General Ledger [1]. Then, you define how you want the budget amounts to be calculated. For easy start-up and simple budgeting needs, you can define a single budget calculation that applies to a range of accounts and periods [2]. This method is simpler than changing each account individually [3]. The budget accounts are cross-referenced against the budget accounts in General Ledger [4].

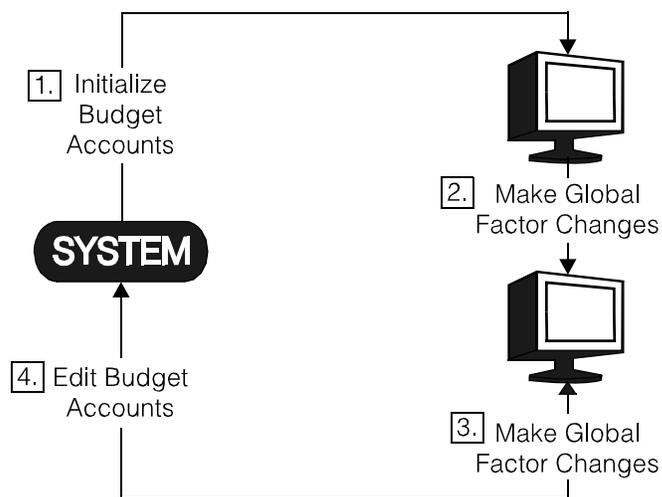


Figure 1-2. Flow of information within Budget Preparation

The second part of the Budget Preparation cycle is called the proposed budget phase. This is an iterative process where you develop your new budget. You use the master set of accounts in the Budget Preparation file to create as many proposed budget plans as you need. Each step of the proposed budget phase is done from the Budget Preparation menu (AMFM20). Figure 1-3 shows you the steps to follow in the proposed budget phase.

You can create multiple budget plans [1], and change the factors to use [2] to calculate the new budget amounts [3]. Once calculated, you can print budget results from one or multiple plans with comparisons [4]. You can revise the budget definitions for any particular accounts for selected periods or an entire year [2] as many times as you like without affecting your current budget values. Security is provided through the budget approval process [5] and once the budget is approved, you can post the budget to General Ledger [6]. The last step in the cycle is to delete any alternate plans, descriptions, and work field records that you no longer need [7].

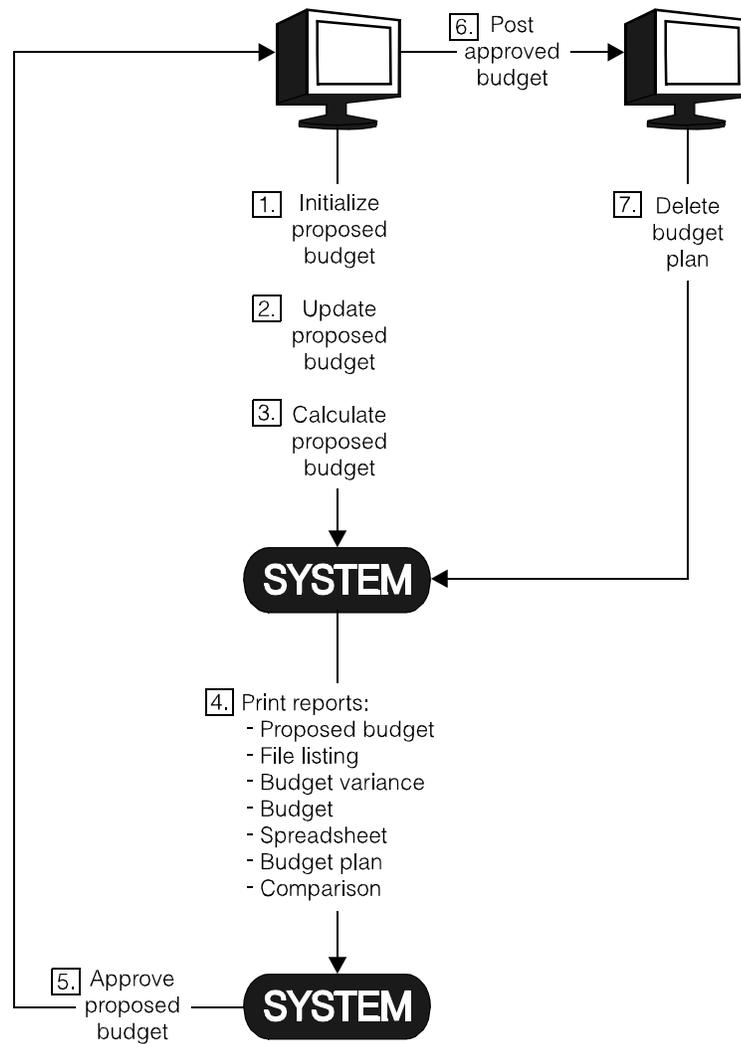


Figure 1-3. Flow of proposed budget information within Budget Preparation

## Financial Ratios

The Financial Ratios feature (Figure 1-4) can calculate, by company, up to 23 ratios through the requested period. You start by selecting the ratios you want your company to use and supplying your industry averages [1]. Then you define the appropriate ratio variables [2].

You can calculate the ratio values for up to five prior periods, and through the same period last year to help you in trend analysis. The system associates the general ledger account numbers with ratio variable codes to retrieve the balances that will be used in the calculations. Once the system calculates the ratio values [3], it prints the Financial Ratio Report showing how your company is performing and how it compares to the industry [4].

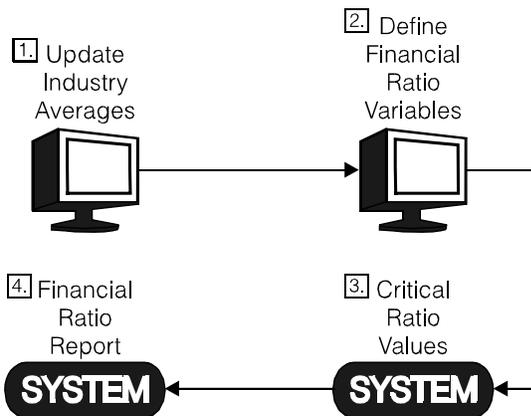


Figure 1-4. Flow of information within Financial Ratios

## Fixed Asset Accounting

The Fixed Asset Accounting feature (Figure 1-5) calculates depreciation for each of your assets. Accurate information is maintained on all fixed assets from the time they are acquired until they are retired.

You begin by setting up your own calendar for each schedule [1], specifying the number of periods in a year and their beginning and ending dates. Then you enter the information about all your assets, schedules, and vintage accounts into the system through the work station [2]. You calculate depreciation for each period [3], and journal entries are created for the book schedule and posted to General Ledger. You can print various fixed asset reports on demand [4]. At any time, you can inquire into fixed asset descriptive and depreciation information [5].

The Fixed Asset Accounting feature also provides for simulating retirement (seeing what the effect of retirement would be) before you actually retire the asset. When you retire an asset, the system posts depreciation transactions for the book schedule to General Ledger [6] if it calculates any accrued depreciation. At the end of the year, you reset the depreciation balances [7] and set up the calendar for the new year. Resetting fixed asset balances is the only task in Financial Analysis that needs to be done at the end of the year.

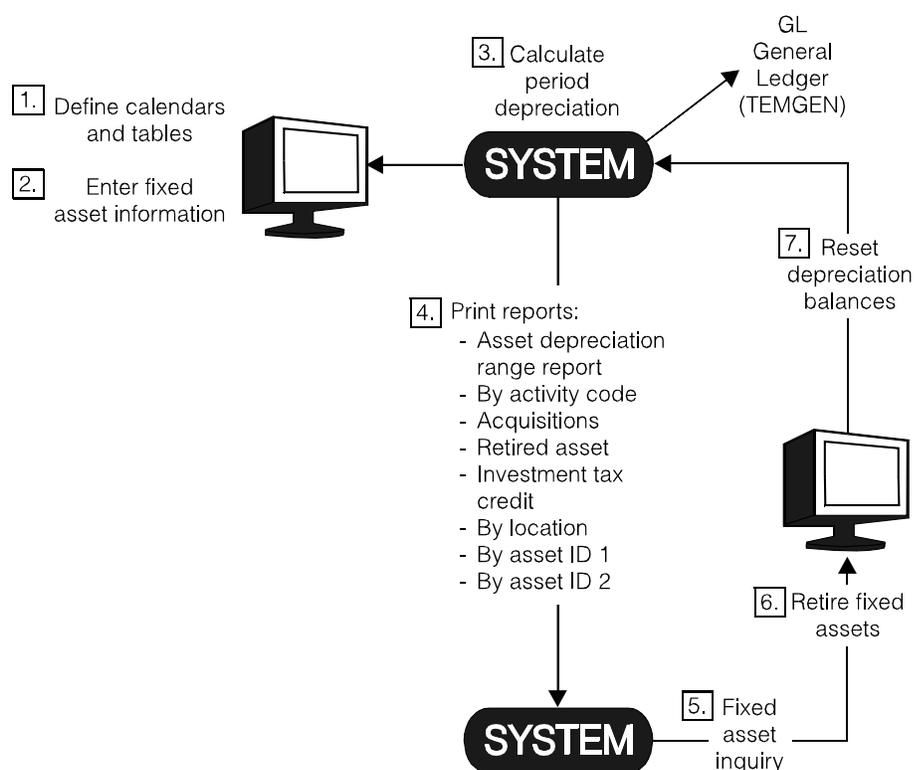


Figure 1-5. Flow of information within Fixed Asset Accounting

## Report Writer

The Report Writer feature (Figure 1-6) helps you to create additional financial reports not available in General Ledger. You can use it to format balance sheets, income statements, sources and uses of funds, or any other report that uses General Ledger account balance information.

You specify the information in your own format [1]. Use the Report Writer Edit Validation Report [2] to see which accounts are in General Ledger but not in your statement, which accounts are in the statement but not in General Ledger, or which accounts appear more than once in the statement. When you are satisfied with your formats, you can print the balance sheet, income statement, expense reports, and so on [3]. When you no longer need a format, you can delete the entire format from the file [4]. You can also copy an existing statement format to a new statement and choose whether you want to resequence the line numbers on the new statement [5].

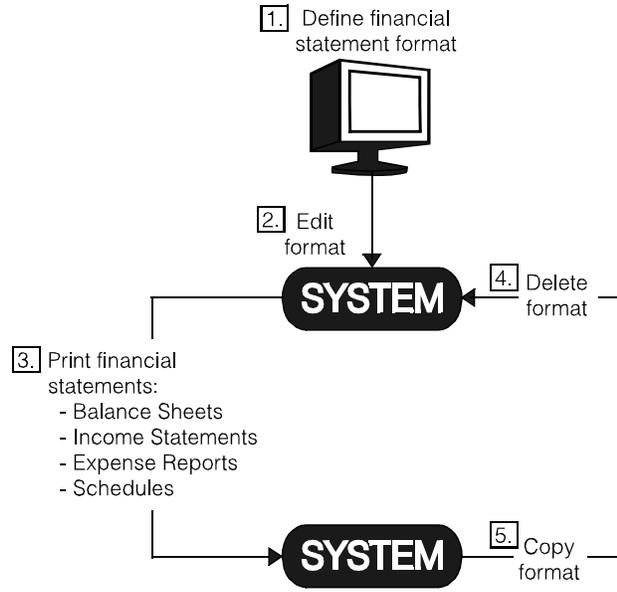


Figure 1-6. Flow of information within Report Writer

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## Major reports

The following reports can be printed for each Financial Analysis feature as part of the feature or on request:

- Automatic Journal Entries reports
  - Automatic Journal Entry Calculation Report (AMF61)
  - Automatic Journal Entry Status Report (AMF62).
- Budget Preparation reports
  - Budget Calculation Status Report (AMF71)
  - Budget Plan Comparison (AMF79)
  - Budget Posting Status Report (AMF72)
  - Budget Spreadsheet (AMF77)
  - Budget Variance Report (AMF73).
- Financial Ratios reports
  - Financial Ratio Report (AMF21).
- Fixed Asset Accounting reports
  - Asset Depreciation Range Report (AMF31)
  - Asset Retirement Register (AMF3G)
  - Depreciation Journal (AMF3C)
  - Depreciation Register (AMF39)
  - Fixed Asset Acquisitions (AMF34—Report type 1)
  - Fixed Asset Acquisitions (AMF30—Report type 2)
  - Fixed Asset Investment Tax Credit (AMF36)
  - Fixed Asset Reset Depreciation Balances Register (AMF38)
  - Fixed Asset Reset Depreciation Error Report (AMF3F)
  - Fixed Assets by Activity Code (AMF32)
  - Fixed Assets by Asset ID 1 (AMF3S)
  - Fixed Assets by Asset ID 2 (AMF3T)
  - Fixed Assets by Location Report (AMF37)
  - Retired Assets Report (AMF35).

## Report Writer reports

- Report Writer Financial Statement (AMF11)
- Report Writer Financial Statement (AMF12—Alternate format).

See Chapter 11, “Report descriptions” for more details.

## Inquiry

In addition to reports, you may want to have Fixed Asset Accounting information shown at your work station. An action that causes information to be shown is called an inquiry.

The only inquiry in Financial Analysis is found in Fixed Asset Accounting.

## Using eWorkPlace 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 <b>2</b> next to the vendor and press <b>Enter</b> .	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 <b>F6</b> .	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 <b>Enter</b> .	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*.

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## Chapter 2. Managing Financial Analysis

This chapter describes the calculations required to manage the Financial Analysis application:

Before you begin Financial Analysis.....	2-1
Automatic Journal Entries.....	2-2
Budget Preparation.....	2-10
Financial Ratios.....	2-26
Fixed Asset Accounting.....	2-39
Report Writer.....	2-49
Assign sequence numbers.....	2-57

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### Before you begin Financial Analysis

Before you begin managing Financial Analysis, make sure you:

- Understand special use account numbers
- Understand the standard information on the reports
- Understand Multi-Currency Support
- Understand Alternative Minimum Tax Support

### Understand special use account numbers

Certain applications reserve general ledger account numbers 9999996, 9999997, and 9999998 for special use to prevent out-of-balance conditions. For a description of how the system uses these account numbers, see the *General Ledger User's Guide*. The system also uses general ledger account number 9999999999999999 as a reserved account to store retained earnings calculated by the Income Statement program in the General Ledger application.

In addition to these numbers, the system reserves general ledger account number 9999995 for the same use in the Financial Analysis application. The Fixed Asset Accounting feature posts journal entries to this account if any specified account numbers are not found during posting. This prevents any out-of-balance entries.

When this happens, you must manually transfer the entries to the proper accounts prior to closing the period in General Ledger. To do this, you may first have to add the general ledger account number to the General Ledger Master file. Then, go through General Ledger data entry to make the entries needed to zero the 9999995 account and put the entries into the proper accounts.

### Understand Multi-Currency Support

The General Ledger application is now able to translate balances on the General Ledger Master (GELMAS) File from foreign currency to local currency and from local currency to foreign currency. This feature is used to allow a parent company to consolidate foreign subsidiaries and a subsidiary company to report data to a foreign parent company in the parent company's local currency. For more information about Multi-Currency Support, refer to the *General Ledger User's Guide* and *Planning and Installing XA*.

The net result of the translation done in General Ledger is that the GELMAS file may contain up to three sets of records for each account:

- The original balances contain the amounts entered into GL through TEMGEN.
- 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.
- 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 fluctuations. These balances are used to create management reports that eliminate the impact of exchange rate changes.

The Multi-Currency Support feature affects Financial Analysis in the following ways:

- Application tailoring for Multi-Currency Support must be done by answering the General Ledger Questionnaire. Refer to *Planning and Installing XA*.
- Financial Ratios can calculate ratios based on the original, translated, and measurement balances.
- Report Writer is able to report original, translated and measurement balances. To do this, a new element called the Account Set Code has been added.

For more information, see “Report Writer Column (FA-20)” on page 10-20.

## Understand Alternative Minimum Tax Support

Accelerated depreciation is one of the tax preferences that is subject to Alternative Minimum Tax and in certain cases taxpayers must calculate depreciation using the Alternative Minimum Tax method. Financial Analysis supports this calculation through the new table-driven depreciation feature and the ability to use different asset lives for different depreciation schedules. See “Depreciation Calculation” for more information.

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## Automatic Journal Entries

Before you begin using Automatic Journal Entries, make sure you:

- Understand the Automatic Journal Entries cycle
- Understand the Automatic Journal Entries feature
- Prepare the Automatic Journal Entry File Maintenance forms.

A discussion of each of these topics follows.

## Understand the Automatic Journal Entries cycle

Figure 2-1 shows you the steps in the Automatic Journal Entries cycle. The numbers in the following discussion match the numbers in the figure. Each step tells you where there are more details in this book about the information in the step.

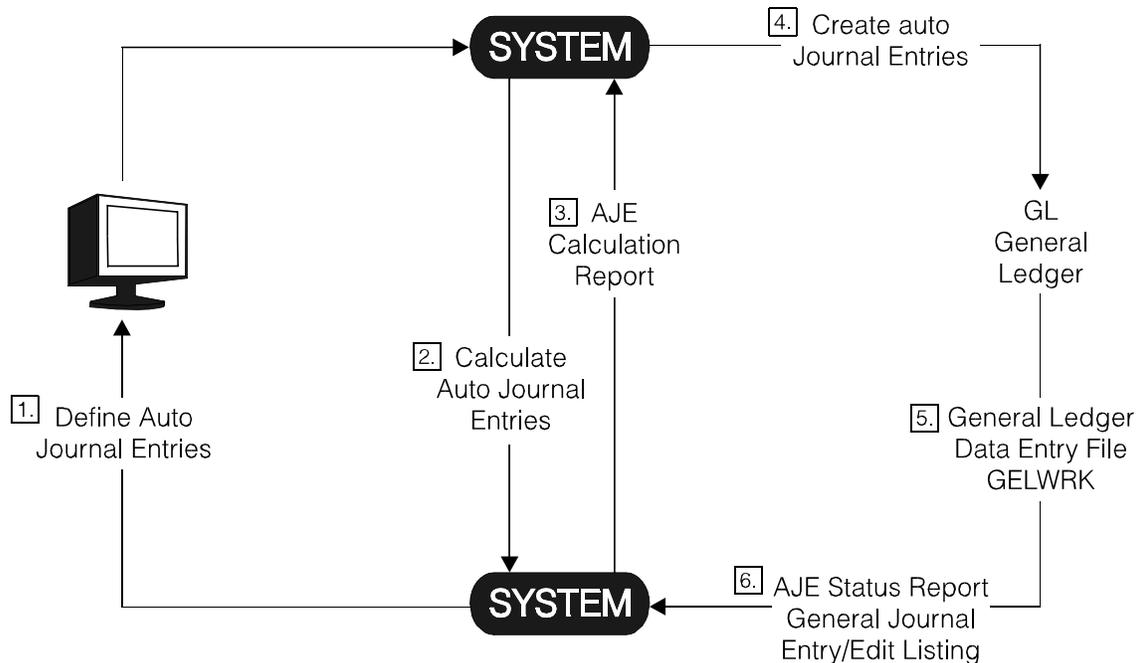


Figure 2-1. Figure 2-1 The Automatic Journal Entries cycle

**Note:** Once you set up the Automatic Journal Entry file in step [1], you do not have to repeat this step unless you have changes to make to the file. Instead, go directly to step [2] to begin the Automatic Journal Entries cycle.

**[1]** Define the automatic journal entries your company needs. To do this, you define factor records, automatic journal entry and work field descriptions in the Automatic Journal Entry file.

For more information about:

- Defining your company’s automatic journal entries, see “Prepare the Automatic Journal Entry File Maintenance forms” on page 2-8.
- Entering your automatic journal entry operations, see “File Maintenance” on page 8-1.

**[2]** Choose option 1 on the Automatic Journal Entries menu (AMFM10) to calculate the automatic journal entries so you can review them before you actually create and transfer them to General Ledger. This option is not required but is recommended so you can make sure the results are as you expected.

When you choose option 1, all calculations for all of the factors in the frequency code requested are done, but not the actual creation of the batch of journal entries to transfer to General Ledger.

See “Automatic Journal Entries” on page 3-1 on how to calculate the automatic journal entries.

**[3]** The Automatic Journal Entry Calculation report (AMF61) shows the results of the calculations so you can check the results and correct any errors before you actually pass the batch of transactions to General Ledger. The system

does not save any of the calculated results. If you want to change a calculation, go back to step [1] to change the affected records in the Automatic Journal Entry file. Then repeat step [2].

For more information about the fields on the Automatic Journal Entry Calculation report, see “Report descriptions” on page 11-1.

- [4] Choose option 2 on the Automatic Journal Entries menu (AMFM10) to create the automatic journal entries when you are satisfied with the calculations and are ready to pass your company’s automatic journal entries to General Ledger. All the factors are calculated again, in case you made any changes since you first calculated them.

See “Automatic Journal Entries” on page 3-1 on how to create the automatic journal entries.

- [5] The Automatic Journal Entries feature creates two batches of journal entries to pass to General Ledger—one for the posting period you supply and one for the next period (if you requested reversing journal entries). Each reversing journal entry uses the same amount as the original posting period amount but now the system credits the account previously debited and debits the account previously credited.

From this point on, the batches are processed just like any other general journal data entry batch in General Ledger using General Ledger menu options. For more information about how to process the journal entries, see “File Maintenance” on page 8-1.

- [6] The system prints the Automatic Journal Entry Status Report (AMF62) showing you any errors encountered. The total debits and credits of the Automatic Journal Entry batch and the reversal batch transferred to General Ledger appear at the end of the report. Use this report as an audit trail of the journal entries that the system created and transferred to General Ledger.

The General Journal Entry Edit Listing is also printed after the batches are passed to the General Ledger application. You can use the General Journal Entry Edit Listing to proof the journal entries in the batch. You can also compare the debit and credit totals to the debit and credit totals on the Automatic Journal Entry Status Report (AMF62). For more information about:

- The fields on the Automatic Journal Entry Status report (AMF62), see “Report descriptions” on page 11-1.
- The fields on the General Journal Entry Edit Listing, see the *General Ledger User’s Guide*.

## Understand the Automatic Journal Entries feature

Creating the period-end journal entries manually is a tedious and time-consuming process. The Automatic Journal Entries feature reduces the burden of this task by producing recurring journal entries automatically.

You define how to create each automatic journal entry. An automatic journal entry can be as simple as one debit and credit or it can be more complex, such as distributing one account balance to up to 594 account numbers using different percentages.

Some automatic journal entries are not straightforward debits and credits of specific amounts. You may want to add the balances of some accounts, then multiply the results by another fixed amount. For example, you can tell the system to calculate the net profit or loss for an accounting period. Then you can have the system multiply the result in the net profit or loss work field by a percentage to calculate the estimated

taxes. The system then uses the result of the estimated taxes calculation for an automatic journal entry.

## How the system determines the account balances

In General Ledger, the system always calculates the period balance by subtracting credits from debits. Therefore, a positive result means a debit balance, and a negative result means a credit balance. However, in Automatic Journal Entries, the system calculates the period balance differently. If the account is an expense, credits are subtracted from debits. If the account is an income, the system subtracts debits from credits. Therefore, regardless of account type, a positive result means the balance is normal and a negative result means the balance is opposite from normal.

Financial Analysis never posts a negative number to General Ledger. If an amount is a negative number, the system converts it to a positive. Depending on the account type and its normal balance, the system posts a negative to the other than normal side of the ledger. For example, if the account normally has a debit balance but the amount is negative, the system posts the amount as a credit amount. If the account normally has a credit balance but the amount is negative, it posts the amount as a debit amount.

## The Automatic Journal Entry file

The Automatic Journal Entry file stores information about each of your automatic journal entries in two different modes:

- An automatic journal entry tells the system what accounts to use when creating journal entries, as well as how to calculate the journal entry amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as net profit
  - Constant values that change periodically which you need for calculations, such as the percentage to calculate the estimated taxes.

An automatic journal entry or work field contains at least one user defined mathematical formula (also called a calculation method in this book) as well as descriptive information. The system stores this information in the Automatic Journal Entry file; the descriptive information is in the description record and the mathematical formula is in the factor record. You have only one mathematical formula per factor record, but there can be more than one factor record. You must define both of these records for both modes—automatic journal entry and work field.

Because an automatic journal entry can use the result of a calculation in a work field, the system always calculates the work fields first. The major difference between an automatic journal entry and a work field is that an automatic journal entry creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

An automatic journal entry or work field can also be a set of complex formulas or factors. You can chain (connect) factors together to use the output of one calculation as input to another calculation by using a sequence ID. A sequence ID identifies a particular factor which contains the result of the system's calculation. When you reference a sequence ID in a factor record, the system uses the value of the earlier factor in the calculation. The sequence ID also tells the system the order in which to calculate each factor within a set of factors for an automatic journal entry or work field.

## The description and distribution records

You use the description record to define the characteristics of an automatic journal entry or work field. The description helps you identify the purpose of the automatic journal entry or work field. For an automatic journal entry, the first 15 characters of the description also become the journal entry transaction description when the batch is created.

You use a frequency code in the description record to group automatic journal entries together based on how often you want to create them. For example, if you have journal entries that are made every month, you can assign a frequency code of MO, for monthly. Then, when you are ready to calculate or create those automatic journal entries, you simply request the frequency code of MO. The system calculates all of the automatic journal entries for all factors with the frequency code of MO.

The description record is also where you enter the account numbers you want to debit and credit. You can enter one debit and one credit account in the description record or you can request multiple distributions by using the distribution record along with the description record. You use the distribution record only in automatic journal entry mode when you want to distribute an entry to more than one account. When you want to distribute to multiple accounts, you enter the account numbers (up to 594) and the percent of the total journal entry amount you want to distribute to each account. You must make sure the percents you enter add up to a total of 100%.

If you decide you don't want one of the entries created for a period, you can temporarily bypass calculating it by changing the bypass code in the description record to Y. If the bypass code is Y, none of the factors for the automatic journal entry or work field are calculated. When you are ready to start calculating the automatic journal entry again, you simply change the bypass code back to N to calculate the entry.

You can also specify that you want a reversing entry created when you are defining an automatic journal entry description record. Use this function when you need to show an accrued expense in the period when it occurred, but you want the accrual to be reversed at the opening of the next period. When the automatic journal entry is processed, the system uses both the answer in the description record and the answer to the CREATE AUTOMATIC REVERSAL ENTRIES questions on the Create Automatic Journal Entries (Options) display—AMF602 and creates two sets of journal entries. One set, for the posting period you specify, debits and credits the accounts you entered. The second set, for the next period or the first day of the next month, uses the same journal entry amounts, but reverses the signs—the system credits the account previously debited and debits the account previously credited. Reversal entries are only appropriate for accruals which are paid in the next period. The system passes two batches of entries to General Ledger—an automatic journal entry batch and a reversal batch.

## The factor record

One factor (or formula) has two operands and an operation (the calculation method). The first operand in a factor can be any one of the following:

- A general ledger account balance
- An amount stored in a work field
- An amount stored in an earlier sequence ID for this automatic journal entry or work field

- A blank. (Leave the field blank when you want to base the amount of a journal entry on a single amount identified in the second operand.)

The second operand can be any one of the following:

- A general ledger account balance
- An amount stored in a work field
- An amount stored in an earlier sequence ID for this automatic journal entry or work field
- A constant amount.

When you use a general ledger account number as the first or second operand, you must also indicate what account information you want the system to use:

- Company number—the company to which the account belongs
- Balance type—the current year, budget, or last year's balance
- Balance code—the period or year-to-date balance
- Balance period or month:
  - An absolute period or month (from 01 to 13) uses the balance from the period or month equal to the number
  - A relative period or month (from -01 to -12) uses the balance from an earlier period or month equal to this number of months or periods before the posting month
  - An equal period or month (a blank) uses the month equal to the posting month.

The operation (calculation method) in a factor can be any one of the following:

- Add. The first and second operands are added together.
- Subtract. The second operand is subtracted from the first operand.
- Multiply. The first operand is multiplied by the second operand.
- Divide. The first operand is divided by the second operand.
- Add Range. A range of account balances are added from the account number specified in first operand through the account number specified in the second operand.
- Percent. The first operand is multiplied by the percentage in the second operand.

In determining whether to add or subtract account balances, you should understand the method used to calculate the balance. See "How the system determines the account balances" on page 2-5. To add accounts of the same type (such as income), use the Add or Add Range calculation method. To calculate the difference between accounts of opposite type (such as an Income account and an Expense account), use the Subtract calculation method.

You can also tell the system that processing a factor is conditional; the processing is based on the value of the first operand. In other words, the system knows to perform the calculation if the value of the first operand is one of the following:

- Equal to zero (EQ)
- Greater than zero (GT)
- Less than zero (LT)

- Not equal to zero (NE)
- Greater than or equal to zero (GE)
- Less than or equal to zero (LE).

For example, if you specify GT (greater than zero) and the value of the first operand is -\$100, the system does not perform the calculation. If, however, you specify LT (less than zero), the system performs the calculation.

## Prepare the Automatic Journal Entry File Maintenance forms

The Automatic Journal Entry file stores information about each of your automatic journal entries in two different modes:

- An automatic journal entry tells the system what accounts to use when creating journal entries, as well as how to calculate the journal entry amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as accumulating the net profit
  - Constant values that change periodically which you need for calculations, such as the percentage to calculate the estimated taxes.

Because an automatic journal entry can use the result of a calculation in a work field, the system always calculates the work fields first. The major difference between an automatic journal entry and a work field is that an automatic journal entry creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

The ID you assign indicates the processing order of automatic journal entries or work fields. The processing order is work fields first, in work field ID sequence. That is, in order from the lowest work field ID to the highest work field ID. The system then processes the automatic journal entry IDs, from the lowest automatic journal entry ID to the highest. Before you assign either an automatic journal entry or a work field ID, be sure you are familiar with the information in Appendix B.

When you assign IDs to your automatic journal entries, you may want to use the frequency code as part of the ID. Because the auto journal entry ID becomes the transaction source in the journal entry, it is helpful to see what group generated the journal entries.

For example, assign a frequency code of MO for your monthly journal entries. Then use the frequency code as part of the journal entry IDs, such as MO11, MO12, MO13, and so on. The first three characters—MO1—signify the first monthly batch of automatic journal entries; the fourth character—1, 2, and, 3—signifies the first, second, and third automatic journal entries. When the journal entries are passed to General Ledger, the transaction sources printed on the reports are AJEMO11, AJEMO12, and AJEMO13. This method provides an additional audit trail from General Ledger to the automatic journal entry record that created the journal entries. You can have three kinds of records in automatic journal entry mode:

- The description record contains descriptive information about each automatic journal entry and room enough to distribute an automatic journal entry to one debit account and one credit account.
- The factor record contains the operation you want the system to perform. You can have multiple factor records for each automatic journal entry. You identify each

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factor record by a sequence ID which allows you to use the output of one calculation as input to another calculation.

- The distribution record is used only when you want to distribute an automatic journal entry to more than one account.

You can have two kinds of records in work field mode:

- The description record contains descriptive information about each work field ID.
- The factor record contains the operation you want the system to perform. You can have multiple factor records for each work field. Like an automatic journal entry factor record, you identify each work field factor by a sequence ID which allows you to use the output of one calculation as input to another calculation.

Three forms are used to add, change, or delete the Automatic Journal Entry file records:

- Form FA-01 for automatic journal entry description and distribution records
- Form FA-02 for automatic journal entry factor records
- Form FA-03 for work field description and factor records.

Chapter 10, "Forms" on page 10-1 contains blank forms.

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## Budget Preparation

Before you begin using Budget Preparation, make sure you:

- Understand the Budget Preparation cycle
- Understand the Budget Preparation feature
- Prepare the Budget Preparation File Maintenance forms
- Prepare the Global Factor Changes form
- Prepare the Proposed Budget File Maintenance forms.

A discussion of each of these topics follows.

### Understand the Budget Preparation cycle

Figure 2-2 and Figure 2-3 are a quick look at the steps to follow in the Budget Preparation cycle. The numbers in the following discussions match the numbers in the two figures. Each step tells you where there are more details in this book about the information in the step.

There are two parts to the Budget Preparation cycle:

- The first part is called the budget preparation phase. You must first set up a master file, called the Budget Preparation file, of budget accounts to use when you are preparing your budgets. Each step of this phase is done from the Budget Preparation File Maintenance menu (AMFM62). Figure 2-2 shows you the steps to follow in the budget preparation phase.
- The second part is called the proposed budget phase. This is an iterative process where you develop your new budgets. You use the master set of accounts from the Budget Preparation file to create as many proposed budget plans as you need. Each step of this phase is done from the Budget Preparation menu (AMFM20). Figure 2-3 shows you the steps to follow when you are ready to begin preparing your proposed budgets.

You begin working with a proposed budget plan by creating a plan. This is done by initializing the proposed budget and assigning a unique three-character code. When you do, the records from the Budget Preparation file are copied to the Proposed Budget file. Now, you have a copy of your master budget factors identified by a three-character code in the Proposed Budget File. You can work with the proposed budget plan as much as you want without affecting the original set of factors in the Budget Preparation file. When you work with a proposed budget, you:

- Calculate the budget
- Print the budget reports to see the calculated budget amounts
- Change the factors for the budget in the Proposed Budget file
- Calculate the budget again
- Print the budget reports again to see the new budget amounts
- Approve the budget when you are satisfied with it
- Post the approved budget amounts to General Ledger
- Delete the budget plan as a final cleanup step, as well as deleting any budget plans you may have but did not use.

You can create and try many different proposed budget plans for many purposes. For example, you can use four different plans, each one being a different alternative for the same period of time. You can work with them, compare them, and then choose which plan you like the best. You can change and calculate a proposed budget plan as many times as you want until you are satisfied with the results.

## The budget preparation phase

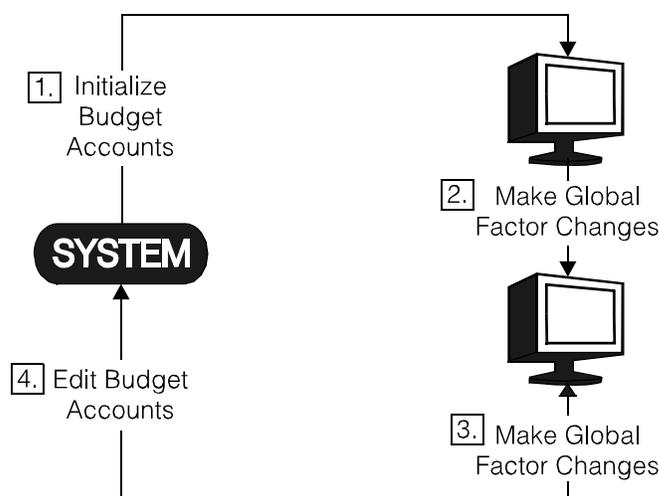


Figure 2-2. Budget preparation phase of the Budget Preparation cycle

**[1]** A fast and easy way to begin setting up the Budget Preparation file is to initialize the budget accounts. When you do, a budget account description record is created in the Budget Preparation file by copying the account number and description of every account with a budget record from the General Ledger Master file (GELMAS). The Budget Preparation File Listing (AMF92) is printed which shows all the records in the Budget Preparation file. The first time this option is chosen, the file listing shows only the description records for the accounts created because only description records are added to the Budget Preparation file. To initialize your company's budget accounts, choose option 1 on the Budget Preparation File Maintenance menu (AMFM62).

You should initialize your budget accounts only once; however, you can select the option more than once. If you do decide to initialize your budget accounts again, only the description records for any new budget accounts that were added to the General Ledger Master file since you originally initialized the budget accounts are created. Any accounts that were deleted from the General Ledger Master file still remain in the Budget Preparation file. This time, when the Budget Preparation File Listing (AMF92) is printed, the file listing shows not only the new description records just added, but also any factor records just added.

For more information about:

- Initializing your company's budget accounts, see "Option 1. Initialize Budget Accounts (AMFM62)" on page 8-55
- The fields on the budget account description record, see "Prepare the Automatic Journal Entry File Maintenance forms" on page 2-8.

Your next step in setting up your Budget Preparation file is to define the amounts you want to use for your budget accounts. [2] and [3] show you the two ways to do this on the Budget Preparation File Maintenance menu:

**[2]** If your company has very simple budgeting requirements, you can use a single record to initially define the amounts to use for more than one

accounting period and/or more than one budget account in your Budget Preparation file. To do this, choose option 2 on the Budget Preparation File Maintenance menu (AMFM62). This method eliminates the need for you to go into regular Budget Preparation file maintenance to add the same record over and over again for multiple budget accounts and budgeting periods. (This is not considered to be mass maintenance.)

For more information about:

- Globally defining the amounts to use for your budget accounts, see “Prepare the Global Factor Changes form” on page 2-23.
- Entering the Global Factor Changes information, see “Make Global Factor Changes” in “File Maintenance” on page 8-1.

**[3]** To individually define the budget amounts for each budget account and each budget period, choose option 4 on the Budget Preparation File Maintenance menu (AMFM62).

For more information about:

- Defining the amounts to use for your budget accounts, see “Prepare the Proposed Budget File Maintenance forms” on page 2-25
- Entering the Budget Preparation file information, see “Option 4. Update Budget Preparation (AMFM62)” on page 8-63.

**[4]** To make sure the budget account records you entered are complete, choose option 3 on the Budget Preparation File Maintenance menu (AMFM62) to edit the budget accounts. The Budget Preparation file is compared to the General Ledger Master file (GELMAS) and the Budget Validation Report (AMF78) is printed.

If no errors exist, the report is printed telling you the edit was successful. If errors exist, messages are printed on the report only if:

- Accounts are in the Budget Preparation file but are not in the General Ledger Master file.
- Accounts are in the General Ledger Master file but are not in the Budget Preparation file.

Check your Budget Validation Report (AMF78) to see if your edit was successful. To add any accounts that are in the General Ledger Master file but not in the Budget Preparation file, or delete any accounts that are in the Budget Preparation file but not in the General Ledger Master file, go back to [3] to add or delete the records. If you do add or delete records, be sure to come back to this step to edit the budget accounts again.

When you are satisfied with the information in the Budget Preparation file and are ready to begin work with a proposed budget, go to step [1].

For more information about:

- Editing the budget accounts, see “Edit Budget Accounts” in “File Maintenance” on page 8-1
- The fields on the Budget Validation Report (AMF78), see “Report descriptions” on page 11-1 for an example and descriptions of the fields.

## The proposed budget cycle

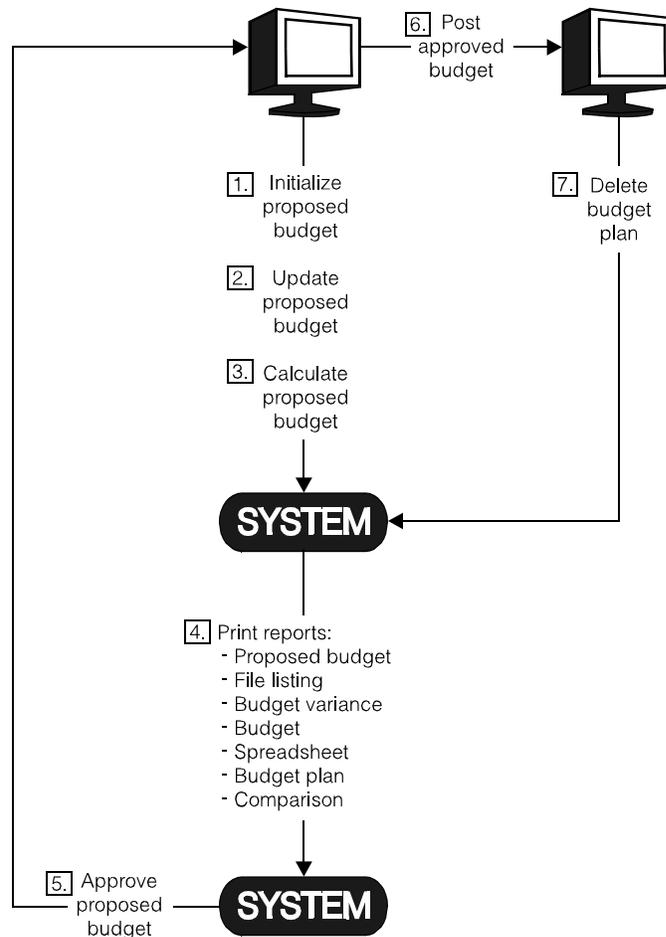


Figure 2-3. Proposed budget phase of the Budget Preparation cycle

- [1]** When you are ready to begin to prepare an individual budget, the first step is to initialize a proposed budget plan. To do this, choose option 1 (Initialize Proposed Budget) on the Budget Preparation menu (AMFM20).

When you initialize a proposed budget, master account description and factor records from the Budget Preparation file are copied to the Proposed Budget file. Now, you have a copy of your master budget records identified by a three-character identification code you assign to the proposed budget plan. You can copy the original set of master records in the Budget Preparation file for as many different budget plans as you want to work with, as long as you assign each proposed budget plan a unique three-character code.

For more information about initializing a proposed budget plan, see “Option 1. Initialize Proposed Budget (AMFM20)” on page 4-3.

- [2]** You can change the factors to use to calculate the proposed budget (now in the Proposed Budget file for this proposed budget plan) as much as you want without affecting the original set of master records in the Budget Preparation file. You can add, change, or delete accounts until you are satisfied with what is in the Proposed Budget file for this proposed budget plan. To do this,

choose option 2 (Update Factors for Proposed Budget) on the Budget Preparation menu (AMFM20). Or, if you want to calculate the proposed budget plan based on the information the system just copied from the Budget Preparation file, go on to step [3]. For more information about:

- How to change a budget plan during the different phases of the Budget Preparation cycle, see “Understand the Budget Preparation feature” on page 2-16.
- Changing the amounts to use for your budget accounts, see “Prepare the Budget Preparation File Maintenance forms” on page 2-22.
- Entering the Proposed Budget file information, see “Option 2. Update Factors for Proposed Budget (AMFM20)” on page 4-7.

**Note:** Once you have initialized a proposed budget plan and have made changes to the Proposed Budget file for it, you do not have to repeat steps [1] and [2]. If you have more changes to make to the file, go back to step [2]. If not, go directly to step [3] to begin working with your budget.

**[3]** After you have created a proposed budget plan and made any changes to the records in the Proposed Budget file, you are ready to calculate the proposed budget amounts. When you do, the system:

- Calculates each budget period amount and saves the intermediate result in each budget account or work field factor record in the Proposed Budget file
- Saves the final result in the budget account’s description record in the Proposed Budget file
- Prints the Budget Calculation Status report (AMF71).

Use the Budget Calculation Status report (AMF71) to see if any errors or warning messages were found during calculation. To see further details about any records with errors, print a Proposed Budget File Listing (AMF98).

For more information about:

- Calculating the amounts in a proposed budget plan, see “Option 5. Calculate Proposed Budget (AMFM20)” on page 4-30
- Printing the Proposed Budget File Listing (AMF98), see “Option 3. List Factors for Proposed Budget (AMFM20)” on page 4-24
- The Budget Calculation Status report (AMF71) or the Proposed Budget File Listing (AMF98), see “Report descriptions” on page 11-1 for an example of each report and descriptions of the fields.

**[4]** After you have calculated a proposed budget plan, you can print one of the Budget Preparation reports or the Proposed Budget File Listing (AMF98) to see the calculated budget amounts. Choose:

- On the Budget Preparation menu (AMFM20) to print the Proposed Budget File Listing (AMF98). It shows you all the information you defined for the proposed budget plan, including the newly calculated budget amounts.
- On the Budget Preparation menu (AMFM20) to print the Budget Variance report (AMF73). It shows you how the proposed budget amounts compare to what was budgeted last year and what actually happened in the same period this year.
- To print the Budget Spreadsheet (AMF77). It shows you each budget account’s calculated budget amount for each period, side by side, for the first half, last half, or the entire fiscal year.

- To print the Budget Plan Comparison report (AMF79). It compares the results of two or three budget plans.

After you review the budget reports, you may decide you want to make some changes to the proposed budget plan and calculate the budget amounts again. If so, go back to step [2] to make the changes. Then go back to [3] to calculate the proposed budget plan again. You can change and calculate a proposed budget plan as many times as you want until you are satisfied with the results.

For more information about:

- How to change a budget plan during the different phases of the Budget Preparation cycle, see “Understand the Budget Preparation feature” on page 2-16.
- Printing the Proposed Budget File Listing (AMF98), see Chapter , “Option 3. List Factors for Proposed Budget (AMFM20)”
- Printing one of the Budget Preparation reports, see “Option 6. Print Budget Variance Report (AMFM20)” on page 4-34, “Option 7. Print Budget Spreadsheet (AMFM20)” on page 4-37, and “Option 8. Print Budget Plan Comparison (AMFM20)” on page 4-40.
- One of the Budget Preparation reports, see “Report descriptions” on page 11-1 for an example of each report and descriptions of the fields.

**[5]** After you have calculated a proposed budget plan and are satisfied with the results, you approve the budgeting periods or months. You don't have to approve a budget for an entire year, you can approve it on a period by period or month by month basis. You must approve a budget period or month before you can post the budget amount to the General Ledger Master file (GELMAS). However, once you approve a budget period or month, you can still revise that period or month so long as it has not been posted to General Ledger. Choose option 9 on the Budget Preparation Menu (AMFM20) to approve budgeting periods or months. You can also use this option to change a budget plan's description or to just see the status of all of the budgeting periods or months for a proposed budget plan.

For more information about:

- Approving the calculated amounts in a budgeting period or month for a proposed budget plan, see “Option 9. Approve Budgeting Periods (AMFM20)” on page 4-43
- Changing budgeting periods or months from approved periods, see “Option 9. Approve Budgeting Periods (AMFM20)” on page 4-43.

**[6]** Once you have approved a budgeting period or month for a proposed budget plan, your next step is to post the calculated budget amounts to the General Ledger Master file. The system then:

- Updates the General Ledger Master file budget records with the proposed budget amounts for all approved periods or months
- Updates the operands and operations in the master factor records in the Budget Preparation file with the new budget factors for the budget accounts and periods just posted
- Removes the budget factor records from the Proposed Budget file for the company's accounts and periods just posted
- Prints the Budget Posting Status report (AMF72).

For more information about:

- Posting the calculated amounts for a budgeting period or month to the General Ledger Master file, see “Option 10. Post Proposed Budget (AMFM20)” on page 4-46.
- The Budget Posting Status report (AMF72), see “Report descriptions” on page 11-1 for an example and descriptions of the fields.

- [7] The last step in the Budget Preparation cycle is to delete a proposed budget plan. You delete a proposed budget plan when you:
- Post all approved budgeting periods or months in a proposed budget plan
  - Decide you no longer want to use a proposed budget plan
  - Decide to post an alternate proposed budget plan to the General Ledger Master file.

When you delete a proposed budget plan, the system:

- Deletes each record—the description and 00 factor records (left behind when you posted a proposed budget plan) as well as remaining factor records for any periods not posted—associated with a budget plan ID from the Proposed Budget file
- Deletes the budget plan record for the budget plan ID from the Budget Plan file.

For more information about deleting a budget plan, see “Option 4. Delete Budget Plan (AMFM20)” on page 4-26.

## Understand the Budget Preparation feature

Budgeting is the process of planning the financial goals of a business. It is generally considered to have a relatively short-term focus, usually for an accounting period of a year or less. A budgeted income statement is typically the first attempt a business makes at planning. As a business becomes more experienced in the planning process, it then attempts to tie its budgeting efforts with its long-range strategic planning efforts and reward systems.

There are many different budgeting techniques. The Budget Preparation feature takes this into consideration and provides your company with a set of flexible programs to assist you in many budgeting environments. For example, most new budgets begin with an old budget. Many businesses simply change most income and expense line items by a certain percentage, usually an increase. Budget Preparation automates many of the time-consuming tasks involved in the initial budget computations of across-the-board changes. For companies that examine each line item of a budget for individual treatment, Budget Preparation also assists them in preparing these computations.

As you know, having to prepare a budget manually can be a very lengthy activity. It is a process that can extend over several months. Budget Preparation assists you in the budgeting process by simplifying the selection of which accounts to budget, by helping you define the criteria of what to use in determining the new budget amounts, and by giving you comparisons of the old budget to new budget amounts.

With Budget Preparation, the new budget amounts are calculated automatically for you. The results can be printed, reviewed, and revised. When the final budget is approved, it is posted to General Ledger. The old budget in the General Ledger Master file is replaced with the budget amounts from the new plan.

You define how to create each budget amount. This can be as simple as using a specific amount for each budgeting period or month or it can be more complex. For example, you may want to add the balances of some accounts, such as accumulating the total selling and administrative expenses. Then, you can have the system multiply the result by a percentage and use the result as the new budget amount.

## The files

The system uses two files in which you define your budget information:

- The Budget Preparation file is your master file of budget accounts to use in preparing all of your budgets. You must set up the Budget Preparation file before you can work with any proposed budgets. You copy this file each time you initialize a proposed budget plan. It can be copied as many times as you need.
- The Proposed Budget file is a copy of the master file—the Budget Preparation file—identified by a unique three-character code you assign. Once you initialize a proposed budget plan, you can change the factors used to calculate a proposed budget as much as you want without affecting the master records in the Budget Preparation file.

Information about each of your budget accounts in both files is stored in two different modes:

- A budget account indicates what account to budget, as well as how to calculate the budget amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as accumulating the total selling and administrative expenses
  - Constant values that change periodically which you need for calculations, such as the percentage to use for increasing last year's budget.

Because a budget account can use the result of a calculation in a work field, the system always calculates work fields first. The major difference between a budget account and a work field is that a budget account creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

You can have two kinds of records in both budget account and work field mode:

- The description record contains descriptive information about each budget account or work field.
- The factor record contains the operation (a mathematical formula; also called a calculation method in this book) you want the system to perform. There is only one formula per factor record but you can have multiple factor records for each budget account or work field. You identify each factor record by a sequence ID which allows you to use the output of one calculation as input to another calculation.

A budget account or work field can also be a set of complex formulas or factors. You can chain (connect) factors to use the output of one calculation as input to another calculation by using a sequence ID. A sequence ID identifies a particular factor which contains the result of a calculation. When you reference a sequence ID in a factor record, the value of the earlier factor in the calculation is used. The sequence ID also indicates the order in which to calculate each factor within a set of factors for a budget account or work field.

## The description record

You use the description record to define the characteristics of a budget account or work field. The description helps you identify the purpose of the budget account or work field. A fast and easy way to originally set up the description records for your budget accounts is to choose option 1 on the Budget Preparation File Maintenance menu (AMFM62). When you do, a budget account description record is created in the Budget Preparation file by copying the account number and description of every account with a budget record from the General Ledger Master file. You should use this menu option only once. See “The budget preparation phase” on page 2-11 for more information.

A description record is required for each budget account or work field; however, a factor record is not. Instead, you can enter the amount you want to use for each budgeting period or month directly in the Proposed Budget file for each budget account or work field (see “Prepare the Budget Preparation File Maintenance forms” on page 2-22).

## The factor record

There are two ways to define a factor record. You can:

- Use regular Budget Preparation or Proposed Budget File Maintenance, adding one factor record at a time
- Use Global Factor Changes (from the Budget Preparation File Maintenance menu—AMFM62) using a single factor record to define the amounts for more than one accounting period and/or more than one account.

The following discussion pertains to both kinds of factor records. Any differences between a factor record and a global factor record are noted or are discussed in “The global factor record” on page 2-19.

One factor (or formula) has two operands and an operation (the calculation method). The operands in a factor can be any one of the following:

<b>first Operand</b>	<b>second Operand</b>
A general ledger account balance	A general ledger account balance
An amount stored in a work field	An amount stored in a work field
An amount stored in an earlier sequence ID for this budget account	An amount stored in an earlier sequence ID for this budget account or work field
A blank. You use a blank when you want to base the amount of a budget account on a single amount identified in the second operand.	A constant amount

When you use a general ledger account number as the first or second operand, you must also tell the system what account information to use:

- Company number. The company to which the account belongs.
- Balance type. The current year, budget, or last year’s balance.
- Balance code. The period or year-to-date balance.
- Balance period or month:

- An absolute period or month (from 01 to 13) uses the balance from the period or month equal to the number.
- A relative period or month (from -01 to -12) uses the balance from an earlier period or month equal to this number of months or periods before the posting month.
- An equal period or month (a blank) uses the month equal to the posting month.

The operation (calculation method) in a factor can be any one of the following:

- Add. The first and second operands are added together.
- Subtract. The second operand is subtracted from the first operand.
- Multiply. The first operand is multiplied by the second operand.
- Divide. The first operand is divided by the second operand.
- Add Range. A range of account balances are added from the account number specified in the first operand through the account number specified in the second operand. (You cannot use this method for a global factor record.)
- Percent. The first operand is multiplied by the percentage in the second operand.

## The global factor record

When you are setting up your master set of records in the Budget Preparation file, you can use a global factor record to add factor records for many combinations using a range of account numbers and/or a range of accounting periods or months. You add global factor records for:

- One accounting period or month, all accounts
- All accounting periods or months, one account
- All accounting periods or months, all accounts
- A range of accounting periods or months, all accounts
- All accounting periods or months, a range of accounts
- A range of accounting periods or months, a range of accounts.

Using a global factor record eliminates the need for you to go into regular file maintenance to update each account's individual factor record. This can mean significant time savings when your budgeting requirements for multiple accounts can be defined the same way; with one factor record. For example, if you have very simple budgeting requirements in your company, such as increasing all of your budget amounts by a percentage or a constant amount, you can use this option.

A global factor record consists of:

- A first operand. This can be an account number, a work field ID, or a blank.
- An operation. This is the calculation to be performed.
- A second operand. This can be an account number, a work field ID, or a constant amount.

You can leave the account number in the first or second operand blank but fill in the account number's related fields. When you do, each account number (in the range of account numbers you specified) is used as the operand. As each account number is processed, the budget account number is used as the operand. Then, one factor record is added to the Budget Preparation file for each budget account you specify in the range of accounts.

If your budget is calculated the same way for all accounting periods or months, you can leave both the Beginning period/month and Ending period/month fields blank on the Global Factor Changes (Options) display (AMF7D1). When you do, a generic factor record called factor record 00 is added. This factor record is used to determine the budget amounts for all periods or months unless you define another factor record for a specific period or month number (factor records 01 through 13). The (Options) display (AMF7D1) prompts for a range of periods or months. For most Financial Analysis Options displays, leaving the beginning and ending numbers blank implies all. However, for Global Factors Changes, the following rules apply.

Beginning Period	Ending Period	Result
00	00	Just the factor record 00 is added or replaced
01	13	Factor records for all periods or months (01 through 13) except factor record 00 are added or replaced
00	13	Factor records for all periods or months (00 through 13) including factor record 00 are added or replaced

### How the system determines the Budget Preparation balances

In General Ledger, the system always calculates the period balance by subtracting credits from debits. Therefore, a positive result means a debit balance, and a negative result means a credit balance. However, in Budget Preparation, the system calculates the period balance differently. If the account is an expense, the system subtracts credits from debits. If the account is an income, the system subtracts debits from credits. Therefore, regardless of account type, a positive result means the balance is normal and a negative result means the balance is opposite from normal.

Financial Analysis never posts a negative number to General Ledger. If a budget amount turns out to be a negative number, the system converts it to a positive. Depending on the account type and its normal balance, the system posts a negative to the other than normal side of the ledger. For example, if the account normally has a debit balance but the budget amount is negative, it posts the amount as a credit amount. If the account normally has a credit balance but the budget amount is negative, it posts the amount as a debit amount.

### How to change a budget plan during the budgeting cycle

Depending on your budgeting technique, you can have, at any time, a budget plan with periods at different stages of the budgeting cycle. For example, periods 1 through 3 may have already completed the budgeting cycle (are already posted to the General Ledger Master file); periods 4 through 6 are at some interim step of budgeting (are, perhaps, approved for posting); and periods 7 through 9 are just getting underway (are only initialized to the Proposed Budget file).

Throughout the budgeting cycle, you can make changes to any number of periods in the budget plan, regardless of the status of the individual periods within the plan. Once a period is posted to the General Ledger Master (GELMAS) file, the period

cannot be posted from the same budget plan. However, you can post the period again using another budget plan identification code.

When you want to change a budget plan, use the procedures described in the following discussions.

### **If budget periods have been initialized, but not yet calculated**

#### ***Follow these steps.***

1. Use option 2 on the Budget Preparation menu (AMFM20) to add factor or description records, and to change or delete existing factor or description records in the Proposed Budget file.

**Note:** You can only add records for periods that have been initialized to the Proposed Budget file.

2. Continue with the Budget Preparation cycle as shown earlier in this section.

### **If budget periods have been calculated, but not yet approved**

#### ***Follow these steps.***

1. Use option 2 on the Budget Preparation menu (AMFM20) to add factor or description records, and to change or delete existing factor or description records in the Proposed Budget file.

**Note:** You can only add records for periods that have been initialized to the Proposed Budget file.

2. Use option 5 on the Budget Preparation menu (AMFM20) to calculate the budget plan again.
3. Continue with the Budget Preparation cycle as shown in Figure 2-3, found earlier in this section.

### **If budget periods have been approved, but not yet posted**

#### ***Follow these steps.***

1. Use option 9 on the Budget Preparation menu (AMFM20) to change the status of the period or periods you want to change from approved (A) to revised (R). When you do, you ensure that the period or periods cannot be inadvertently posted should posting be done for other periods within the same plan while you are changing the information you want to revise.
2. Use option 2 on the Budget Preparation menu (AMFM20) to change the factor records (if you created your budget using factor records to define the budget) or the description records (if you created your budget not using factor records) for the periods you revised in step 1.
3. Use option 5 on the Budget Preparation menu (AMFM20) to calculate the budget plan again. When you do, only those periods with a status of revised (R), I (periods initialized since the previous calculation), or C (periods calculated but not yet approved) are calculated.

**Note:** If the budget amounts for the affected periods were created using description records rather than factor records, there is no need to calculate the amounts again.

4. Use option 9 on the Budget Preparation menu (AMFM20) to approve the periods again so they can be made available for posting to the General Ledger Master (GELMAS) file.
5. Continue with the Budget Preparation cycle as shown in Figure 2-3.

### **If the budget periods have already been posted**

You can use either one of the following two methods to make changes to budget periods already posted, the outcome is the same. When you post the periods to the General Ledger Master (GELMAS) file, the changed records are copied back to the Budget Preparation file. The changed records then become the new definition of how the budget amounts for those periods are calculated.

#### ***Follow these steps.***

##### ***Method one.***

1. Use option 1 on the Budget Preparation menu (AMFM20) to initialize the periods again, but, this time, use a new budget plan identification (ID).
2. Use option 2 on the Budget Preparation menu (AMFM20) to add factor or description records, and to change or delete existing factor or description records in the Proposed Budget file.

**Note:** You can only add records for periods you initialized to the Proposed Budget file.

3. Continue with the Budget Preparation cycle as shown in Figure 2-3, found earlier in this section.

##### ***Method two.***

1. Use option 3 on the Budget Preparation File Maintenance (AMFM62) to add factor or description records, and to change or delete existing factor or description records in the Budget Preparation file.
2. Use option 1 on the Budget Preparation menu (AMFM20) to initialize the periods again, but, this time, use a new budget plan identification (ID).
3. Continue with the Budget Preparation cycle as shown in Figure 2-3.

## **Prepare the Budget Preparation File Maintenance forms**

The Budget Preparation file stores information about each of your budget accounts in two different modes:

- A budget account tells the system what account to budget, as well as how to calculate the budget amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as accumulating the total selling and administrative expenses
  - Constant values that change periodically which you need for calculations, such as the percentage to use for increasing last year's budget.

Because a budget account can use the result of a calculation in a work field, the system always calculates the work fields first. The major difference between a budget

account and a work field is that a budget account creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

The system processes work fields first, then the budget accounts. The ID assigned tells the system in what order to process the work fields. The work fields are processed from the lowest work field ID to the highest work field ID. Then the system processes the budget accounts, from the lowest budget account number to the highest. Before you assign a work field ID, be sure you are familiar with “How to set up a factor record” on page B-1.

You can have two kinds of records in both budget account and work field mode:

- The description record contains descriptive information about each budget account or work field.
- The factor record contains the operation you want the system to perform. You can have multiple factor records for each budget account or work field. You identify each factor record by a sequence ID which allows you to use the output of one calculation as input to another calculation.

A description record is required for each budget account or work field; however, a factor record is not. Instead, you can enter the amount you want to use for each budgeting period or month directly in the Proposed Budget file for each budget account or work field. (See “Prepare the Proposed Budget File Maintenance forms” on page 2-25.) Before you can do this, you must initialize the proposed budget (option 1 on the Budget Preparation menu—AMFM20).

Two forms are used to add, change, or delete the Budget Preparation file records:

- Form FA-04 for budget account description and factor records
- Form FA-05 for work field description and factor records.

Chapter 10 contains blank forms.

## **Prepare the Global Factor Changes form**

Once you have initially created your Budget Preparation file description records (option 1 on the Budget Preparation File Maintenance menu—AMFM62), you are ready to set up the budget factor records for these accounts.

Using the global factor record option eliminates the need for you to go into regular file maintenance to add each account’s individual factor record. This can mean significant time savings when your budgeting requirements for multiple accounts can be defined the same way; with one factor record. For example, if you have very simple budgeting requirements in your company, such as increasing all of your budget amounts by a percentage or a constant amount, you can use this option.

You should use this menu option only once, when you are initially creating your Budget Preparation Master file. The global factor instructs the system to add that factor for each account and period in the specified range. The global factor itself is not saved. If you select this menu option again, it replaces any existing factors with the one new global factor. This is not meant to be used as mass maintenance; that is, for changes and deletes. However, it will save considerable time when you are beginning to use Budget Preparation.

You can use one global factor record to initially add or subsequently replace factor records for many combinations using a range of account numbers and/or a range of accounting periods or months. You can request to add or replace factor records for:

- One accounting period or month, all accounts
- All accounting periods or months, one account
- All accounting periods or months, all accounts
- A range of accounting periods or months, all accounts
- All accounting periods or months, a range of accounts
- A range of accounting periods or months, a range of accounts.

A global factor record consists of:

- A first operand. This can be an account number, a work field ID, or a blank.
- An operation. This is the calculation to be performed.
- A second operand. This can be an account number, a work field ID, or a constant amount.

You can leave the account number in the first or second operand blank but fill in the account number's related fields. When you do, it tells the system to use each account number (in the range of account numbers you specified) as the operand. As each account number is processed, it substitutes that budget account number into the operand. Then, it adds one factor record to the Budget Preparation file for each budget account within the range of accounts if a budget factor record does not exist, or replaces any existing factor records for each budget account within the range of accounts you specified.

If your budget is calculated the same way for all accounting periods or months, you can leave both the beginning and ending period or month fields blank on the Global Factor Changes (Options) display (AMF7D1). When you do, the system adds or replaces a generic factor record called factor record 00. This factor record is used to determine the budget amounts for all periods or months unless another factor record already exists for a specific period or month number (factor records 01 through 13). For most Financial Analysis Options displays, leaving the beginning and ending numbers blank implies all. However, for Global Factor Changes, the following rules apply:

<b>Beginning Period</b>	<b>Ending Period</b>	<b>Result</b>
00	00	Just the factor record 00 is added or replaced
01	13	Factor records for all periods or months (01 through 13) except factor record 00 are added or replaced
00	13	Factor records for all periods or months (00 through 13) including factor record 00 are added or replaced

Form FA-06 is used to add or replace global factor records in the Budget Preparation file. Chapter 10 contains a blank form.

## Prepare the Proposed Budget File Maintenance forms

Before you perform file maintenance on the Proposed Budget file, be sure to create the budget plan you want to use. To do this, you initialize the proposed budget (option 1 on the Budget Preparation menu—AMFM20). The system then copies the master budget factors from the Budget Preparation file into the Proposed Budget file for the budget plan.

Like the Budget Preparation file, the Proposed Budget file stores information about each of your budget accounts in two different modes:

- A budget account tells the system what account to budget, how to calculate the budget account amount, and the final budget amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as accumulating the total selling and administrative expenses.
  - Constant values that change periodically which you need for calculations, such as the percentage to use for increasing last year's budget.

Because a budget account can use the result of a calculation in a work field, the system always calculates the work fields first. The major difference between a budget account and a work field is that a budget account creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

The system processes the work fields first, then the budget accounts. The ID you assign tells the system in what order to process the work fields, processing from the lowest work field ID to the highest work field ID. Then the system processes the budget accounts, from the lowest budget account number to the highest. Before you assign a work field ID, be sure you are familiar with "How to set up a factor record" on page B-1.

You can have two kinds of records in both budget account and work field mode:

- The description record contains descriptive information about each budget account or work field. After the system calculates a proposed budget, the description record also contains the budget result for each period or month you calculated.
- The factor record contains the operation you want the system to perform. You can have multiple factor records for each budget account or work field. You identify each factor record by a sequence ID which allows you to use the output of one calculation as input to another calculation. The factor record also contains intermediate calculation results for each period or month calculated.

A description record is required for each budget account or work field; however, a factor record is not. Instead, you can enter the amount you want to use for each budgeting period or month directly in the Proposed Budget file for each budget account or work field.

Two forms are used to add, change, or delete the Proposed Budget file records:

- Form FA-07 for description records—both budget accounts and work fields
- Form FA-08 for factor records—both budget accounts and work fields.

Chapter 10 contains blank forms.

## How to set up budget factors using constant amounts and percentages

One of the easiest ways to set up budget factors is to use a constant amount or a percentage. And, you can use a constant amount or percentage not only in a work field or a budget account factor record, but also in a global factor record.

### Global factors

You can use the Global Factor Changes form (FA-06) to set up budget factor records for multiple accounts which can all be defined the same way. For example, you may want to increase all of your budget amounts by \$100 or by 15% over the previous year's budget amounts. Using the Global Factor Changes form eliminates the need for you to go into regular file maintenance to update each account's individual factor record.

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## Financial Ratios

Before you begin using Financial Ratios, make sure you:

- Understand the Financial Ratios cycle
- Understand the Financial Ratios feature
- Annualize ratios
- Prepare the Financial Ratio File Maintenance forms
- Prepare the Update Industry Averages forms.

A discussion of each of these topics follows.

### Understand the Financial Ratios cycle

Figure 2-4 shows you the steps to follow when you are ready to calculate and print your company's Financial Ratio Report. The numbers in the following discussion match the numbers in the figure. Each step tells you where there are more details in this book about the information in the step.

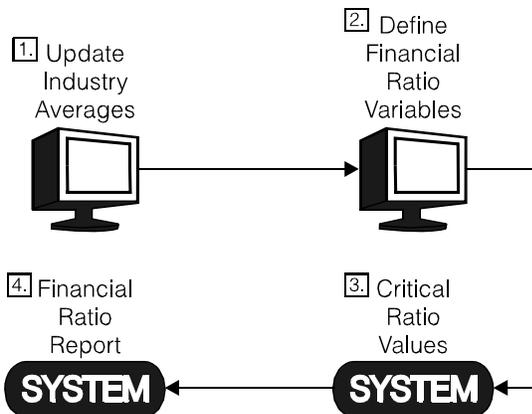


Figure 2-4. The Financial Ratios cycle

**[1]** One of the first things you need to do is to tell the system which of the 23 ratio formulas you want to use for your company. When you choose the Financial Ratios feature during application tailoring, all of the ratios are initially selected for you. If you don't want to use all of them, you tell the system which ones you do not want to calculate and print on your company's Financial Ratio Report. You do this as part of the Update Industry Averages menu option (option 1 on the Financial Ratios menu—AMFM30).

The other part of the Update Industry Averages menu option is to enter the industry averages you want to print on your report for comparison.

For more information about:

- Selecting your company's financial ratios, see "Prepare the Financial Ratio File Maintenance forms" on page 2-37
- Defining the industry averages, see "Prepare the Update Industry Averages forms" on page 2-38.

**[2]** Define the ratio variables for the ratio formulas your company wants to calculate. To do this, you define up to 22 ratio variables in the Financial Ratio file by assigning general ledger account numbers to each ratio variable your company is going to use.

For more information about:

- Defining your company's ratio variables, see "Prepare the Financial Ratio File Maintenance forms" on page 2-37
- Entering your company's ratio variables into the system, see "Option 5. Financial Ratio (AMFM60)" on page 8-35.

**[3]** When you request the Financial Ratio Report (AMF21), the system adds the balance from the General Ledger file for each account assigned to a ratio variable code and totals each ratio variable. The system then substitutes the totals in the ratio formulas to calculate the financial ratios you chose for your company in [2]. If you chose Multi-Currency Support during application tailoring, you can specify which set of balances (original, translated, or measurement) you want the system to use in the Financial Ratios calculation. The report reflects the set of account balances you selected.

For more information about how to print the Financial Ratio Report, see "Report descriptions" on page 11-1.

**[4]** The Financial Ratio Report (AMF21) prints the ratios you chose for your company in alphabetic order within each of the four ratio groups. Use the report to monitor your company's financial progress.

For more information about:

- The fields on the Financial Ratio Report, see "Report descriptions" on page 11-1
- What each financial ratio measures and means to your company, see "Analyze your company's financial ratios" on page 2-29
- The formulas used to calculate each financial ratio, see "Calculate the financial ratio formulas" on page 2-32.

**Note:** Once you set up the information for the Financial Ratio Report in steps [1] and [2], you do not have to repeat these steps unless you have changes to make. Instead, go directly to step [3] to begin the Financial Ratios cycle.

## Understand the Financial Ratios feature

Evaluating a company's performance is important to management as the business environment becomes increasingly competitive. Financial statements provide valuable information, but financial ratios help put that information into perspective. The Financial Ratios feature simplifies the calculation of a company's ratio values. By associating general ledger account numbers with a ratio variable, the Financial Analysis application gets actual account balances from the General Ledger file, calculates ratio variables, and substitutes the ratio variable amounts into the ratio formulas. If you chose Multi-Currency Support during application tailoring, the Financial Ratios feature allows you to specify which set of balances (original, translated, or measurement) in the General Ledger Master file the system should use in the calculations. The Financial Ratio Report can be printed for each of the three balance types.

The Financial Ratios feature calculates and prints up to 23 ratios on the Financial Ratio Report (AMF21). You can also see these ratios in graphic form. The 23 ratios are grouped into the following categories:

- Activity ratios tell you how effectively your managers are using your company's assets and liabilities. The financial ratios in this category are:
  - Accounts payable turnover
  - Accounts receivable turnover
  - Average age of accounts payable
  - Average age of accounts receivable
  - Average age of inventory
  - Fixed asset utilization
  - Inventory turnover
  - Total asset turnover.
- Leverage ratios tell you to what degree the company uses borrowed funds. The financial ratios in this category are:
  - Debt equity
  - Debt to total assets
  - Debt to total capitalization
  - Fixed charge coverage
  - Times interest earned.
- Liquidity ratios tell you if your company has the ability to meet its current obligations from readily available funds. The financial ratios in this category are:
  - Acid test
  - Current
  - Net working capital to total assets.
- Profitability ratios tell you what your company's ability is to earn an adequate return on investment. The financial ratios in this category are:
  - Gross profit margin
  - Net profit margin
  - Operating expense ratio
  - Operating profit margin
  - Return on equity
  - Return on common stock equity
  - Return on investment.

For an explanation of what each financial ratio measures and what it means to your company, see "Analyze your company's financial ratios" on page 2-29. The formulas

used to calculate the financial ratios are explained in “Calculate the financial ratio formulas” on page 2-32.

For trend analysis, you can print year-to-date ratio values for five prior periods or months and the same period or month for last year. Additionally, you can enter industry standards for each ratio that print on the report for a comparison to the competition. The Financial Ratio Report (AMF21) provides timely information to assist you in assessing the company’s overall financial condition.

## **Analyze your company’s financial ratios**

Financial ratios help you, as a financial officer, identify problem areas in your company’s funds flow system and capital structure. There are scores of such financial ratios; it is beyond the scope of this book to analyze each in detail. However, you should realize that each ratio answers a specific question about your company’s performance. You should also consider associated ratios when you are evaluating the financial health of your company. In other words, the ratios must be evaluated as a group.

### **Activity ratios**

In general, activity ratios identify problem areas regarding the effective and efficient use of certain assets and liabilities. This group of ratios is probably the best for spotting problem areas that merit further investigation. The following ratios are in the activity ratios group:

- The accounts payable turnover ratio measures the effectiveness of your company in taking advantage of trade credit as a financing technique.
- Usually, a higher accounts payable turnover means faster payment to trade creditors and lower reliance on trade creditors’ money to help finance operations. However, if the accounts payable turnover becomes too low, this means that your company is paying too slowly, which may jeopardize your credit rating.
- The accounts receivable turnover ratio measures how effectively your company uses its investment in accounts receivable.
- Usually, a higher ratio means a more effective investment in accounts receivable. An unusually high ratio may mean lost sales because your company is not extending enough trade credit to customers.
- The average age of accounts payable ratio measures the same activity as the accounts payable turnover ratio. However, the average age method is usually preferred because it is somewhat easier to understand.
- A greater average age of accounts payable means a greater reliance on trade credit to finance part of the company’s operation.
- The average age of accounts receivable ratio measures the same activity as the accounts receivable turnover ratio. However, the average age method is usually preferred because it is somewhat easier to understand.
- A larger average age of accounts receivable means a larger investment in financing receivables and can imply inadequate collection efforts.
- The average age of inventory ratio measures the investment in inventory.
- A larger average age of inventory means a larger investment in inventory.
- The fixed asset utilization ratio (also called the fixed asset turnover rate) measures the effectiveness of your company’s use of property, plant, and equipment.

- A larger fixed asset turnover rate means your company is using its fixed assets more effectively. These fixed assets usually consist primarily of property, plant, and equipment.
- The inventory turnover ratio measures the effectiveness of your company's use of inventory.
- A larger inventory turnover means your company is more effectively using its inventory investment. An unusually high turnover may indicate that not enough inventory is on hand.
- The total asset turnover ratio measures the effectiveness of your company in using all its assets to conduct business.
- A larger total asset turnover rate means your company is more effective in utilizing all its assets.

### Leverage ratios

The owners and creditors of your company are concerned with your company's capital structure or financial leverage because of the effect it has on financial risk. The definition of risk is the sensitivity of changes in profits due to changes in revenue levels. This occurs because debt implies a fixed cost called interest, while equity does not. The greater the degree of borrowed money in your company's capital structure, the greater the potential return on equity and the greater the potential loss. Increasing the amount of debt increases the sensitivity of profits to changes in revenue levels.

To evaluate the relative degree of debt in your company's capital structure, the following ratios are used:

- The debt equity ratio shows the relationship between debt financing and equity financing.
- A higher debt equity ratio means a higher break-even point in terms of sales. This is a key measurement ratio used by commercial banks to determine whether or not the company is fully extended (is carrying as much debt as it can).
- The debt to total assets ratio gives the percentage of the company's book value that is financed by debt.
- As with the debt equity ratio, a higher debt to total assets means a break-even point in terms of sales.
- If your company can earn a return of investment greater than its cost of debt, then you can increase your profits by increasing the debt in your capital structure. If your company cannot earn a return on investment greater than its cost of debt, then you can increase your losses by increasing the debt in your capital structure. Therefore, increasing the amount of debt is not necessarily good or bad. It depends upon the return on investment and the cost of debt for your company at a point in time.
- The debt to total capitalization ratio gives the percentage of the capital structure accounted for by long-term debt.
- The same comments from the debt to total assets ratio apply to this ratio.
- The fixed charge coverage ratio shows how many times the fixed financial costs (interest and lease payments) are covered by the earnings of your company.
- A higher fixed charge coverage ratio means your company is at a lower financial risk.

- The times interest earned ratio shows how many times the interest costs are covered by earnings of your company.
- A higher times interest earned ratio means your company is at a lower financial risk.

## Liquidity ratios

The most immediate problem is to be sure you have enough money to pay your company's bills. You must balance the current funds flow to maintain liquidity. In order to do this, a company that is financially healthy should have a comfortable amount of working capital. You can determine your company's net working capital from the balance sheet by deducting your current liabilities from your current assets. The result is the approximate amount of cash or relatively liquid assets your company would have free and clear if all current debts were paid off.

There are a number of ratios that you can calculate to more accurately measure the level of comfort or discomfort regarding the amount of working capital. Two commonly used measures of liquidity are current ratio and the quick (or acid test) ratio. A third is the net working capital to total assets ratio.

- The acid test ratio shows the ratio of the company's cash, accounts receivable, and marketable securities to its current liabilities. This ratio ignores the value of inventory because, if your company had trouble meeting its current obligations and tried to sell its inventory in a forced sale, it might receive only part of its actual value.
- The acid test ratio is always equal to or less than the current ratio. It is a more conservative measure of liquidity. Temporary or seasonal funds outflows could cause assets to drop, forcing you to either adjust current expenses or borrow funds.
- The current ratio shows the ratio of current assets to current liabilities.
- All other things held constant, a larger current ratio implies that your company is better able to meet its current obligations as they become due. This is one of the most popular ratios that creditors follow. If the current ratio is too large, it may mean your company is too liquid and is not effectively investing excess funds back into the company.
- The net working capital to total assets ratio compares the free and clear current funds to the overall asset level.
- As with the other two liquidity ratios, the higher the ratio, the more likely it is that your company can meet its current obligations.

## Profitability ratios

Profitability ratios measure the relative profitability of your company based on a number of different standards. Profitability ratios are of particular interest to your owners, creditors, and managers. The following profitability ratios are used in the Financial Ratios feature:

- The gross profit margin ratio measures the profitability of your company before consideration of general and administrative cost.
- The gross profit margin ratio highlights changes in the cost of direct labor, raw materials, and other direct product costs.
- The net profit margin ratio measures the profitability of your company after consideration of all expenses and taxes.

- The net profit margin ratio is the most popular profitability ratio.
- The operating expense ratio measures the relative amount of operating expenses to sales.
- Analysis of the operating expense ratio over time identifies rising or declining general and administrative expenses as a percent of sales.
- The operating profit margin ratio highlights the difference between profits from normal operations and total profit. Total profit may contain non-operating income, such as interest income, or gain on the sale of fixed assets.
- The operating profit margin ratio is usually a more conservative measure of performance and a better indicator of potential future performance because you cannot necessarily expect non-operating income to continue from year to year.
- The return on equity ratio measures the profitability of your company as a percent of the total equity of the company.
- The return on equity ratio is particularly interesting to the owners of your company.
- The return on common stock equity ratio measures the profitability of the company as a percent of the common stock equity on a non-diluted basis.
- The return on investment ratio measures the profitability of your company as a percent return on the total assets of your company.
- The return on investment ratio varies greatly from industry to industry.

## Annualize ratios

Ratios that use income statement and balance sheet information require annualization of the income statement information. This occurs most frequently with activity ratios. Annualization of income statement information helps adjust the ratio for potential seasonal variations in income statement information.

Annualizing income statement information involves estimating the total year-end balance of an income statement account. This process smooths out any seasonal variations in the account balance. For example, a manufacturer of suntan lotion experiences the vast majority of sales during the summer. If the income statement information is not annualized, ratios calculated based on December and July account balances are significantly different and possibly misleading.

## Calculate the financial ratio formulas

The Financial Ratios feature uses 34 ratio variables to calculate the ratio formulas. You define up to 22 ratio variables by telling the system what general ledger accounts to total for a particular ratio variable. The ratio variable codes you can define are:

<b>AP</b>	Accounts payable
<b>AR</b>	Accounts receivable
<b>CA</b>	Current assets
<b>CL</b>	Current liabilities
<b>COGS</b>	Cost of goods sold
<b>CSE</b>	Common stock equity
<b>FA</b>	Net fixed assets
<b>INT</b>	Interest expenses
<b>INV</b>	Inventory
<b>IT</b>	Income taxes
<b>LP</b>	Lease payments

<b>LTL</b>	Long term liabilities
<b>OA</b>	Other assets
<b>OE</b>	Other expenses
<b>OI</b>	Other income
<b>OPE</b>	Operating expenses
<b>PD</b>	Preferred stock dividends
<b>PPE</b>	Prepaid expenses
<b>PSE</b>	Preferred stock equity
<b>PUR</b>	Purchases
<b>SA</b>	Net sales
<b>TC</b>	Total capitalization

When you are defining these ratio variables, be sure that all of the accounts you assign to each one are of the same type. For example, all accounts assigned to Accounts Payable should be liability accounts and all accounts assigned to Purchases should be expense accounts.

For some variables, namely Net Fixed Assets and Net Sales, you need to net different account balances together. You do this by using contra accounts. In keeping with the general ledger philosophy for defining contra accounts, the contra should be the same type as the account it goes against; it just carries the opposite balance. Defining contra accounts this way yields the correct ratio variable results.

Mixing different account types within one ratio variable may cause unpredictable results.

The system calculates the other 12 ratio variables from the ratio variables you define and the ratio formulas needed for calculating your ratios. The formulas, calculated ratio variables, and ratio variable codes are:

$$\text{Quick assets (QKA)} = \text{CA} - \text{INV} - \text{PPE}$$

<b>CA</b>	Current assets
<b>INV</b>	Inventory
<b>PPE</b>	Prepaid expenses

$$\text{Average inventory (AVI)} = \frac{\text{INV} + \text{YTDI}}{2}$$

<b>INV</b>	Net beginning year balanced of inventory accounts
<b>YTDI</b>	Year-to-date balance of inventory accounts

$$\text{Average accounts receivable (AAR)} = \frac{\text{NAR} + \text{AR}}{2}$$

<b>NAR</b>	Net beginning year balance of accounts receivable accounts
<b>AR</b>	Year-to-date balance of accounts receivable accounts

$$\text{Average accounts payable (AAP)} = \frac{\text{NAP} + \text{AP}}{2}$$

<b>NAP</b>	Net beginning year balance of accounts payable accounts
<b>AP</b>	Year-to-date balance of accounts payable accounts

$$\text{Total assets (TTA)} = \text{CA} + \text{FA} + \text{OA}$$

<b>CA</b>	Current assets
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**FA** Net fixed assets (FA)  
**OA** Other assets (OA)

Total liabilities (TTL) = CL = LTL

**CL** Current liabilities  
**LTL** Long term liabilities

Stockholder's equity (SKE) = CSE + PSE

**CSE** Common stock equity  
**PSE** Preferred stock equity

Gross profit (GRP) = SA - COGS

**SA** Net sales  
**COGS** Cost of goods sold

Net profit after taxes (NPT) = GRP - IT - OPE - INT - OE + OI

**GRP** Gross profit  
**IT** Income taxes  
**OPE** Operating expenses  
**INT** Interest expenses  
**OE** Other expenses  
**OI** Other income

Earnings before interest and taxes (EIT) = GRP - OPE - OE + OI

**GRP** Gross profit  
**OPE** Operating expenses  
**OE** Other expenses  
**OI** Other income

Earnings available for common stock (EAC) = NPT - PD

**NPT** Net profit after taxes  
**PD** Preferred stock dividend

Net working capital (NWC) = CA - CL

**CA** Current assets  
**CL** Current liabilities

The twenty-three financial ratios you can have calculated and printed on your company's Financial Ratio Report, along with their formulas and the ratio variables used in each formula, are as follows. They print on the report in alphabetic order within each of the four categories; however, the system does not calculate them in this sequence.

Accounts payable turnover (APT)

$APT = \frac{PUR}{AAP} \times \text{Number of periods in year}$   
AAP Period number

**PUR** Purchase  
**AAP** Average accounts payable

Accounts receivable turnover (ART)

$$\text{ART} = \frac{\text{SA}}{\text{AAR}} \times \text{Number of periods in year}$$

**SA** Net Sales  
**AAR** Average accounts receivable

$$\text{Acid test ratio (ATR)} = \frac{\text{QKA}}{\text{CL}}$$

**QKA** Quick assets  
**CL** Current liabilities

$$\text{Average age of accounts payable (AAP)} = \frac{360}{\text{APT}}$$

**APT** Accounts payable turnover

$$\text{Average age of accounts receivable (AAR)} = \frac{360}{\text{ART}}$$

**ART** Accounts receivable turnover

$$\text{Average age of inventory (AAI)} = \frac{360}{\text{INVT}}$$

**INVT** Inventory turnover

$$\text{Current ratio (CR)} = \frac{\text{CA}}{\text{CL}}$$

**CA** Current assets  
**CL** Current liabilities

$$\text{Debt equity ratio (DER)} = \frac{\text{LTL}}{\text{SKE}} \times 100$$

**LTL** Long term liabilities  
**SKE** Stockholder's equity

$$\text{Debt to total assets (DTA)} = \frac{\text{TTL}}{\text{TTA}} \times 100$$

**TTL** Total liabilities  
**TTA** Total assets

$$\text{Debt to total capitalization (DTC)} = \frac{\text{LTL}}{\text{TC}} \times 100$$

**LTL** Long term liabilities  
**TC** Total capitalization

Fixed assets utilization (FAU)

**FA** Net fixed assets

Fixed charge coverage (FCC)

$$\text{FCC} = \frac{\text{EIT}}{\text{INT} + \text{LP}}$$

**EIT** Earnings before interest and taxes  
**INT** Interest expenses  
**LP** Lease payments

$$\text{Gross profit margin (GPM)} = \frac{\text{GRP}}{\text{SA}} \times 100$$

**GRP** Gross profit  
**SA** [Net Sales]

$$\text{Inventory turnover (INVT)} = \frac{\text{COGS}}{\text{AVI}} \times \frac{\text{Number of periods in year}}{\text{Period number}}$$

**COGS** Cost of goods sold  
**AVI** Average inventory

$$\text{Net profit margin (NPM)} = \frac{\text{NPT}}{\text{SA}} \times 100$$

**NPT** Net profit after taxes  
**SA** Net sales

$$\text{Net working capital to total assets (WCA)} = \frac{\text{NWC}}{\text{TTA}}$$

**NWC** Net working capital  
**TTA** Total assets

$$\text{Operating expense ratio (OER)} = \frac{\text{OPE}}{\text{SA}} \times 100$$

**OPE** Operating expenses  
**SA** Net sales

$$\text{Operating profit margin (OPM)} = \frac{\text{EIT}}{\text{SA}} \times 100$$

**EIT** Earnings before interest and taxes  
**SA** Net sales

$$\text{Return on common stock equity (RCE)} = \frac{\text{EAC}}{\text{CSE}} \times 100$$

**EAC** Earnings available for common stock  
**CSE** Common stock equity

$$\text{Return on equity (ROE)} = \frac{\text{NPT}}{\text{SKE}} \times 100$$

**NPT** Net profit after taxes  
**SKE** Stockholder's equity

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$$\text{Return on investment (ROI)} = \frac{\text{NPT}}{\text{TTA}} \times 100$$

**NPT** Net profit after taxes

**TTA** Total Assets

$$\text{Times interest earned (TIE)} = \frac{\text{EIT}}{\text{INT}}$$

**EIT** Earnings before interest and taxes

**INT** Interest expenses

$$\text{TAT} = \frac{\text{SA}}{\text{TTA}} \times \frac{\text{Number of periods in year}}{\text{Period number}}$$

**SA** Net sales

**TTA** Total assets

## Prepare the Financial Ratio File Maintenance forms

The Financial Ratios feature uses 34 ratio variables to calculate the Financial Ratio Report (AMF21). You define up to 22 ratio variables in the Financial Ratio file. The system calculates the other 12 from the 22 ratio variables you define.

Each ratio variable is identified by a ratio variable code. To define the ratio variable, you assign general ledger account numbers to each code your company is going to use. For one ratio variable code, you may need multiple records in the Financial Ratio file. Each record contains enough room to associate 6 general ledger account numbers to a ratio variable code. For each ratio variable code, you can define up to 999 records identified by a unique sequence number. This allows you to assign more than 6 general ledger account numbers to one ratio variable code.

If you are going to print all 23 financial ratios on your company's Financial Ratio Report, you need to define all 22 ratio variable codes. And, you probably need to assign each account in your chart of accounts to one of the ratio variable codes. You may find that an account applies to more than one ratio variable. The system allows you to assign the same account to more than one variable. For example, account number 2000 (Accounts Payable) is assigned to two variables—Accounts Payable and Current Liabilities.

If you plan to use only some of the available financial ratios on your company's Financial Ratio report, you need to define only those ratio variable codes required for the ratios you have chosen. However, if you do not define a ratio variable code and the system needs it for a ratio formula you selected, the system uses a zero in its place. See "Understand the Financial Ratios feature" on page 2-28 for a description of the ratio formulas and ratio variable codes used by each formula.

Use form FA-09 when you want to add, change, or delete ratio variable codes. There is room for five records (five sequence numbers) with 6 general ledger account numbers each on form FA-09. Chapter 10 contains blank forms. You can use as many forms as you need.

## Prepare the Update Industry Averages forms

Use the Update Industry Averages forms to tell the system which of the 23 financial ratios you want to calculate and print on your company's Financial Ratio Report (AMF21).

You can also enter the industry average values you want to print on the Financial Ratio Report (AMF21) for comparison to the competition.

Use form FA-10 to specify which of the first 12 financial ratios you want to use and the industry averages for each. Use form FA-11 for the last 11 financial ratios and industry averages. Chapter 10 contains blank forms. After you select the financial ratios and set up the industry averages for the first time, you can change them at any time.

The Financial Analysis application calculates and prints your company's Financial Ratio Report (AMF21) based on the information provided on these forms along with general ledger account information in the Financial Ratio file. The system calculates and prints the Financial Ratio Report for only the ratios you choose.

## Fixed Asset Accounting

Before you begin using Fixed Asset Accounting, make sure you:

- Understand the Fixed Asset Accounting cycle
- Understand the Fixed Asset Accounting feature
- Prepare the Depreciation Calendar File Maintenance form
- Prepare the Depreciation Table File Maintenance form
- Prepare the Fixed Asset File Maintenance forms.

A discussion of each of these topics follows.

### Understand the Fixed Asset Accounting cycle

Figure 2-5 shows you the steps in the Fixed Asset Accounting cycle. The numbers in the following discussion match the numbers in the figure. Each step tells you where there are more details in this book about the information in the step.

**Note:** Once you set up the Depreciation Calendar, Depreciation Table, and Fixed Asset files in steps [1] and [2], you do not have to repeat these steps unless you have changes to make to these files. Instead, go directly to step [3] to begin the Fixed Asset Accounting cycle.

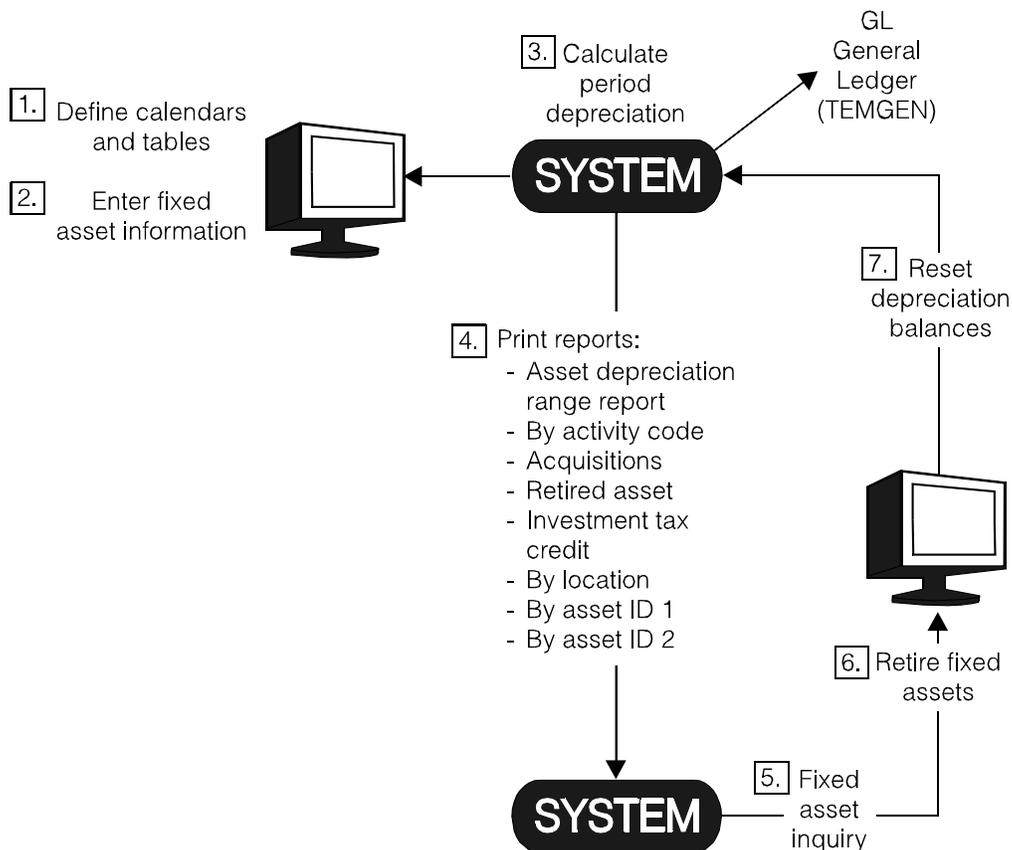


Figure 2-5. Flow of information within Fixed Asset Accounting

- [1]** Define one depreciation calendar record for each depreciation schedule your company wants to use to calculate depreciation. Depreciation tables are provided by XA. See Appendix E for a list of tables provided. A depreciation table must exist for each defined life of an asset.

For more information about:

- Defining your company's depreciation calendars, see "Prepare the Depreciation Calendar File Maintenance form" on page 2-48.
- Defining your company' depreciation tables, see "Prepare the Depreciation Table File Maintenance form" on page 2-48.
- Entering your company's depreciation calendars into the system, see "Option 3. Depreciation Calendar (AMFM60)" on page 8-20
- Entering your company's depreciation table information into the system, see "Option 4. Depreciation Table (AMFM60)" on page 8-27

- [2]** Define the fixed assets and depreciation schedules for which your company wants to calculate period depreciation. To do this, you define vintage account, asset header, and depreciation schedule information in the Fixed Asset file.

For more information about:

- Defining your company's fixed asset information, see "Prepare the Fixed Asset File Maintenance forms" on page 2-48
- Entering your company's fixed asset information into the system, see "Option 6. Fixed Asset (AMFM60)" on page 8-41.

- [3]** Choose option 2 on the Fixed Asset Accounting menu (AMFM40) to calculate your company's period depreciation based on the information you defined in steps [1] and [2]. When you do, the system uses the depreciation method and depreciable life assigned to each active asset and calculates the current depreciation amount.

You have two choices when you calculate the period depreciation:

- Print only. Print the Depreciation Register (AMF39) for each schedule you want to depreciate as well as the Depreciation Journal (AMF3C) for assets on the book schedule only. The system does not update the Fixed Asset file or the Depreciation Calendar file with any of the newly calculated information.
- Print and post. Print the Depreciation Register for each schedule you want to depreciate, print the Depreciation Journal (for assets on the book schedule only), and post the journal entries the system created for assets on the book schedule to the Temporary General Ledger file (TEMGEN) in General Ledger. The system updates the Fixed Asset file with the newly calculated information, as well as the Depreciation Calendar file.

For more information about:

- How to calculate period depreciation, see "Option 2. Calculate Period Depreciation (AMFM40)" on page 6-8
- How the system calculates period depreciation, see Appendix E.
- The Depreciation Register and Depreciation Journal, see "Report descriptions" on page 11-1 for an example of each report and their related field descriptions
- The fields the system updates in the Fixed Asset and Depreciation Calendar files, see "Option 2. Calculate Period Depreciation (AMFM40)" on page 6-8.

**[4]** Choose option 3 on the Fixed Asset Accounting menu (AMFM40) when you want to print one of the Fixed Asset Accounting reports. Then choose one of the following options from the secondary menu (AMFM43):

- Option 1** Print the Asset Depreciation Range Report
- Option 2** Print the Fixed Assets by Activity Code
- Option 3** Print the Fixed Asset Acquisitions
- Option 4** Print the Retired Assets Report
- Option 5** Print the Fixed Asset Investment Tax Credit
- Option 6** Print the Fixed Assets by Location Report
- Option 7** Print the Fixed Assets by Asset ID 1
- Option 8** Print the Fixed Assets by Asset ID 2

For more information about:

- How to print one of the Fixed Asset reports, see “Option 3. Print Fixed Asset Reports (AMFM40)” on page 6-14
- One of the Fixed Asset reports, see Chapter 11 for an example of each report and descriptions of the fields.

**[5]** Choose option 1 on the Fixed Asset Accounting menu (AMFM40) when you want to see information about any of your fixed assets on your display. When you do, the system not only shows you the information from the Fixed Asset file, but also calculates the adjusted book value and shows it to you directly on the inquiry display. You can see the information for each depreciation schedule assigned to an asset or vintage account, one at a time, by pressing Enter on your work station keyboard.

For more information about:

- How to inquire into the Fixed Asset file, see “Option 1. Inquire About Fixed Assets (AMFM40)” on page 6-2
- The fields on the Fixed Asset Inquiry display, see “Fixed Asset Accounting” on page 6-1.

**[6]** Choose option 5 on the Fixed Asset Accounting menu (AMFM40) when you are ready to sell or otherwise dispose of a depreciable asset in your company. When you do, you can either retire the asset or just simulate the retirement to see the effects before you actually retire it.

The system calculates the remaining depreciation for the asset, the adjusted book value, profit or loss, and the ITC (Investment Tax Credit) recapture amount for each depreciation schedule associated with the asset and shows this information to you on the display. If you have already calculated depreciation for periods beyond the retirement date, the system gives you a warning message. You can see the retirement information for each depreciation schedule assigned to an asset or a vintage account, one at a time, and decide whether you actually want to retire the asset or not.

When you actually retire an asset, the system retires the asset from all depreciation schedules to which it is assigned and prints the Asset Retirement Register. For assets on the book schedule, it also calculates any depreciation accrued since the last time depreciation was calculated, prints those entries on the Depreciation Journal (AMF3C), and passes them to the Temporary General Ledger file (TEMGEN). The system also updates the Fixed Asset file with the retirement information. When you simulate a retirement, the system does not update the file, nor does it print any reports.

For more information about:

- How to retire or simulate retirement of an asset, see “Option 5. Retire Fixed Assets (AMFM40)” on page 6-17

- How the system calculates partial period depreciation, see Appendix E.
- The fields the system updates in the Fixed Asset file, see “Option 5. Retire Fixed Assets (AMFM40)” on page 6-17
- The Asset Retirement Register and Depreciation Journal, see “Report descriptions” on page 11-1 for an example of each report and descriptions of the fields.

**[7]** Choose option 4 on the Fixed Asset Accounting menu (AMFM40) as the last step in the Fixed Asset Accounting cycle at the end of your company's depreciation year. When you do, the system:

- Sets the period and year-to-date depreciation balances back to zero in the Fixed Asset file
- Updates fields in both the Depreciation Calendar and Fixed Asset files
- Prints the Fixed Asset Reset Depreciation Balances Register.

**Note:** This is the only Financial Analysis option considered to be a year-end procedure.

For more information about:

- How to reset the depreciation balances, see “Option 4. Reset Depreciation Balances (AMFM40)” on page 6-14
- The fields the system updates in the Fixed Asset and Depreciation Calendar files, see “Option 4. Reset Depreciation Balances (AMFM40)” on page 6-14
- The Fixed Asset Reset Depreciation Register, see “Report descriptions” on page 11-1 for an example of the report and descriptions of the fields.

## Understand the Fixed Asset Accounting feature

Fixed Asset Accounting improves your productivity by maintaining accurate depreciation information on all fixed assets from the time they are acquired until they are retired.

Fixed Asset Accounting automates the process of calculating period depreciation for assets on a book schedule for internal reporting, a tax schedule for federal tax reporting, and up to 24 schedules that you define.

If you calculate depreciation every accounting period and you want to post the depreciation to General Ledger, you need to define a book (B) schedule. The depreciation calculated for assets on Schedule B is posted to General Ledger. Both General Ledger and Schedule B are for internal reporting. If you also calculate depreciation once a year using a method only appropriate for tax, you need to define a tax (T) schedule. For tax reporting purposes, depreciation is always calculated just once a year.

Using a table-driven approach, Depreciation Tables are set up that contain the annual depreciation percents that apply to various depreciation methods and asset life combinations, for a maximum of 91 years of depreciable life. Assets are then assigned depreciation methods and lives that point to these tables. When depreciation is calculated, the system uses the depreciation percent from the table to calculate the asset's depreciation.

Under this approach, you can implement any depreciation method that you choose. However, you should do so only after consulting with your accountant or tax advisor.

Fixed Asset Accounting comes with Depreciation Tables already set up for the following methods:

- Straight Line (SL)
- Sum of the Years' Digits (SYD)
- Double Declining Balance (DDB)
- Double Declining Balance to Switch to Straight Line (DDBSL)
- Double Declining Balance Switched to Straight Line (DDBS)
- 150% Declining Balance (150)
- 150% Declining Balance to Switch to Straight Line (150SL)
- 150% Declining Balance Switched to Straight Line (150S).
- Accelerated Cost Recovery System (ACRS)
- Alternate Accelerated Cost Recovery System (ALTA)
- Modified Accelerated Cost Recovery System (MACRS)
- Modified Accelerated Cost Recovery System Switched to Straight Line (MACSW)
- Modified Alternate Accelerated Cost Recovery System (MALTA).

**Note:** Fixed Asset Accounting also supports alternative minimum tax calculations by allowing you to vary an asset's depreciable life on each depreciation schedule.

Fixed Asset Accounting also handles the Class Life Asset Depreciation Range (ADR) election. For this method, Fixed Asset Accounting uses a vintage account to group the assets for ADR election. All of these depreciation methods are described in, along with the tables used and examples.

### Understand how to use ITC recovery percentages

The following figures show you the recovery percentages for various depreciation methods used. The ITC recovery percentage for Schedule T must be entered when retiring an asset that has not been held for the required number of years.

Actual Life	Depreciable Life	ITC Recovery Percentage
= 1		100
= 2	= 3	66
= 2	$\frac{1}{4}$ 3	80
= 3	= 3	33
= 3	3	60
= 4	$\frac{1}{4}$ 3	40

Table 2-1. Recovery Percentages for selected Depreciation Methods. These Recovery Percentages are used only for ACRS, ALTA, MACRS, MACSW and MAL

Actual Life	Depreciable Life	ITC Recovery Percentage
< 3		100
< 5	< 7	50
< 5	$\frac{1}{2}$ < 7	66

Table 2-2. (Page 1 of 2) Additional Recovery Percentages. These Recovery Percentages are used for all Depreciation Methods other than ACRS, ALTA, MACRS, MACSW or MALTA

Actual Life	Depreciable Life	ITC Recovery Percentage
< 7	§ 7	33

Table 2-2. (Page 2 of 2) Additional Recovery Percentages. These Recovery Percentages are used for all Depreciation Methods other than ACRS, ALTA, MACRS, MACSW or MALTA

### Understand how the application transfers depreciation between serial numbers

Fixed Asset Accounting allows you to enter a group of assets into the Fixed Asset file using one asset serial number to calculate depreciation for the entire group of assets. For example, suppose you acquire a fleet of 50 trucks. To begin the depreciation process of the fleet of trucks, you assign one asset serial number to the entire fleet, enter one asset header record for that asset serial number, and set up the depreciation schedule records you need for the entire fleet.

As time permits, you enter a separate asset header record and depreciation schedule records for each individual truck. When you enter the asset header record for each truck, you enter the asset serial number originally assigned to the fleet of trucks in the field called **Prev serial no** (Previous serial number). This tells the system to reduce the group value by the amounts you enter for each individual truck in the following fields:

- Form FA-13, Fixed Asset header record:
  - Selling price.
- Form FA-14, Fixed Asset depreciation schedule record:
  - Capitalized value
  - Current period deprec
  - YTD accum deprec
  - Total accum deprec
  - ITC amount
  - Expense ded amount
  - Estimated salvage

For example, after you enter the asset header and depreciation schedule records for the fleet of trucks assigned Serial number T1000, the group amounts are:

In the asset header record for the group:

Serial No.	Selling Price
T1000	0

There are two depreciation schedule records with the following group amounts:

Schedule	Capitalized Value	Current Period Deprc	YTD Accum Deprc	Total Accum Deprc	ITC Amount	Expense Ded Amount	Estimated Salvage
B (book)	\$1,000,000	\$ 1,000	\$10,000	\$10,000	0	0	\$10,000
T (tax)	1,000,000	10,000	10,000	10,000	2,000	5,000	10,000

Then, you enter an asset header record and depreciation schedules for one truck assigned Serial number T1001. Its asset header record now looks like this:

Serial No.	Selling Price
T1001	0

There are two depreciation schedule records with the following amounts for the truck assigned Serial number T1001:

Schedule	Capitalized Value	Current Period Deprc	YTD Accum Deprc	Total Accum Deprc	ITC Amount	Expense Ded Amount	Estimated Salvage
B (book)	\$10,000	0	\$1,000	\$1,000	0	0	\$1,000
T (tax)	10,000	1,000	1,000	1,000	1,000	2,000	1,000

When you enter the asset header and depreciation schedule records for the individual truck (Serial number T1001), the system reduces the original group amounts by the individual amounts. Now, the group amounts for Serial number T1000 are:

In the asset header record for the group:

Serial No.	Selling Price
T1001	0

There are two depreciation schedule records with the following group amounts:

Schedule	Capitalized Value	Current Period Deprc	YTD Accum Deprc	Total Accum Deprc	ITC Amount	Expense Ded Amount	Estimated Salvage
B (book)	\$990,000	\$1,000	\$9,000	\$9,000	0	0	\$9,000
T (tax)	990,000	9,000	9,000	9,000	1,000	3,000	9,000

When you enter the asset header and depreciation schedule records for the last individual truck originally assigned to the group's asset serial number (the group's values are equal to zero), the system changes the Activity code in each of the group's depreciation schedules to F (for fully depreciated).

## Understand depreciation periods

In Fixed Asset Accounting, the term period designates an interval of time that represents the number of times depreciation is calculated in a year. It does not necessarily correspond to your accounting periods. You define the number of depreciation periods in the year and their dates by using Depreciation Calendar File Maintenance. You can have from 1 to 13 periods in the year. The period ending date is passed to General Ledger as the posting date for assets on the book schedule (B).

Throughout the Fixed Asset Accounting documentation, period means the depreciation period as defined in the Depreciation Calendar file. For example, if you are on monthly accounting and your first fiscal month defined in the Depreciation Calendar file is July, period 3 is September, or the third period in your fiscal year.

## Change fiscal years

Sometime you may want to change your company's fiscal year in General Ledger. This also affects Fixed Asset Accounting because of the depreciation schedules. When the starting period in General Ledger is changed, the book (B) schedule in the Fixed Asset Depreciation Calendar must also change. Consequently, you may have a short year during the year of transition.

To change your fiscal year, you should wait until the end of your old fiscal year to change to a new fiscal year. Then you must:

1. Close the old fiscal year.
2. Change the answers to the following questions in the General Ledger Questionnaire:
  - WHAT IS THIS COMPANY'S FIRST FISCAL MONTH?
  - WHAT IS THE FIRST FISCAL MONTH/PERIOD FOR WHICH GENERAL JOURNAL TRANSACTIONS WILL BE PROCESSED?
3. Change the number of periods to be depreciated using Depreciation Calendar file maintenance to correspond to your new fiscal year.

While this accomplishes getting the years changed, it does not address what to do with the depreciation amounts for the old year and the new short year. Consult your accountant on the proper accounting method to use during this transition year.

## Fixed Asset Accounting files

The Financial Analysis application calculates period depreciation for each depreciable asset based on information you define in two files—the Depreciation Calendar file and the Fixed Asset file.

**Depreciation Calendar file.** The Depreciation Calendar file contains descriptive information about each depreciation schedule used to calculate depreciation. It contains information such as how many depreciation periods you have in your accounting year, and the beginning and ending dates of each depreciation period. The system stores this information in the Depreciation Calendar file by schedule. Each depreciation schedule calendar record must have a unique letter, from A to Z, to identify it. B is always the book depreciation schedule and T is always the federal tax depreciation schedule. If you are using Alternative Minimum Tax, you may want to assign the letter M for the AMT schedule.

**Depreciation Table file.** The Depreciation Table file contains the records for the depreciation methods and yearly depreciation percentage rates needed for calculating asset depreciation. It contains information such as table descriptions for each depreciation method, the range of depreciable life years for each asset, and the depreciation percentages provided with the application. The system stores this information in the file by depreciation method and depreciable life. For more information on the depreciation methods and corresponding tables, refer to Appendix E.

**Fixed Asset file.** The Fixed Asset file contains information about your fixed assets. The system stores this information in the Fixed Asset file in three different kinds of records:

- The vintage account record groups assets for the Asset Depreciation Range (ADR) election. This record contains such information as the Internal Revenue

Service's asset guideline class, the year you elected to use the ADR method, how long you can depreciate the assets, the depreciation method to use, and so forth.

- The asset header record contains the descriptive information about each asset. This record has such information as the asset's serial number, the description, the location code, and if the asset is part of a vintage account.
- The depreciation schedule record for each asset contains the detailed depreciation information about the asset, such as the depreciation method to use. You can have multiple depreciation schedule records for each asset. For example, you can have an asset with one depreciation schedule record for internal reporting (Schedule B) and another depreciation schedule record for federal tax reporting (Schedule T). Depending on the type of depreciation schedule, this record contains such information as the asset's depreciable life, Investment Tax Credit percentage and amount, the General Ledger accounts to use when posting depreciation, capitalized value of the asset, and so on.

When you calculate period depreciation, the system uses the depreciation method assigned to each asset and calculates the current period depreciation amount for your active assets or the partial period depreciation amount for your assets acquired during the period.

## Identify your fixed assets

In the Fixed Asset file, you use the following five fields to identify a fixed asset.

**Serial number.** This is the primary identification as far as the system is concerned. Because the system prints most Fixed Asset Accounting reports in sequence by Serial number, it uses Serial number as a key field to access an asset. You must assign an asset serial number for each of your assets and it must be unique. It can be up to 15 characters long and can be a combination of numbers and letters.

Financial Analysis does not assume the Serial number to be the manufacturer's serial number, although you may use it for that purpose. It can also be your company's internal or brass tag number. Just remember that the Serial number must be unique for each asset.

**Asset description.** This field is used to describe, in words, what the fixed asset is. Asset description can be up to 20 characters long and is required.

**Location.** This optional field is one way to group associated assets together. Location represents the physical location (where it can be found) of the asset and can be up to five characters long. For example, the location can be a plant, warehouse, garage, or a building. The Fixed Assets by Location report prints each asset according to its location, so whatever you use for Location needs to be general enough so several assets fall into a category.

**Asset ID 1 and Asset ID 2.** To increase the flexibility of the Fixed Asset Accounting feature, these two fields further define your assets. Using them in connection with the other three asset identification fields allows you to retrieve your fixed asset information in a wider variety of ways. The meaning of these two fields is entirely determined by your company's needs. When you are deciding how to use these fields, keep the following points in mind:

- Asset ID 1 can be up to 25 characters long and is for additional identification that is unique to an asset. For example, it can be the manufacturer's serial number, your internal asset number, or a brass tag number, depending on what you used

for Serial number. The system prints the Fixed Assets by Asset ID 1 report in sequence by Asset ID 1 instead of the asset's Serial number.

- Asset ID 2 can be up to 10 characters long and, like the Location field, is another way to group your assets. The system prints the Fixed Assets by Asset ID 2 report grouped by Asset ID 2 instead of the asset's Serial number. This report also contains totals for each group. Asset ID 2 can be a project, a manager, or any other group for which your company wants to see fixed asset totals.

In addition to the two reports by asset ID, these two fields also appear on the Fixed Asset by Location report when it is requested with only the assets' description and ID information.

## Prepare the Depreciation Calendar File Maintenance form

The Depreciation Calendar file contains descriptive information about each depreciation schedule used to calculate depreciation. It contains information such as how many depreciation periods in a year, and the beginning and ending dates of each depreciation period. The system stores this information in the Depreciation Calendar file by schedule. Each depreciation schedule calendar record must have a unique letter from A to Z to identify it. B is always the book depreciation schedule and T is always the federal tax depreciation schedule.

Before you can add a depreciation schedule record to the Fixed Asset file, the depreciation schedule must be defined in the Depreciation Calendar file.

Use form FA-15 to add, change, or delete depreciation schedule calendar records. Chapter 10 contains a blank form.

## Prepare the Depreciation Table File Maintenance form

The Depreciation Table file contains descriptive information about how to calculate depreciation, the depreciation method used, the depreciable life of the asset and the depreciation percentages. The system stores this information in the Depreciation Table file by depreciable life and depreciation method.

Form FA-16 shows you an example of a depreciation table shipped with the application. If you want to maintain the tables shipped with the application, you must enter the information in exactly the same way it appears in Appendix E. Chapter 10 contains a blank form.

## Prepare the Fixed Asset File Maintenance forms

The Financial Analysis application calculates period depreciation for each depreciable asset and prints reports based on information in the Fixed Asset file.

The system stores information about your fixed assets in the Fixed Asset file in three different kinds of records:

- The vintage account record groups assets for the Asset Depreciation Range (ADR) election. This record contains such information as the Internal Revenue Service's asset guideline class, the year you elected to use the ADR method, how long you can depreciate the assets, the depreciation method to use, and the depreciation amounts for the vintage account.

- The asset header record contains the descriptive information about each asset. This record has such information as the asset's serial number, the description, the location code, and if the asset is part of a vintage account.
- The depreciation schedule record for each asset contains the detailed depreciation information about the asset. There may be multiple depreciation schedule records for each asset. Depending on the type of depreciation schedule, this record contains such information as the asset's Investment Tax Credit percentage and amount, the General Ledger accounts to use when posting depreciation, capitalized value of the asset, and so on.

Three forms are used to add, change, or delete the three different kinds of Fixed Asset records:

- Form FA-12 for vintage account records
- Form FA-13 for fixed asset header records
- Form FA-14 for each fixed asset's or vintage account's depreciation schedule records.

You must enter your information into the Fixed Asset file in the same sequence as the forms. That is, enter the vintage account records first, followed by the asset header records, then the depreciation schedule records. The reason for following this sequence is that the system checks (edits) the information you enter in one kind of record, such as the depreciation method, against the information already in another kind of record, such as the vintage account.

Chapter 10 contains blank forms.

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## Report Writer

Before you begin using Report Writer, make sure you:

- Understand the Report Writer cycle
- Understand the Report Writer feature
- Prepare the Report Writer File Maintenance forms.

A discussion of each of these topics follows.

## Understand the Report Writer cycle

Figure 2-6 shows you the steps to follow when you are ready to use the Report Writer feature. The numbers in the following discussion match the numbers in the figure. Each step tells you where there are more details in this book about the information in the step.

- [1]** Define each financial statement format your company wants to use. To do this, you define title, column, body, additional account, footnote, and companies records in the Report Writer file.

For more information about:

- Defining your company's financial statement format records, see "Prepare the Report Writer File Maintenance forms" on page 2-57
- Entering your financial statement format records into the system, see "File Maintenance" on page 8-1.

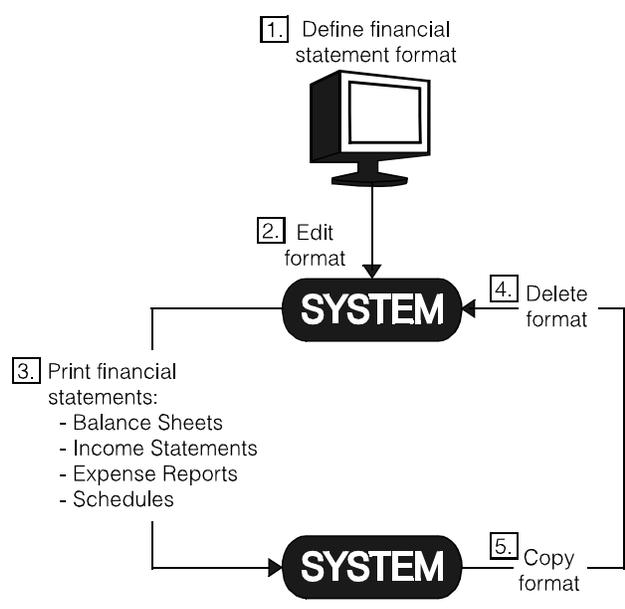


Figure 2-6. The Report Writer cycle

**Note:** Once you set up the Report Writer file and edit it in steps [1] and [2], you do not have to repeat these steps unless you have changes to make to the file. Instead, go directly to step [3] to begin the Report Writer cycle.

**[2]** To make sure the financial statement formats you entered are complete and accurate, the next step is to edit the format. The system checks the Report Writer file against the General Ledger Master file (GELMAS). If the system finds no discrepancies, it prints the Report Writer Validation Report—Edit 1 (AMF13) and the Report Writer Validation Report—Edit 2 (AMF14), telling you the edit was successful. The system prints messages only if it finds:

- Accounts that do not exist in the General Ledger Master file
- Accounts that are used more than once in the statement format
- Accounts that are not used at all
- Companies that do not have the same first fiscal period.

Check your Report Writer Validation Report to see if your edit was successful. To make any corrections, go back to [1] to change the affected records in the Report Writer file.

For more information about:

- How to edit financial statement formats, see “File Maintenance” on page 8-1
- The fields on the Report Writer Validation Report, see Chapter , “Report Writer Validation Report—Edit 1 (AMF13)” and Chapter , “Report Writer Validation Report—Edit 2 (AMF14)” in “Report descriptions” on page 11-1.

**[3]** When you are satisfied with the format and are ready to print the financial statement, choose option 5 on the Financial Analysis Main Menu (AMFM00).

For more information about:

- How to print the financial statements, see “Report Writer” on page 7-1
- The fields on the Report Writer Financial Statement, see Chapter , “Report Writer Financial Statement (AMF11)” in “Report descriptions” on page 11-1.

**[4]** If you decide you no longer want to use a financial statement format in the Report Writer file, you can delete the entire format. When you do, the system deletes each record—title, column, body, additional account, footnote, and companies—associated with the statement code in the Report Writer file.

For more information about how to delete an entire financial statement format, see “File Maintenance” on page 8-1.

**[5]** If you decide you want to copy an existing financial statement format in the Report Writer file to a new statement format, you can copy the entire format. When you do, the system copies each record—title, column, body, additional account, footnote, and companies—associated with the statement code in the Report Writer file. You can resequence the line numbers in the new statement format, and change the title.

For more information about how to copy an entire financial statement format, see “File Maintenance” on page 8-1.

## Understand the Report Writer feature

Once General Ledger has gathered all of the journal entries, the General Ledger application prints the Income Statement and Balance Sheet using that information. Report Writer gives you the flexibility to design and print your own financial reports using the same account balance information from General Ledger. Using Report Writer, you can design your company’s financial statements to have:

- Up to six title lines
- Up to 100 lines of footnotes
- Up to six columns
- One of 25 kinds of information in a column
- One of three kinds of lines in the body of the financial statement:
  - Heading lines
  - Detail lines which can be an individual account balance, a total of a series of accounts, or a total of a consecutive range of accounts
  - Total lines which can be the accumulation of up to nine levels of totals.

You can design your own financial statement formats with the following account information:

- For the current year and last year:
  - Period and year-to-date balances
  - Period and year-to-date balances as a percent of the base amount
  - Period and year-to-date variance amounts and percents for the current to last year.
- For the current year only:
  - Year-to-date balance through the previous period
  - Period and year-to-date budget balances
  - Period and year-to-date budget balances as a percent of the base amount

- Period and year-to-date variance amounts and percents for the current actual to budget.
- For the last year only:
  - Year-ending balance
  - Year-ending balance as a percent of the base amount.
- Account numbers
- Blank columns.

You can designate an amount you want to use as a base amount to calculate percents. The base amount is often a sales total, but can be any line amount or total. After you have established a base amount, you tell the system when to calculate and print percents for the other detail lines using the base amount.

## The Report Writer file

A Report Writer format (also called a statement format) tells the system what kind of information you want on a financial statement and how you want it to look. You define one statement format for each kind of financial statement you want. You can use the same statement format for multiple companies. And, you can combine financial statements for more than one company using the same statement format, so long as the companies all have the same fiscal year. When you are ready to print a financial statement, you can ask for a separate report for each company or one report with combined information for multiple companies.

The Report Writer file stores each of your company's financial statement formats, which are identified by a unique statement code. There are six different kinds of records in the Report Writer file:

- The title record defines up to six title lines for each financial statement.
- The footnote record defines up to 100 lines of footnotes.
- The column record defines up to six columns of information and what kind of information to print in the columns.
- The body record defines what is printed on each line—a heading line, a detail line, or a total line—of the body of the financial statement.
- The additional account record, along with a body record, defines the account numbers that are not consecutive that you want to summarize and print on one detail line.
- The companies record defines which companies can use a statement format to print financial statements.

## The Report Writer calculations

When you print the Report Writer financial statement, the system first includes posted journal entries from the Temporary General Ledger file (TEMGEN), and combines them with period balances in the General Ledger Master file (GELMAS) so the account balances are up to date. Then, it gets each account's updated information from the General Ledger Master file. Finally, it calculates and prints each column of the financial statement based on a column code you define.

**Note:** TEMGEN journal entries are not included for statements which use translated or measurement balances.

The following pages describe each kind of information you can define for a column, the column code, and the formula the system uses to calculate the information. Chapter , “Prepare the Report Writer File Maintenance forms” also describes how to use column codes.

- Year-to-date balance for the previous period in the current year—Column code 00. The current year-to-date balance for an account (General Ledger account Type code is 1) for the period prior to the ones requested. The formula for calculation is:

Total debits - Total credits

Total debits = DYDB = DPR

Total credits = YCT + CPR

**YDB** Beginning year debit balance  
**DPR** Debits up to the periods requested  
**YCB** Beginning year credit balance  
**CPR** Credits up to the periods requested

- If the period requested is for your company’s first accounting period, then the last period in the last year record (12 or 13, depending on your company’s accounting method) is used as the previous period for this column code.
- Current period balance—Column code 01. The balance of a current account (General Ledger account Type code is 1) for just the periods requested. The formula for calculation is:

Total debits - Total credits

Total debits = DPR + TEMGEN

Total credits = CPR + TEMGEN

**DPR** Debits for the periods requested  
**CPR** Credits for periods requested  
**DTEMGEN** Total period-to-date debits in the Temporary General Ledger file  
**CTEMGEN** Total period-to-date credits in the Temporary General Ledger file

- Current year-to-date balance—Column code 02. The balance of a current account (General Ledger account Type code is 1) for all periods, from the first through the last period, requested. The formula for calculation is:

Total debits - Total credits

Total debits = YDB - DPR + DTEMGEN

Total credits = YCB + CPR + CTEMGEN

**YDB** Beginning year debit balance  
**YCB** Beginning year credit balance  
**DPR** Debits through periods requested  
**CPR** Credits through periods requested  
**DTEMGEN** Debits in the Temporary General Ledger file through the periods requested  
**CTEMGEN** Credits in the Temporary General Ledger file through the periods requested

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- Same period balance for last year—Column code 03. The balance of the last year's account (General Ledger account Type code is 3) for just the periods requested. The formula for calculation is:

Total debits - Total credits

Total debits = Debits for just the periods requested

Total credits = Credits for just the periods requested

- Year-to-date balance for last year—Column code 04. The balance of the last year's account (General Ledger account Type code is 3) for all periods, from the first through the last period, requested. The formula for calculation is:

Total debits - Total credits

Total debits = YTD + DPR

Total credits = YCB + CPR

- **YDB** Beginning year debit balance  
**YCB** Beginning year credit balance  
**DPR** Debits through periods requested  
**CPR** Credits through periods requested
- Budget amount for the current period—Column code 05. The balance of a budget account (General Ledger account Type code is 2) for just the periods requested. The formula for calculation is:

Total debits = Debits for the periods requested

Total credits = Credits for the periods requested

Budget amount for the year-to-date—Column code 06. The balance of a budget account (General Ledger account Type code is 2) for all periods, from the first through the last period, requested. The formula for calculation is:

Total debits = YDB + DPR

Total credits = YCB + CPR

**YDB** Beginning year debit balance  
**YCB** Beginning year credit balance  
**DPR** Debits through periods requested  
**CPR** Credits through periods requested

- Last year ending balance—Column code 07. The balance of the last year's account (General Ledger account Type code is 3) for the previous year. The formula for calculation is:

Total debits = YDB + DAP

Total credits = YCB + CAP

**YDB** Beginning year debit balance  
**YCB** Beginning year credit balance  
**DAP** Debits for the first accounting period through the last accounting period  
**CAP** Credits for the first accounting period through the last accounting period

- Current period balance as a percent of current period base amount—Column code 08. The formula for calculation is:

CPB x 100  
CBA

- CPB** Current period balance (as calculated for column code 01)
- CBA** Current period amount designated as the base amount
- Current year-to-date balance as a percent of the current year-to-date base amount—Column code 09. The formula for calculation is:  
$$\frac{YDB \times 100}{YDBA}$$
- YDB** Year-to-date balance (as calculated for column code 02)
- YDBA** Year-to-date balance designated as the base amount
- Same period balance last year as a percent of the same period of last year base amount—Column code 10. The formula for calculation is:  
$$\frac{SPB \times 100}{SPBA}$$
- SPB** Same period balance for the previous year (as calculated for column code 03)
- SPBA** Same period amount for the previous year designated as the base amount
- Year-to-date balance for last year as a percent of the year-to-date last year base amount—Column code 11. The formula for calculation is:  
$$\frac{YDB \times 1002}{YDBA}$$
- YDB** Year-to-date balance for the previous year (as calculated for column code 04)
- YDBA** Year-to-date amount for the previous year designated as the base amount
- Budget amount for current period as a percent of the period budgeted base amount—Column code 12. The formula for calculation is:  
$$\frac{CBA \times 100}{CBBA}$$
- CBA** Current period budget amount (as calculated for column code 05)
- CBBA** Current period budget amount designated as the base amount
- Budget amount year-to-date as a percent of the year-to-date budgeted base amount—Column code 13. The formula for calculation is:  
$$\frac{YBA \times 100}{YBBA}$$
- YBA** Year-to-date budget amount (as calculated for column code 06)
- YBBA** Year-to-date budget amount designated as the base amount
- Last year ending balance as a percent of the last year ending balance base amount—Column code 14. The formula for calculation is:  
$$\frac{YEB \times 100}{YEBA}$$
- YEB** Previous year ending balance (as calculated for column code 07)
- YEBA** Previous year ending amount designated as the base amount
- Variance between the current period balance and the same period balance for last year—Column code 15. The formula for calculation is:

CPB - SPB

**CPB** Current period balance (as calculated for column code 01)  
**SPB** Same period balance for the previous year (as calculated for column code 03)

- Variance between the year-to-date balance and the year-to-date balance for last year—Column code 16. The formula for calculation is:

YDB - YDBP

**YDB** Year-to-date balance (as calculated for column code 02)  
**YDBP** Year-to-date balance for the previous year (as calculated for column code 04)

- Variance between current period balance and the current period budget amount—Column code 17. The formula for calculation is:

CPB - CPBA

**CPB** Current period balance (as calculated for column code 01)  
**CPBA** Current period budget amount (as calculated for column code 05)

- Variance between the year-to-date balance and the year-to-date budget amount—Column code 18. The formula for calculation is:

YDB = YDBA

**YDB** Year-to-date balance (as calculated for column code 02)  
**YDBA** Year-to-date budget amount (as calculated for column code 06)

- Percent of variance between the current period balance and same period balance for last year—Column code 19. The formula for calculation is:

$CVA = 100$   
SBY

**CVA** Current period variance amount (as calculated for column code 15)  
**SBY** Same period balance for previous year (as calculated for column code 03)

- Percent of variance between year-to-date balance and the year-to-date balance for last year—Column code 20. The formula for calculation is:

$YDVA \times 100$   
YDBY

**YDVA** Year-to-date variance amount (as calculated for column code 16)  
**YDBY** Year-to-date balance for previous year (as calculated for column code 04)

- Percent of variance between the current period balance and the current period budget amount—Column code 21. The formula for calculation is:

$CVA \times 100$   
CBA

**CVA** Current period variance amount (as calculated for column code 17)  
**CBA** Current period budget amount (as calculated for column code 05)

- Percent of variance between the year-to-date balance and the year-to-date budget amount—Column code 22. The formula for calculation is:

$YVA \times 100$   
YBA

**YVA** Year-to-date variance amount (as calculated for column code 18)

**YBA** Year-to-date budget amount (as calculated for column code 06)

- Account number—Column code 23. The column contains a general ledger account number on the financial statement.
- Blank column—Column code 24. The column contains blanks on the financial statement.

## Prepare the Report Writer File Maintenance forms

You use the Report Writer file to define financial statement formats. A Report Writer format (also called a statement format) tells the system what kind of information you want on your statements and how you want them to look. You need to give the system the following kinds of format information for each financial statement format you use.

- Titles. You can use up to six title lines on a statement. For example, you can use one for your company's name, one for the title of the statement, one for the description of the accounting period, and one for the date the statement is prepared.
- Footnotes. You can use up to 100 lines for footnotes. The first four lines of footnotes appear on each page of the financial statement except the last page. All footnotes except the first four appear on the last page of the financial statement.
- Columns. You define how many columns of financial information you want and the contents of these columns. You must define at least one column and you can define up to six columns.
- Body information. You define what is printed on each line—headings, detail including additional accounts, totals—for the body of the financial statement.
- Additional accounts information. You define the account numbers that are not consecutive that you want to summarize and print on one detail line.
- Companies information. You tell the system which companies use the statement format to print financial statements. The system requires this information whether you have only one company or multiple companies installed.

Each different kind of information also represents a different type of record in the Report Writer file. Ten forms are used to add, change, or delete the six different kinds of Report Writer records:

- Form FA-17 for title records
- Form FA-20 for column records
- Form FA-23 for body records
- Form FA-24 for additional account records
- Form FA-25 for footnote records
- Form FA-26 for companies records.

**Assign sequence numbers** . For one statement, you not only need multiple types of records—title, footnote, column, body, additional account, and companies—but also multiple records for each type (except the companies record). The system requires that each record you enter is unique. For that reason, every statement record you use has an assigned four-digit number. This is called the sequence number. The sequence numbers you can use are:

- |                  |  |
|------------------|--|
| <b>0000</b>      | For the companies record   |
| <b>1001—1006</b> | For up to six title records  |
| <b>2001—2004</b> | For up to four footnotes you want to print on every page except the last page of the financial statement |

- 2005—2100** For up to 96 footnotes you want to print on the last page of the financial statement
- 3001—3006** For up to six columns
- 4001—9999** For up to 5999 body or additional account records

The Report Writer file maintenance forms assign the sequence numbers for all types of records except the body, additional account, and footnote records. You assign these sequence numbers when you fill out forms FA-23, FA-24, and FA-25.

The first digit of the sequence number tells the system what kind of record you are adding:

- 0** Companies record
- 1** Title records
- 2** Footnote records
- 3** Column records
- 4—9** Body or additional account records

The other three digits of the sequence number tell the system in what order to print the records. For example, in a three-line title, the system prints 1001 first, 1002 second, and 1003 third. If you think you might want to change a statement later, or if you do not want to use all of the preassigned sequence numbers, you can skip a sequence number. For example, you might enter your company's name in sequence number 1001 and then skip down to sequence number 1003 to write the title of the report. Unused sequence numbers do not print blank (skipped) lines on a statement.

## Chapter 3. Automatic Journal Entries

When you choose option 1 from the Main Menu (AMFM00), the Automatic Journal Entries secondary menu (AMFM10) appears. This menu gives you the options for calculating and creating the automatic journal entries for the company number, frequency code, and posting date you request.

Option 1. Calculate Automatic Journal Entries (AMFM10) .....	3-2
Option 2. Create Automatic Journal Entries (AMFM10) .....	3-5

```

AMFM10                               Financial Analysis           *****
                               Automatic Journal Entries

Type option or command; press Enter.

    1. Calculate Automatic Journal Entries
    2. Create Automatic Journal Entries

==> _____

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

**Option 1. Calculate Automatic Journal Entries.** Use this option to calculate the journal entry amounts. Included in these amounts will be the Temporary General Ledger file (TEMGEN) entries. You can verify the calculations by reviewing the results on the Automatic Journal Entry Calculation Report (AMF61).

**Option 2. Create Automatic Journal Entries.** Use this option to create the batch of journal entries for the company number, frequency code, and posting date you request.

---

## Option 1. Calculate Automatic Journal Entries (AMFM10)

Use this option to calculate the automatic journal entries. It is a good idea to calculate them before you create the automatic journal entries. Then, if you have any errors, you can correct them before you pass the Automatic Journal Entry batch to General Ledger.

The Financial Analysis application calculates your company's automatic journal entries based on the information you have defined in the Automatic Journal Entry file and the account balances in the General Ledger file. Before you calculate your company's automatic journal entries, make sure you have defined all of the automatic journal entries you want calculated in the Automatic Journal Entry file.

When you calculate the automatic journal entries, the system goes through all calculations for all factors in the frequency code requested, but stops before creating the batch of journal entries to transfer to General Ledger. It calculates the work fields first, then the automatic journal entries. The system carries the intermediate calculation results to five decimal positions regardless of the calculation method. However, it rounds the final result to two decimal positions using an averaging rounding method.

If you selected to include posted journal entries, the system first includes posted journal entries from the Temporary General Ledger file (TEMGEN) and combines them with period balances in the General Ledger Master file (GELMAS) so the account balances are up to date.

After the system makes the calculations, the Automatic Journal Entry Calculation Report (AMF61) is printed showing all of the intermediate and final results, as well as the account numbers to debit and credit. Totals for the Automatic Journal Entry batch are printed at the end of the report. If you defined some automatic journal entries with reversing entries and had the system calculate them as well, the totals for the reversal batch are also printed at the end of the report. After the report is printed, none of the automatic journal entry calculation results are saved.

Use the Automatic Journal Entry Calculation Report (AMF61) to check the automatic journal entries to make sure the calculations are as you expected and the entries are the ones you want for this accounting period. Correct any errors that may appear on the report by updating the Automatic Journal Entry file. (Choose option 1 on the File Maintenance menu (AMFM60) before you create the automatic journal entries).

### What information you need:

- The company number
- The frequency code
- The posting period or date.

**What reports are printed:** Automatic Journal Entry Calculation Report (AMF61).

### What forms you need:

- FA-01
- FA-02
- FA-03.

The basic steps to calculate automatic journal entries are listed below the display.

## AMF601—Calculate Automatic Journal Entries (Options)

Use this display to calculate the journal entry amounts. This procedure stops short of actually creating the journal entries. To create the journal entries after you have calculated the amounts, choose option 2 (Create Automatic Journal Entries).

This display appears when you choose option 1 (Calculate Automatic Journal Entries) on the Automatic Journal Entries menu (AMFM10).

```
DATE **/**/**      CALCULATE AUTOMATIC JOURNAL ENTRIES      OPTIONS      AMF601  **  
  
COMPANY NUMBER          nn  
FREQUENCY CODE          A2  
POSTING DATE            nnnnnn  
POSTING PERIOD          nn  
  
CALCULATE AUTOMATIC  
  REVERSAL ENTRIES <Y/N>      A  
INCLUDE JOURNALS FOR SELECTED  
  ***** ONLY <Y/N>          A  
  
*****  
F24 CANCEL THE JOB
```

### What to do

- To choose the company number, frequency code, posting period or date, reversal entries, include journals, and print the Automatic Journal Entry Calculation Report (AMF61), type the information requested and press **Enter**. The new journal entry amounts are calculated and the report AMF61 is scheduled for printing. Go to the menu AMFM10.

**Note:** If any warning messages appear on the display, change the information or use **F17** to accept the warning.

- To cancel the session, use **F24**. Go to the menu AMFM10.

### Function keys

F17 ACCEPT WARNING appears only if you pressed **Enter** and have warning messages. Use **F17** to accept the warning messages and continue processing.

F24 CANCEL THE JOB ignores any information you typed in and shows you the Automatic Journal Entry menu (AMFM10).

## Fields

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number for the automatic journal entries you want to calculate.

**FREQUENCY CODE.** Type the code you assigned to choose the group of auto journal entries that you want to calculate. You must complete this field.

**POSTING DATE**

**POSTING PERIOD.** Type the period number or date to be used in the calculation of the journal entries. You must complete this field.

**CALCULATE AUTOMATIC REVERSAL ENTRIES <Y/N>.** The default is N. If you want to also calculate reversal entries, type in Y.

**INCLUDE JOURNALS FOR SELECTED \*\*\*\*\* ONLY <Y/N> (Include Journals for Selected Period or Month only).** Type Y if you want to post journal entries from the Temporary General Ledger (TEMGEN) file for only the periods or months selected. Leave the default N to include posted journal entries from TEMGEN for all prior periods or months in the current year through the selected month or period.

---

## Option 2. Create Automatic Journal Entries (AMFM10)

Use this option to create the automatic journal entries. When you do, the system calculates the automatic journal entries for the frequency code you requested and passes a data entry batch to General Ledger for posting. If you defined reversing entries and requested them to be created, the system builds two batches of journal entries—one for the automatic journal entries that use the posting period or date you request and one for the reversal entries for the next period. Each reversing journal entry uses the same amount as the automatic journal entry but now credits the account previously debited and debits the account previously credited.

The system creates the batches in the same format as the General Ledger offline data entry file (GLTRAN). In Financial Analysis, there is no diskette handling involved. The file remains on disk at all times; it is just formatted the same way as an offline batch.

When you create your company's automatic journal entries, the Automatic Journal Entry Status Report (AMF62) is printed, showing you any errors found during the creation of the journal entries. If errors exist, the factor record causing the error is printed on the report, along with any other factor records for that automatic journal entry or work field. The total debits and credits for the Automatic Journal Entry batch, as well as the total reversal debits and credits, are printed at the end of the report.

Use the Automatic Journal Entry Status Report (AMF62) as an audit trail of the journal entries that you created and passed to General Ledger. You can use the totals to verify that the batch totals in General Ledger are correct. If there are errors, you can go through General Ledger data entry to make the corrections before posting the batch.

The General Journal Entry Edit Listing is also printed after it passes the batches to the General Ledger application. You can use the General Journal Edit Listing to proof the entries in the batch, as well as comparing the totals to the totals on the Automatic Journal Entry Status Report (AMF62). For more information about the General Journal Entry Edit Listing, see the *General Ledger User's Guide*.

**What information you need:**

- The company number
- The frequency code date
- The posting period or date.

**What reports are printed:** Automatic Journal Entry Status Report (AMF62).

**What forms you need:** None.

The basic steps to create automatic journal entries are listed below the display.

## AMF602—Create Automatic Journal Entries (Options)

Use this display to actually create the batch of journal entries for the company number, frequency code, and posting date you request.

This display appears when you choose option 2 (Create Automatic Journal Entries) on the Automatic Journal Entries menu (AMFM10).

```
DATE **/**/**      CREATE AUTOMATIC JOURNAL ENTRIES      OPTIONS      AMF602  **  
  
COMPANY NUMBER          nn  
FREQUENCY CODE          A2  
POSTING DATE            nnnnnn  
POSTING PERIOD          nn  
CREATE AUTOMATIC  
  REVERSAL ENTRIES <Y/N>  A  
  
*****  
F24 CANCEL THE JOB
```

### What to do

- To choose the company number, frequency code, posting period or date, reversal entries, and print the Automatic Journal Entry Status Report (AMF62), type the information requested and press **Enter**. The batch of journal entries is created and the AMF62 report is scheduled for printing. Go to the menu AMFM10.

**Note:** If any warning messages appear on the display, change the information or use **F17** to accept the warning.

- To cancel the session, use **F24**. Go to the menu AMFM10.

### Function keys

F17 ACCEPT WARNING appears only if you pressed **Enter** and have warning messages. Use **F17** to accept the warning messages and continue processing.

F24 CANCEL THE JOB ignores any information you typed in and causes the Automatic Journal Entry menu (AMFM10) to appear.

### Fields

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number for the automatic journal entries you want to create.

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**FREQUENCY CODE.** Type the code you assigned to choose the group of auto journal entries that you want to create. You must complete this field.

**POSTING DATE**

**POSTING PERIOD.** Type the period date or number you want to associate with the journal entries you create. You must complete this field.

**CREATE AUTOMATIC REVERSAL ENTRIES <Y/N>.** Type **Y** to create automatic reversal entries. When you type **Y**, a reversal entry for all automatic journal entries specified is created. The application creates two batches of journal entries (one for the posting date you entered and one for the next period). The reversing journal entry will use the same amount, but the account that was previously debited will be credited and the account previously credited will be debited. Use the default **N** if you do not want to create reversal entries.

## Chapter 4. Budget Preparation

When you choose option 2 from the Main Menu (AMFM00), the Budget Preparation menu (AMFM20) appears. All the options you need during the budgeting cycle are initiated from this menu. Once you have defined your master set of budget accounts and factors in the Budget Preparation file, you use this menu for all the tasks associated with your budget plans.

If IFM is installed or interfacing and you choose an unavailable option, a message appears at the bottom of the display. Select another option.

This menu gives you the options necessary to copy the descriptions and factors from the Budget Preparation master file to the Proposed Budget file, maintain the Proposed Budget file, print several Budget reports, and approve and post the budgeting periods to the General Ledger Master (GELMAS) file.

Option 1. Initialize Proposed Budget (AMFM20) .....	4-3
Option 2. Update Factors for Proposed Budget (AMFM20) .....	4-7
Option 3. List Factors for Proposed Budget (AMFM20) .....	4-24
Option 4. Delete Budget Plan (AMFM20) .....	4-26
Option 5. Calculate Proposed Budget (AMFM20) .....	4-30
Option 6. Print Budget Variance Report (AMFM20) .....	4-34
Option 7. Print Budget Spreadsheet (AMFM20) .....	4-37
Option 8. Print Budget Plan Comparison (AMFM20).....	4-40
Option 9. Approve Budgeting Periods (AMFM20) .....	4-43
Option 10. Post Proposed Budget (AMFM20).....	4-46

```

AMFM20                               Financial Analysis          *****
                                     Budget Preparation

Type option or command; press Enter.

  1. Initialize Proposed Budget
  2. Update Factors for Proposed Budget
  3. List Factors for Proposed Budget
  4. Delete Budget Plan
  5. Calculate Proposed Budget
  6. Print Budget Variance Report
  7. Print Budget Spreadsheet
  8. Print Budget Plan Comparison
  9. Approve Budgeting Periods
 10. Post Proposed Budget

==> _____

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

**Option 1. Initialize Proposed Budget.** Use this option to copy the budget account descriptions and factors from the Budget Preparation file to the Proposed Budget file, and to set up your budget plan for a range of periods or months.

**Option 2. Update Factors for Proposed Budget.** Use this option to add, change, or delete budget or work field descriptions and factors for your proposed budgets. This

option allows you to alternate between budget and work field modes to maintain the file.

**Option 3. List Factors for Proposed Budget.** Use this option to print a list of all or some of the budget account or work field description and factor records in the Proposed Budget file.

**Option 4. Delete Budget Plan.** Use this option to delete a budget plan with which you are no longer working.

**Option 5. Calculate Proposed Budget.** Use this option to calculate the new budget amounts for the budget factors you defined in a budget plan. The Temporary General Ledger (TEMGEN) file entries will be included in these new budget accounts.

**Option 6. Print Budget Variance Report.** Use this option to print the Budget Variance Report (AMF73). Use this option when you want to see how a proposed budget plan compares to the current budget and the current actual amounts in General Ledger.

**Option 7. Print Budget Spreadsheet.** Use this option to print the Budget Spreadsheet. Use this option when you want to see an account's new budget amounts for each period in a spreadsheet format.

**Option 8. Print Budget Plan Comparison.** Use this option to print the Budget Plan Comparison. Use this option when you want to compare two or three budget plans.

**Option 9. Approve Budgeting Periods.** Use this option to approve the budgeting periods. Also, use this option whenever you revise a budget plan, or want to see the status of each budgeting period in a plan.

**Option 10. Post Proposed Budget.** Use this option to post the proposed budget to General Ledger.

---

## Option 1. Initialize Proposed Budget (AMFM20)

Use this option to create a budget plan by initializing the proposed budget.

The budget account descriptions and factors used to calculate the proposed budget amounts are contained in the Budget Preparation file. When you initialize a proposed budget, the system copies the master account descriptions and factors from the Budget Preparation file to the Proposed Budget file for the periods or months you request. Now, you have a copy of your master budget factors identified by a three-character proposed budget plan code in the Proposed Budget file. You can change these factors in the Proposed Budget file as much as you want without affecting the original set of factors in the Budget Preparation file. The original factors in the Budget Preparation file can be copied for as many different budget plans as you need.

You can create many budget plans for many purposes. For example, you can specify a budget plan for each quarter of next year. Or, you can specify four budget plans, each one for a different alternative for the same period of time. You can try many different plans. For each different plan you want to use, you must first initialize it. After you have initialized a budget plan, you can add, change, or delete accounts (using option 2 on the Budget Preparation menu) until you are satisfied with the budget plan and the calculated budget amounts. At the end of the budgeting cycle, you can choose to approve and post the plan you like best (using options 9 and 10 on the Budget Preparation menu).

For each budget plan you want to create, you assign a three-character budget plan identification and choose the periods or months (depending upon how your General Ledger is set up) you want to initialize. You can plan your budget in stages by selecting only certain periods in the budget year you want to initialize. This is especially helpful when your new budget is based on the previous year's performance. If the planning process starts early, there won't be any information available yet for the periods at the end of the fiscal year.

For example, you may want to start the next year's budget plan in October, using the information already available for January through September. You cannot budget for October through December because the budget amounts for those periods are going to be based on actual amounts. You can begin your next year's budget plan by initializing the periods January through September, and then initializing October through December as the information becomes available. Once a period is initialized for a budget plan, you cannot initialize the same period again for the same budget plan.

### **What information you need:**

- The company number
- The range of budgeting periods or months
- The budget plan identification
- The budget description if this is a new budget.

**What reports are printed:** Proposed Budget File Listing (AMF98).

**What forms you need:** None.

The basic steps to initialize proposed budgets are listed below each display.

## AMF7E1—Initialize Proposed Budget (Options)

Use this display to create a budget plan and assign the range of periods to be budgeted. The budget account description and factor records from the Budget Preparation file are copied to the Proposed Budget master file.

This display appears when you choose option 1 (Initialize Proposed Budget) on the Budget Preparation menu (AMFM20).

```
DATE **/**/**          INITIALIZE PROPOSED BUDGET          OPTIONS  AMF7E1  **  
  
COMPANY NUMBER          nn  
BUDGET PLAN             aA3  
BEGINNING *****      nn  
ENDING *****          nn  
  
F24 CANCEL THE JOB
```

### What to do

- To choose the company number, range of budgeting periods or months, and to assign a budget plan identification, type the information requested and press **Enter**. Go to display AMF7E2.
- To cancel this session, use **F24**. Go to menu AMFM20.

### Function keys

F24 CANCEL THE JOB causes the Budget Preparation menu (AMFM20) to appear; no processing occurs.

### 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 the company number to which this budget plan, budget accounts, and budgeting periods or months belong.

**BUDGET PLAN [?].** You must assign an identification (ID) for each budget plan. The ID cannot be all zeros. Type the ID of the proposed budget plan with which you want to work.

**BEGINNING \*\*\*\*\* (Beginning Period or Month)**

**ENDING \*\*\*\*\* (Ending Period or Month).** To show a range of periods or months, type the beginning and ending month or period number you want to list. Leave these fields blank to list all periods or months

**Note:** If you use a period accounting cycle, you only see the BEGINNING and ENDING PERIOD fields. If you use a monthly accounting cycle, you only see the BEGINNING and ENDING MONTH fields. If your company uses a 12-month accounting cycle that does not start with January, you can enter the months to show a range crossing from one calendar year to another. The beginning entry must be equal to or earlier than the ending entry.

## AMF7E2—Initialize Proposed Budget (Status)

Use this display to see the status of the budgeting periods you initialized for the plan you entered on the Options display AMF7E1.

This display appears when you press **Enter** on the Options display AMF7E1.

```

DATE **/**/**          INITIALIZE PROPOSED BUDGET          STATUS          AMF7E2  **

COMPANY                **          *****
BUDGET PLAN            ***

BUDGET PLAN DESCRIPTION  aaaaaaaaaaaaaaaaaaaaaaA25

THE FOLLOWING ***** WILL BE INITIALIZED:
**  **  **  **  **  **  **  **  **  **  **  **  **

*****
**  **  **  **  **  **  **  **  **  **  **  **

ENTER TO CONTINUE
F19 RESELECT OPTIONS
    
```

### What to do

- Type the budget description if this is a new budget plan and press **Enter**. The new budget plan is created and the Proposed Budget File Listing (AMF98) is scheduled for printing. Go to menu AMFM20.
- To cancel what you have done on this display, use **F19**. Go to display AMF7E1.

## Function keys

F19 RESELECT OPTIONS causes the Options display (AMF7E1) to appear; no processing occurs.

## Fields

**COMPANY.** The number and name of the company you entered on the Options display AMF7E1. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**BUDGET PLAN.** The identification (ID) you assigned this budget plan on the Options display AMF7E1.

**BUDGET PLAN DESCRIPTION.** You must complete this field for a new budget plan. Type in the description. If this is not a new budget plan, you can use the existing description or change it.

**THE FOLLOWING \*\*\*\*\* WILL BE INITIALIZED (The Following Periods or Months will be Initialized).** A period or month number appears on this line if it has a status of:

<b>C</b>	Calculated
<b>I</b>	Initialized
<b>R</b>	Revised

---

## Option 2. Update Factors for Proposed Budget (AMFM20)

Use this option to create the budget plan you want to use. To do this, you initialize the proposed budget (option 1 on the Budget Preparation menu—AMFM20). The master budget factors are then copied from the Budget Preparation file into the Proposed Budget file for the budget plan.

The Proposed Budget file, like the Budget Preparation file, stores information about each of your budget accounts in two different modes:

- A budget account indicates what account to budget, how to calculate the budget account amount, and the final budget amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as accumulating the total selling and administrative expenses
  - Constant values that change periodically which you need for calculations, such as the percentage for increasing last year's budget.

Because a budget account can use the result of a calculation in a work field, the system always calculates work fields first. The major difference between a budget account and a work field is that a budget account creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

You can have two kinds of records in both budget account and work field mode:

- The description record contains descriptive information about each budget account or work field. After a proposed budget is calculated, the description record also contains the final result for each period or month you calculated.
- The Factor record contains the operation you want the system to perform. You can have multiple factor records for each budget account or work field. You identify each factor record by a sequence ID which allows you to use the output of one calculation as input to another calculation.

### What information you need:

- The company number
- The budget plan and budget account or work field record
- The budget plan, budget account or work field, period or month number, and the sequence ID.

**What reports are printed:** Proposed Budget File Maintenance (AMF88).

### What forms you need:

- FA-07
- FA-08.

The basic steps to update factors for proposed budgets are listed below each display.

## AMF881—Proposed Budget File Maintenance (Select)

Use this display to choose the proposed budget description or factor records you want to add, change, or delete in the Proposed Budget file. You can also switch to work field mode.

This is the first display that appears when you choose option 2 (Update Factors for Proposed Budget) on the Budget Preparation menu (AMFM20).

```

DATE **/**/**          PROPOSED BUDGET FILE MAINTENANCE          SELECT          AMF881  **

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F>  A
      (D-BUDGET DESCRIPTION, F-BUDGET FACTORS)

      COMPANY NUMBER                      nn
      BUDGET PLAN                          aA3
      BUDGET ACCOUNT                      aaaaaaaaaaaaA15
      *****                             nn
      SEQUENCE ID                          nn

      ACTION CODE <A/C/D>                  A
      CHANGE TO WORK FIELD MODE <Y/N>     A

                                          F24 DISPLAY STATUS
  
```

### What to do

- To add, change, or delete a budget account description or factor record, do the following:
  - Type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF883 (for a description record) or display AMF885 (for a factor record).
  - To switch to work field mode, type **Y** for **CHANGE TO WORK FIELD MODE** and press **Enter**. Go to display AMF882.
  - To review the status of this session or to end the session, use **F24**. Go to display AMF887.
- To add, change, or delete a work field record, type **Y** for **CHANGE TO WORK FIELD MODE** and press **Enter**. Go to display AMF882.

### Function keys

F24 DISPLAY STATUS causes the Status display AMF887 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F> (D-BUDGET DESCRIPTION, F-BUDGET FACTORS).** Type **D** for a budget description record. Type **F** for a budget factor record. You must complete this field if you want to maintain a budget description or factor record.

**COMPANY NUMBER.** This field appears on the display only if you specified multiple companies during application tailoring. If this field appears, type in the company number belonging to the proposed budget records you want to maintain.

**BUDGET PLAN [?].** Type the ID that identifies the budget plan you want to maintain. You must complete this field and the ID cannot be all zeros.

**BUDGET ACCOUNT [?].** Type the number of the budget account you want to maintain.

**MONTH/PERIOD NUMBER (Month or Period Number).** For a factor record, type the number of the period or month you want to maintain. Type in **zero** (0) to use the same budget factors for all budget periods or months. For a description record, the system ignores anything in this field.

**SEQUENCE ID.** The sequence ID determines the order in which factor records recalculated. To add factors, type a sequence ID you have not used before. To change or delete factors, type the sequence ID that you originally entered. You must complete this field if you wish to maintain a factor record. For a description record, the system ignores anything in this field.

**ACTION CODE <A/C/D>.** You must complete this field.

<b>A</b>	Add
<b>C</b>	Change
<b>D</b>	Delete

**CHANGE TO WORK FIELD MODE <Y/N>.** Type **Y** to ignore the other fields on this display and to see the Select display AMF882 for work field description and factor records. Use the default **N** if you want to maintain budget account records.

## AMF882—Proposed Budget File Maintenance (Select)

Use this display to choose the work field description or work field factor record you want to add, change, or delete in the Proposed Budget file. You can also switch to budget mode.

This display appears when you respond Y to **CHANGE TO WORK FIELD MODE** on the Select display AMF881.

```

DATE **/**/**          PROPOSED BUDGET FILE MAINTENANCE          SELECT          AMF882  **

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F>  A
      (D-WORK FIELD DESCRIPTION, F-WORK FIELD FACTORS)

      COMPANY NUMBER                      nn
      BUDGET PLAN                          aA3
      WORK FIELD ID                        aaaaaA7
      SEQUENCE ID                          nn

      ACTION CODE <A/C/D>                  A
      CHANGE TO BUDGET MODE <Y/N>         A

                                          F24 DISPLAY STATUS
  
```

### What to do

- To add, change, or delete a work field record, do the following:
  - Type the information requested and **A** or **C** or **D** for **ACTION CODE**. Press **Enter**. Go to either display AMF884 (for a description record) or display AMF886 (for a factor record).
  - To switch to budget mode, type **Y** for **CHANGE TO BUDGET MODE** and press **Enter**. Go to display AMF881.
  - To review the status of this session or to end the session, use **F24**. Go to display AMF887.

### Function keys

F24 DISPLAY STATUS causes the Status display AMF887 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F> (D-WORK FIELD DESCRIPTION, F-WORK FIELD FACTORS).** Type **D** for a work field description record. Type **F** for a work field factor record. You must complete this field if you want to maintain a work field description or factor record.

**COMPANY NUMBER.** This field appears on the display only if you specified multiple companies during application tailoring. If this field appears, type in the company number belonging to the proposed budget work field records you want to maintain.

**BUDGET PLAN [?].** Type the ID that identifies the budget plan you want to maintain. You must complete this field and zero is not a valid entry.

**WORK FIELD ID [?].** Type the ID that identifies the work field you want to maintain.

**SEQUENCE ID.** The sequence ID determines the order in which the work field factor records are calculated. To add factors, type in a sequence ID you have not used before. To change or delete factors, type in the sequence ID that you originally entered. You must complete this field if you wish to maintain a factor record. Leave this field blank for a description record.

**ACTION CODE <A/C/D>.** You must complete this field.

**A**     Add  
**C**     Change  
**D**     Delete

**CHANGE TO BUDGET MODE <Y/N>.** Type **Y** to ignore the other fields on this display and to see the Select display AMF881 for budget description and factor records. Use the default **N** if you want to maintain work field records.

## AMF883—Proposed Budget File Maintenance (Description)

Use this display to add, change, or delete the proposed budget description record for the company number, budget plan, and budget account you selected.

This display appears when you type D (Budget Description Record) on the Select display AMF881.

```

DATE **/**/**      PROPOSED BUDGET FILE MAINTENANCE      *****      AMF883  **

COMPANY           **      *****
BUDGET ACCOUNT    *****
BUDGET PLAN       ***      *****

DESCRIPTION       aaaaaaaaaaaaaaaaaaaaaA25

*****
NUMBER           AMOUNT           NUMBER           AMOUNT           NUMBER           AMOUNT
1  nnnnnnnnnnnn .nn      2  nnnnnnnnnnnn .nn      3  nnnnnnnnnnnn .nn
4  nnnnnnnnnnnn .nn      5  nnnnnnnnnnnn .nn      6  nnnnnnnnnnnn .nn
7  nnnnnnnnnnnn .nn      8  nnnnnnnnnnnn .nn      9  nnnnnnnnnnnn .nn
10 nnnnnnnnnnnn .nn     11 nnnnnnnnnnnn .nn     12 nnnnnnnnnnnn .nn
13 nnnnnnnnnnnn .nn

                                           F18 REFRESH SCREEN
                                           F19 RETURN TO SELECT
                                           *****
    
```

### What to do

- To add or change the description record, type the information you need. Press **Enter**. Go to display AMF881.
  - To see the display as it was before you typed anything in the fields, use **F18**.
  - To cancel what you have done on this display, use **F19**. Go to display AMF881.
  - To delete a description record that has no associated factor records, check the budget account and budget plan ID to make sure this is the record you want to delete. Press **Enter**. Go to display AMF881.
  - To delete a description record that has associated factor records, check the budget account and budget plan ID to make sure this is the record you want to delete. Use **F20**. Go to display AMF881.
- Note:** When you delete a description record, the system deletes all records associated with that budget account record. All factor records are also deleted.
- To bypass the deletion of this budget account description, use **F19**. Go to display AMF881.

### Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF881.

F20 DELETE RECORDS appears on the display when you are in delete mode and the description record has associated factor records. If you use **F20**, the description and all associated factor records will be deleted. The Select display AMF881 appears again.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF881. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**BUDGET ACCOUNT.** The budget account number you entered on the Select display AMF881.

**BUDGET PLAN.** The budget plan ID you entered on the Select display AMF881 and its description.

**DESCRIPTION.** A word or phrase that describes the budget account you want to maintain. This should be the same as the account description in General Ledger. You must complete this field.

**\*\*\*\*\* NUMBER (Month or Period Number).** The month or period number you entered on the Select display AMF881.

**AMOUNT.** The budget amounts, by period or month, for the budget account. Month numbers represent calendar months, not the month number in your fiscal year. If your first fiscal month is in October, enter its budget amount in month 10, not in month 01. You must have the proper security clearance to maintain budget amounts for any period.

## AMF884—Proposed Budget File Maintenance (Description)

Use this display to add, change, or delete the work field description record for a company number, budget plan, and work field ID you selected.

This display appears when you type **D** (Work Field Description Record) on the display AMF882.

```

DATE **/**/**          PROPOSED BUDGET FILE MAINTENANCE          *****      AMF884  **

COMPANY                **          *****                      *** DESCRIPTION ***
WORK FIELD ID         *****
BUDGET PLAN           ***          *****

DESCRIPTION            aaaaaaaaaaaaaaaaaaaaaaaA25

*****
NUMBER      AMOUNT      NUMBER      AMOUNT      NUMBER      AMOUNT
  1  nnnnnnnnnnnn .nn      2  nnnnnnnnnnnn .nn      3  nnnnnnnnnnnn .nn
  4  nnnnnnnnnnnn .nn      5  nnnnnnnnnnnn .nn      6  nnnnnnnnnnnn .nn
  7  nnnnnnnnnnnn .nn      8  nnnnnnnnnnnn .nn      9  nnnnnnnnnnnn .nn
 10  nnnnnnnnnnnn .nn     11  nnnnnnnnnnnn .nn     12  nnnnnnnnnnnn .nn
 13  nnnnnnnnnnnn .nn

                                           F18 REFRESH SCREEN
                                           F19 RETURN TO SELECT
                                           *****

```

### What to do

- To add or to change a work field description record, type the information you need. Press **Enter**. Go to display AMF882.
- To see the display as it was before you typed anything in the fields, use **F18**.
- To cancel what you have done on this display, use **F19**. Go to display AMF882.
- To delete a work field description that has no associated factor records, check the work field ID to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF882.
- To delete a work field description record that has associated factor records, check the work field ID to make sure this is the record you want to delete. Use **F20**. Go to display AMF882.
- To bypass the deletion of this work field description record, use **F19**. Go to display AMF882.

### Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF882.

F20 DELETE RECORDS appears on the display when you are in delete mode and the description record has associated factor records. If you use **F20**, the description and all associated factor records will be deleted.

## Fields

**COMPANY.** The number and name of the company you entered on the Options display AMF882. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**WORK FIELD ID.** The work field ID you entered on the Select display AMF882.

**BUDGET PLAN.** The budget plan ID you entered on the Select display AMF882 and its description.

**DESCRIPTION.** Type a word or phrase that describes the work field you want to maintain. You must complete this field.

\*\*\*\*\* **NUMBER (Month or Period Number).** The month or period number you entered on the Select display AMF882.

**AMOUNT.** The calculation amounts, by period or month, for the work field. Month numbers represent calendar months, not the month number in your fiscal year. If your first fiscal month is in October, enter its amount in month 10, not in month 01. You must have the proper security clearance to maintain budget amounts for any period.

## AMF885—Proposed Budget File Maintenance (Factors)

Use this display to add, change, or delete a budget factor record in the Proposed Budget file.

This display appears when you type in **F** (Budget Factors Record) on the Select display AMF881.

```

DATE **/**/**          PROPOSED BUDGET FILE MAINTENANCE          *****          AMF885  **

COMPANY                **          *****          **** FACTORS ****
BUDGET ACCOUNT        *****          *****
BUDGET PLAN           ***          *****
*****              **          SEQUENCE ID  **

          ACCOUNT CO  BAL  BAL  BAL  WORK  SEQ          CONSTANT
          NUMBER NO  TYPE CODE ***** FIELD ID ID          AMOUNT
          <1/2/3> <P/Y>
1ST OPERAND aaaaaaaaaA15 nn  n  A  nn  aaaaaA7  nn

OPERATION
CALC METHOD  A

2ND OPERAND aaaaaaaaaA15 nn  n  A  nn  aaaaaA7  nn nnnnnnnnnn.nn

          F18 REFRESH SCREEN
          F19 RETURN TO SELECT

```

### What to do

- To add a factor record, type the information you need and press **Enter**. The system shows you another factor display with the sequence ID incremented by 10. To add another factor record, repeat this step.
- To stop adding factors, use **F19**. Go to display AMF881.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the first step.
- To cancel what you have done on this display, use **F19**. Go to display AMF881.
- To change the factor record, type the information you need to change. Press **Enter**. Go to display AMF881.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the first step.
- To cancel what you have done on this display, use **F19**. Go to display AMF881.
- To delete the budget account factor record, check the budget account, period or month number, and sequence ID. Press **Enter**. Go to display AMF881.
- To bypass the deletion of this factor record, use **F19**. Go to display AMF881.

## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF881.

## 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.** The number and name of the company you entered on the Select display AMF881. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**BUDGET ACCOUNT.** The budget account you entered on the Select display AMF881 and its description.

**BUDGET PLAN.** The budget plan ID you entered on the Select display AMF881 and its description.

**MONTH/PERIOD NUMBER (Month or Period Number).** The month or period number you entered on the Select display AMF881.

**SEQUENCE ID.** The sequence ID of this factor record. You either entered it on the Select display, or the system incremented it in Add mode.

**1ST OPERAND (First Operand).** The first operand can be an account number, a work field ID, a sequence ID, or it can be blank.

**OPERATION.** The calculation to be performed.

**2ND OPERAND (Second Operand).** The second operand can be an account number, a work field ID, a sequence ID, or a constant amount.

**ACCOUNT NUMBER [?].** Type in the account number you want to use as the first or second operand. If you are using the Add Range calculation method, the account number does not have to be in General Ledger. Whatever you enter will be the beginning and ending limits to the range. When **ACCOUNT NUMBER** is the first or second operand, complete the related **ACCOUNT NUMBER** fields. If not, leave them blank.

The exception to this is when you use Add Range as the **CALC METHOD**. When using Add Range, enter the account number in the second operand but leave the related fields blank. The system fills in the related **ACCOUNT NUMBER** fields of the second operand with the information contained in the related **ACCOUNT NUMBER** fields of the first operand.

**CO NO (Company Number).** Type the number of the company to which the account belongs.

**BAL TYPE <1/2/3> (Balance Type).** Type **1** for Current, **2** for Budget, or **3** for Last Year, depending on the kind of balance you want to use.

**BAL CODE <P/Y> (Balance Code).** Type **P** for a period balance or **Y** for a year-to-date balance.

**BAL \*\*\*\*\* (Balance Period or Month).** Type a positive number 01-13 if the balance is an absolute period or 01-12 for an absolute month. The system gets the balance from the specific period or month you enter. Type in a negative number -01 to -12 for a relative period, or -01 to -11 for a relative month to show how many periods or months to go back from the budgeting period to obtain an account balance. Leave the field blank to obtain the balance of the budgeting period being calculated.

**WORK FIELD ID [?].** Type the ID that identifies a work field to be used as the first or second operand. If any other values exist in the operand, leave this field blank.

**SEQ ID (Sequence ID).** Type the number that identifies the sequence ID of an earlier factor. This is how you chain factors together. If any other values exist in the operand, leave this field blank.

**CALC METHOD (Calculation Method).** Type one of the following codes to specify the kind of arithmetic operation you want to do:

<b>A</b>	Add
<b>S</b>	Subtract
<b>M</b>	Multiply
<b>D</b>	Divide
<b>R</b>	Add Range
<b>P</b>	Percent

**Note:** If the first operand is blank, this field is ignored.

**CONSTANT AMOUNT.** Type the value you want to use as a constant for the second operand. For example, you might want to increase a budget amount by \$1000. The constant amount you enter is 1000. If any other values exist in the second operand, leave this field blank.

## AMF886—Proposed Budget File Maintenance (Factors)

Use this display to add, change, or delete a work field factor record in the Proposed Budget file.

This display appears when you type in F (Work Field Factors Record) on the Select display AMF882.

```

DATE **/**/**          PROPOSED BUDGET FILE MAINTENANCE          *****          AMF886  **

COMPANY                **          *****          ***** FACTORS *****
WORK FIELD ID         *****          *****
BUDGET PLAN           ***          *****
                               SEQUENCE ID  **

                               ACCOUNT  CO  BAL  BAL  BAL  WORK  SEQ  CONSTANT
                               NUMBER  NO  TYPE CODE ***** FIELD ID ID  AMOUNT
                               <1/2/3> <P/Y>
1ST OPERAND aaaaaaaaaaA15  nn  n   A   nn  aaaaaA7  nn

OPERATION
CALC METHOD  A

2ND OPERAND aaaaaaaaaaA15  nn  n   A   nn  aaaaaA7  nn nnnnnnnnnn.nn

                               F18 REFRESH SCREEN
                               F19 RETURN TO SELECT

```

### What to do

- To add a work field factor record, type the information you need and press **Enter**. The system shows you another factor display with the sequence ID incremented by 10. To add another factor record, repeat this step.
- To stop adding factors, use **F19**. Go to display AMF882.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the first step.
- To cancel what you have done on this display, use **F19**. Go to display AMF881.
- To change the work field factor record, type the information you need to change. Press **Enter**. Go to display AMF882.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the first step.
- To cancel what you have done on this display, use **F19**. Go to display AMF882.
- To delete a work field factor record, check the work field ID to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF882.
- To bypass the deletion of this work field factor record, use **F19**. Go to display AMF882.

## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF882.

## 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.** The number and name of the company you entered on the Select display AMF882. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**WORK FIELD ID.** The ID you entered on the Select display AMF882 and its description.

**BUDGET PLAN.** The budget plan ID you entered on the Select display AMF882 and its description.

**SEQUENCE ID.** The sequence ID of this factor record. You either entered it on the Select display AMF882 or the system incremented it in Add mode.

**1ST OPERAND (First Operand).** The first operand can be an account number, a work field ID, a sequence ID, or it can be blank.

**OPERATION.** The calculation to be performed.

**2ND OPERAND (Second Operand).** The second operand can be an account number, a work field ID, a sequence ID, or a constant amount.

**ACCOUNT NUMBER [?].** Type in the account number you want to use as the first or second operand. If you are using the Add Range calculation method, the account number does not have to be in General Ledger. Whatever you enter will be the beginning and ending limits to the range. When **ACCOUNT NUMBER** is the first or second operand, complete the related **ACCOUNT NUMBER** fields. If not, leave them blank.

The exception to this is when you use Add Range as the **CALC METHOD** (Calculation Method). When using Add Range, enter the account number in the second operand but leave the related fields blank. The system fills in the related **ACCOUNT NUMBER** fields of the second operand with the information contained in the related **ACCOUNT NUMBER** fields of the first operand.

**CO NO (Company Number).** Type in the number of the company to which the account belongs.

**BAL TYPE <1/2/3> (Balance Type).** Type **1** for Current, **2** for Budget, or **3** for Last Year, depending on the kind of balance you want to use.

**BAL CODE <P/Y> (Balance Code).** Type **P** for a period balance or **Y** for a year-to-date balance.

**BAL \*\*\*\*\* (Balance Period or Month).** Type a positive number (01-13 if the balance is an absolute period or 01-12 for an absolute month). The system gets the balance from the specific period or month you enter. Type a negative number (-01 to -12 for a relative period, or -01 to -11 for a relative month) to show how many periods or months to go back from the budgeting period to obtain an account balance. Leave the field blank to obtain the balance of the budgeting period being calculated.

**WORK FIELD ID [?].** Type the ID that identifies another work field to be used as the first or second operand. If any other values exist in the operand, leave this field blank.

**SEQ ID (Sequence ID).** Type in the number that identifies the sequence ID of an earlier factor. This is how you chain factors together. If any other values exist in the operand, leave this field blank.

**CALC METHOD (Calculation Method).** Type one of the following codes to specify the kind of arithmetic operation you want to do:

<b>A</b>	Add
<b>S</b>	Subtract
<b>M</b>	Multiply
<b>D</b>	Divide
<b>R</b>	Add Range
<b>P</b>	Percent

**Note:** If the first operand is blank, this field is ignored.

**CONSTANT AMOUNT.** Type in the value you want to use as a constant for the second operand. For example, you might want the work field to represent an interest rate. You would type in a constant of 1000 to define a 10% interest rate. If any other values exist in the operand, leave this field blank.

## AMF887—Proposed Budget File Maintenance (Status)

Use this display to see the status of the Proposed Budget file and the number of records you added or deleted during the current file maintenance session and the number of changes you made.

This display appears when you use **F24** on either of the Select displays AMF881 or AMF882.

```
DATE **/**/**      PROPOSED BUDGET FILE MAINTENANCE      STATUS      AMF887  **

SESSION STATUS
RECORDS ADDED      *****      RECORDS DELETED  *****
RECORD CHANGES   *****

ENTER TO CONTINUE
F24 END OF JOB
```

### What to do

- To return to display AMF881, press **Enter**.
- To end the session, use **F24**. Go to menu AMFM20. The Proposed Budget File Maintenance report (AMF88) is scheduled for printing.
- To return to display AMF882, press **Enter**.
- To end the session, use **F24**. Go to menu AMFM20. The Proposed Budget File Maintenance report (AMF88) is scheduled for printing.

### Function keys

F24 END OF JOB ends processing. The Budget Preparation menu (AMFM20) appears. Choose another option, or return to the Main Menu (AMFM00).

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## Fields

### **SESSION STATUS.**

**RECORDS ADDED:** The number of records you added during the session.

**RECORDS DELETED:** The number of records that you marked for deletion during the session.

**RECORD CHANGES:** The number of record changes you made during the session.

---

## Option 3. List Factors for Proposed Budget (AMFM20)

Use this option to see the information you have defined for your proposed budget plans. The Proposed Budget file contains information about each of your budget accounts in two different modes—budget account and work field. You can have two kinds of records in both budget account and work field mode—description records and factor records.

You can print the Proposed Budget File Listing (AMF98) at any time and then use the listing as a hard copy of all of the information in your file. You can choose to print all of the information in the file for a proposed budget or some of it. To print only some of the information, you can request to print only:

- The budget account records, or some of them
- The budget account and work field records within certain periods or months
- The work field records, or some of them.

The work field records are printed first, followed by the budget account records. Each work field's or budget account's description record is printed, followed by the associated factor records. The factor records print in sequence ID order, from the lowest to the highest.

**What information you need:**

- The company number
- The beginning and ending budget accounts, periods or months, and work fields.

**What reports are printed:** Proposed Budget File Listing (AMF98).

**What forms you need:** None.

The basic steps to list factors for proposed budgets are listed below the display.

## AMF901—Proposed Budget File Listing (Options)

Use this display to list the budget plan, budget account and work field information you have in the Proposed Budget file.

This display appears when you choose option 3 (List Proposed Budget) from the Budget Preparation menu (AMFM20).

```
DATE **/**/**      PROPOSED BUDGET FILE LISTING      OPTIONS      AMF901  **

      COMPANY NUMBER                      nn
      BUDGET PLAN                          aa3

      INCLUDE BUDGETS ACCOUNTS <Y/N>      A
      BEGINNING ACCOUNT                    aaaaaaaaaaaaaA15
      ENDING ACCOUNT                       aaaaaaaaaaaaaA15

      BEGINNING *****                   nn
      ENDING *****                       nn

      INCLUDE WORK FIELDS <Y/N>           A
      BEGINNING WORK FIELD                 aaaaaA7
      ENDING WORK FIELD                   aaaaaA7

                                           F24 CANCEL THE JOB
```

### What to do

- To print the listing, type the information requested and press **Enter**. The listing AMF98 is scheduled for printing. Go to menu AMFM20.
- To cancel the session, use **F24**. Go to menu AMFM20.

---

## Option 4. Delete Budget Plan (AMFM20)

Use this option to delete a proposed budget plan. You can also delete any alternate plans you worked with but did not choose to post to General Ledger.

You should also delete a proposed budget plan as a final cleanup step after you have finished posting all the periods in a plan. When a proposed budget plan is posted, the description and period 00 factor records are left in the Proposed Budget, as well as the plan record in the Budget Plan file. Deleting the budget plan purges the Proposed Budget file and the Budget Plan file of all records associated with the plan. When you delete a budget plan, the system deletes each record—description and factor record for period 00 as well as remaining factor records for any periods not posted—associated with the budget plan ID in the Proposed Budget file. The budget plan record in the Budget Plan file is also deleted.

**What information you need:**

- The company number
- The budget plan ID.

**What reports are printed:** None.

**What forms you need:** None.

The basic steps to delete budget plans are listed below each display.





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## Fields

**COMPANY NUMBER.** The company number you entered on the Options display AMF7H1.

**BUDGET PLAN.** The budget plan you entered on the Options display AMF7H1.

---

## Option 5. Calculate Proposed Budget (AMFM20)

Use this option to calculate the proposed budget amounts. The system calculates work fields first, then the budget accounts. The factor records for each work field or budget account are processed in order by sequence ID, from the lowest to the highest. Only budget periods or months with a budget status of I (initialized), C (calculated), or R (revised) are calculated.

If you selected to include posted journal entries, the system first includes posted journal entries from the Temporary General Ledger file (TEMGEN) and combines them with period balances in the General Ledger Master file (GELMAS) so the account balances are up to date.

As each new work field factor or budget account is calculated, the intermediate result is placed in the Proposed Budget factor record for the period or month calculated. After the last factor record for a work field or budget account is processed, the final result is placed in the Proposed Budget description record for the period or month calculated. The budget status becomes C (calculated) in the Budget Plan file for each period or month just calculated. The Budget Plan file contains the information that describes and controls a proposed budget plan.

The Budget Calculation Status Report (AMF71) is printed. This report shows the total debits and credits calculated for the proposed budget plan. If any errors occur during calculation, the report shows the factor record that caused the error, any remaining factor records for that period or month for the work field or budget account, and a warning or error message.

**What information you need:**

- The company number
- The budget plan ID
- All prior period journal entries from the TEMGEN file or the current period.

**What reports are printed:** Budget Calculation Status Report (AMF71).

**What forms you need:** None.

The basic steps to calculate proposed budgets are listed below each display.

## AMF701—Calculate Proposed Budget (Options)

Use this display to calculate the work field and budget account amounts. The system updates the Proposed Budget file with the calculated amounts and prints the Budget Calculation Status Report (AMF71).

This display appears when you choose option 5 (Calculate Proposed Budget) from the Budget Preparation menu (AMFM20).

```

DATE **/**/**          CALCULATE PROPOSED BUDGET          OPTIONS  AMF701  **

          COMPANY NUMBER          nn
          BUDGET PLAN              aA3

INCLUDE POSTED JOURNALS <Y/N>          A
INCLUDE JOURNALS FOR

          PERIOD NUMBER FROM nnnn  TO nnnn

                                          F24 CANCEL THE JOB
    
```

### What to do

- To choose the company number, budget plan, and include journals, type the information requested and press **Enter**. Go to display AMF702.
- To cancel the session, use **F24**. Go to menu AMFM20.

### Function keys

F24 CANCEL THE JOB causes the Budget Preparation menu (AMFM20) to appear; no processing occurs.

### 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 company number whose work fields and budget account amounts you want calculated.

**BUDGET PLAN [?]**. Type in the ID that identifies the proposed budget plan with which you want to work. You must complete this field and the ID cannot be zeros.

**INCLUDE POSTED JOURNALS <Y/N>**. Type in **Y** if you want posted journal entries from the Temporary General Ledger (TEMGEN) file included in budget calculation. Leave the default **N** to exclude the posted journal entries from TEMGEN.

**INCLUDE JOURNALS FOR PERIOD/MONTH NUMBER FROM nnnn TO nnnn**. Type in the period/month/year range you want the system to use to select journal entries from TEMGEN. For period accounting, use only the period number. For monthly accounting, type the month and year.

## AMF702—Calculate Proposed Budget (Status)

Use this display to see the periods in this plan that will be calculated and any periods that have had budgets previously posted from another budget plan. The system still calculates those periods for this plan that have already had budgets posted from another plan. Highlighted periods remind you that a period has been posted.

This display appears when you press **Enter** from the Options display AMF701.

```
DATE **/**/**          CALCULATE PROPOSED BUDGET          STATUS          AMF702  **

COMPANY                **          *****
BUDGET PLAN            ***          *****

THE FOLLOWING ***** WILL BE CALCULATED:
**  **  **  **  **  **  **  **  **  **  **  **  **

ENTER TO CONTINUE
F19 RESELECT OPTIONS
```

### What to do

- To continue, press **Enter**. The system calculates the new budget amounts and schedules the Budget Calculation Status Report (AMF71) for printing. Go to menu AMFM20.
- To cancel the calculation request, use **F19**. Go to display AMF701.

### Function keys

F19 RESELECT OPTIONS causes the Options display AMF701 to appear; no processing occurs.

## Fields

**COMPANY.** The number and name of the company you entered on the Options display AMF701. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**BUDGET PLAN.** The budget plan ID you entered on the Options display AMF701 and its description.

**THE FOLLOWING \*\*\*\*\* WILL BE CALCULATED (The Following Periods or Months will be Calculated).** A period number or month appears on this line if it has a status of C (Calculated), I (Initialized), or R (Revised).

**Note:** A highlighted period or month means that period or month has previously been posted to General Ledger from another budget plan.

---

## Option 6. Print Budget Variance Report (AMFM20)

Use this option to print the Budget Variance Report (AMF73) to see how your proposed budget compares to the current budget and the actual account balances in the General Ledger file. For each proposed budget plan your company has, you can choose to print the comparison:

- For all or part of the budget account numbers
- For all or part of the budgeting periods or months.

The Budget Variance Report (AMF73) is printed for each budget plan you request by account number and then by period or month within each account number, from the lowest period number to the highest, or from the first fiscal month to the last. Then, for each account and each period or month, the proposed budget amount, the current budget amount, and the actual account balance are printed. These amounts are whole currency amounts rounded up to the nearest whole amount. If any of these amounts are not their normal balance, the opposite sign, DR or CR, is printed beside the amount.

The report also shows the percentages of the proposed budget plan to the two General Ledger amounts. The report notes, with an asterisk, percentages that exceed the maximum percentage variance that you specified during application tailoring. There is also a column next to the two variance columns for you to note any adjustments you want to make to the proposed budget plan. Account totals print at the end of each account, along with the variance between the account totals.

You can use the Budget Variance Report (AMF73) to see how the proposed budget amounts compare to what was budgeted last year and what actually happened in the same period this year. Pay particular attention to the variance columns and note any that seem to be out of line.

**What information you need:**

- The company number
- The budget plan ID
- The beginning and ending account numbers
- The beginning and ending periods or months.

**What reports are printed:** Budget Variance Report (AMF73).

**What forms you need:** None.

The basic steps to print budget variance reports are listed below the display.

## AMF7B1—Budget Variance Report (Options)

Use this display to enter the print options for the Budget Variance Report (AMF73). The report is printed for the company and budget plan you select, and shows you (for each account and period/month) the proposed budget amount and the two amounts from General Ledger (current budget and current actual).

This display appears when you choose option 6 (Budget Variance Report) from the Budget Preparation menu (AMFM20).

```

DATE **/**/**          BUDGET VARIANCE REPORT          OPTIONS  AMF7B1  **

COMPANY NUMBER        nn
BUDGET PLAN           aA3
BEGINNING ACCOUNT     aaaaaaaaaaaaaA15
ENDING ACCOUNT        aaaaaaaaaaaaaA15
BEGINNING *****    nn
ENDING *****       nn

                                F24 CANCEL THE JOB
    
```

### What to do

- To choose the company number, budget plan, budget accounts whose budget amounts you want to compare, and the budgeting periods or months, type the information requested. Press **Enter**. The Budget Variance Report (AMF73) is scheduled for printing. Go to menu AMFM20.
- To cancel the job, use **F24**. Go to menu AMFM20.

### Function keys

F24 CANCEL THE JOB causes the Budget Preparation menu (AMFM20) to appear; no processing occurs.

### 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 company number to which the budget plan belongs.

**BUDGET PLAN [?]**. Type the ID that identifies the budget plan you want to appear on the report. You must complete this field and the ID cannot be zeros.

**BEGINNING ACCOUNT**

**ENDING ACCOUNT[?]**. Type the beginning and ending account numbers to show the range of accounts you want to include on the report. The beginning account number must be less than or equal to the ending account number. To include all accounts, leave these fields blank.

**BEGINNING \*\*\*\*\* (Beginning Period or Month)**

**ENDING \*\*\*\*\* (Ending Period or Month)**. If you use a period accounting cycle, type in the beginning and ending periods to show the range of periods to compare. The beginning period must not exceed the ending period. Valid ranges for period accounting cycle are 00 through 13. Valid ranges for month are 00 through 12. Use the default 00 to get all periods or months.

If you use a monthly accounting cycle, type in the beginning and ending months you want to compare. You cannot enter beginning and ending limits that cross your fiscal year end. You can enter limits that cross a calendar year, for example November to February (11-2), as long as December, January, or February is not your first fiscal month.

---

## Option 7. Print Budget Spreadsheet (AMFM20)

Use this option to print the Budget Spreadsheet (AMF77) to see the proposed budget amounts for each account and budget period or month in a spreadsheet format. For each proposed budget plan your company has, you can choose to print the spreadsheet:

- For the first half of your fiscal year, the second half, or the whole year
- For all or part of your budget account numbers.

The Budget Spreadsheet (AMF77) shows the budget plan you request by account number, from the lowest to the highest. If you request the spreadsheet for the whole year, the budget accounts and amounts for the first half of the year—periods one through six or the first six months of your fiscal year—print first. Then the budget accounts print again for the second half of the year—periods seven through thirteen or the last six months of your fiscal year—along with their proposed budget amounts. These amounts are whole currency amounts rounded up to the nearest whole amount. If any of these amounts are not their normal balance, the opposite sign, DR or CR, is printed beside the amount.

Budget account totals for all periods or months on the page print in the last column of the Budget Spreadsheet (AMF77). If the spreadsheet is for the entire year, it includes amounts for the first half of the year with the account totals for the second half of the year. Again, if any of these amounts are not their normal balance, the opposite sign, DR or CR, is printed beside the amount.

You can use the Budget Spreadsheet (AMF77) when you want to see the budget amounts in a plan laid out side by side. You can also use this report when you do not want to compare the budget plans or budget amounts with any other budget plan or any current amounts in General Ledger.

**What information you need:**

- The company number
- The budget plan ID
- The beginning and ending account numbers
- Your decision to print the report for the first half, second half, or both halves of the year.

**What reports are printed:** Budget Spreadsheet (AMF77).

**What forms you need:** None.

The basic steps to print budget spreadsheets are listed below the display.

## AMF7J1—Budget Spreadsheet (Options)

Use this display to enter the options for printing the proposed budget amount for each account and budgeting period in a spreadsheet format.

This display appears when you choose option 7 (Budget Spreadsheet) from the Budget Preparation menu (AMFM20).

```
DATE **/**/**          BUDGET SPREADSHEET          OPTIONS  AMF7J1  **

          COMPANY NUMBER      nn
          BUDGET PLAN         aA3
          BEGINNING ACCOUNT   aaaaaaaaaaaaaA15
          ENDING ACCOUNT      aaaaaaaaaaaaaA15

          WHICH HALF OF THE FISCAL YEAR TO PRINT <F/S/B>  A
          (F-FIRST, S-SECOND, B-BOTH)

                                     F24 CANCEL THE JOB
```

### What to do

- To choose the company number, budget plan, beginning and ending account numbers, and which half of the year to print, type the information requested and press **Enter**. The Budget Spreadsheet report (AMF77) is scheduled for printing. Go to menu AMFM20.
- To cancel the job, use **F24**. Go to menu AMFM20.

### Function keys

F24 CANCEL THE JOB causes the Budget Preparation menu (AMFM20) to appear; no processing occurs.

### 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 company number to which the budget plan belongs.

**BUDGET PLAN [?].** Type the ID of the budget plan whose accounts and budget amounts you want to appear on the report. You must complete this field and the ID cannot be all zeros.

**BEGINNING ACCOUNT**

**ENDING ACCOUNT [?].** Type the beginning and ending account numbers to show the range of accounts you want to include on the report. The beginning account number must be less than or equal to the ending account number. Leave these fields blank to include all accounts in this plan.

**WHICH HALF OF THE YEAR TO PRINT <F/S/B>(F-First, S-Second, B-Both).** Type **F** to print the first half of the fiscal year. Type **S** to print just the second half of the year. Type **B** (both halves) to print the report for the entire year. If you choose **B** you see all accounts and their budget amounts for the first half of the fiscal year. Then, all accounts print again and you see the budget amounts for the second half of the year. The account totals for the second half of the year are cumulative and include the amounts from the first half of the year as well. The totals appear in the right most column on the report.

---

## Option 8. Print Budget Plan Comparison (AMFM20)

Use this option to print the Budget Plan Comparison report (AMF79) to compare the results of two or three plans. You can choose to print the comparison for your company:

- For two or three proposed budget plans
- For all or part of the budget account numbers
- For all or part of the budgeting periods or months.

The Budget Plan Comparison report (AMF79) prints the proposed budgets side by side so you can see the different calculated budget amounts for each budget plan. These amounts are whole currency amounts rounded up to the nearest whole amount. The comparison prints by account number and then by period or month within each account number, from the lowest period number to the highest, or from the first fiscal month to the last. If any of the calculated budget amounts are not their normal balance, the opposite sign, DR or CR, prints beside the amounts.

The comparison also prints the variances between the plans—the difference between the first budget plan and the second; the difference between the first and the third; and the difference between the second and third. Again, if any of the variance amounts are not their normal balance, the opposite sign, DR or CR, prints beside the amount. Account totals print at the end of each account for each plan, along with the variances between the account totals.

You can use the Budget Plan Comparison report (AMF79) to determine which budget plan you want to approve for posting.

**What information you need:**

- The company number
- The budget plan IDs
- The beginning and ending account numbers
- The beginning and ending periods or months.

**What reports are printed:** Budget Plan Comparison (AMF79).

**What forms you need:** None.

The basic steps to print budget plan comparisons are listed below the display.

## AMF7K1—Budget Plan Comparison (Options)

Use this display to print and compare the results of two or three alternate budget plans for the same accounts and periods of time. The report shows you (for each account and period) the proposed budget amount from each budget plan selected and the differences between the plans.

This display appears when you choose option 8 (Budget Plan Comparison) from the Budget Preparation menu (AMFM20).

```

DATE **/**/**          BUDGET PLAN COMPARISON          OPTIONS  AMF7K1  **

COMPANY NUMBER          nn

BUDGET PLAN 1          aA3
BUDGET PLAN 2          aA3
BUDGET PLAN 3          aA3

BEGINNING ACCOUNT      aaaaaaaaaaaaA15
ENDING ACCOUNT         aaaaaaaaaaaaA15

BEGINNING *****     nn
ENDING *****        nn

                                F24 CANCEL THE JOB
    
```

### What to do

- To choose the company number, budget plans, budget accounts, and budgeting periods whose budget amounts you want to compare, type the information requested and press **Enter**. The Budget Plan Comparison report (AMF79) is scheduled for printing. Go to menu AMFM20.
- To cancel the job, use **F24**. Go to menu AMFM20.

### Function keys

F24 CANCEL THE JOB causes the Budget Preparation menu (AMFM20) to appear; no processing occurs.

### 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 company number to which these budget plans, budget accounts, and budgeting periods or months belong.

**BUDGET PLAN 1**

**BUDGET PLAN 2**

**BUDGET PLAN 3 [?]**. Type the IDs of the budget plans you want to compare. You can compare up to three budget plans at a time. Start with Budget Plan 1 to show those plans you want to compare. You must complete these fields and the IDs cannot be zeros.

**BEGINNING ACCOUNT**

**ENDING ACCOUNT [?]**. Type the beginning and ending account numbers to show the range of accounts you want to include on the report. The beginning account number must be less than or equal to the ending account number. Leave these fields blank to include all accounts on the report.

**BEGINNING \*\*\*\*\* (Beginning Period or Month)**

**ENDING \*\*\*\*\* (Ending Period or Month)**. If you use a period accounting cycle, you see the BEGINNING and ENDING PERIOD fields. If you use a monthly accounting cycle, you see the BEGINNING and ENDING MONTH fields.

If you use a period accounting cycle, type in the beginning and ending periods to show the range of periods to compare. The beginning period must not exceed the ending period. Valid ranges for period accounting cycle are 00 through 13. Valid ranges for monthly accounting cycle are 00 through 12. Use the default 00 to get all periods or months.

If you use a monthly accounting cycle, type in the beginning and ending months you want to compare. You cannot enter beginning and ending limits that cross your fiscal year end. You can enter limits that cross a calendar year, for example November to February (11-2), as long as December, January, or February is not your first fiscal month.



- To end this job, use **F24**. Go to menu AMFM20.

### Function keys

F24 END OF JOB causes the Budget Preparation menu (AMFM20) to appear; no processing occurs.

### 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 company number whose budget you want to approve or revise.

**BUDGET PLAN [?].** Type the ID that identifies the proposed budget plan you want to approve or revise. You must complete this field and the ID cannot be all zeros.

## AMF762—Approve Budgeting Periods (Status)

Use this display to change the budget plan description or see or change the status of a budgeting period or month. Periods or months that have had budgets posted from this or another plan are noted with one asterisk (\*). Periods or months that are closed in General Ledger are noted with two asterisks (\*\*). Remember, if you change the status of a budgeting period from A (approved) to R (revised), and also change the factors through file maintenance, you should recalculate that budgeting period before you approve it again for posting.

This display appears when you press **Enter** from the Select display AMF761.

```

DATE **/**/**          APPROVE BUDGETING PERIODS          STATUS          AMF762  **
COMPANY                **          *****
BUDGET PLAN            ***

BUDGET PLAN DESCRIPTION  aaaaaaaaaaaaaaaaaaaaaaA25

CHANGE BUDGET STATUS <A/R>
(A-TO APPROVE, R-TO REVISE)

***** 01  A  **          ***** 02  A  **          ***** 03  A  **
***** 04  A  **          ***** 05  A  **          ***** 06  A  **
***** 07  A  **          ***** 08  A  **          ***** 09  A  **
***** 10  A  **          ***** 11  A  **          ***** 12  A  **
PERIOD 13  A  **

F18 REFRESH SCREEN
F19 RETURN TO SELECT

```

## What to do

- To update the budget plan description and budget status in the file, type the changes to the budget plan description and the status of the budget. Press **Enter**. Go to display AMF761.
- To see the display as it was before you changed anything in the fields, use **F18**.
- To cancel what you have done on this display, use **F19**. Go to display AMF761.

## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT causes the Select display AMF761 to appear; no processing occurs.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF761. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**BUDGET PLAN.** This field shows the budget plan ID you entered on the Select display AMF761.

**BUDGET PLAN DESCRIPTION.** This field shows the word or phrase that describes the budget plan you entered on the Select display AMF761. You can change this field but the field cannot be blank.

**CHANGE BUDGET STATUS <A/R> (A-TO APPROVE, R-TO REVISE).** This field shows the budgeting periods or months. Type in **A** to approve a previously calculated or revised period or **R** to revise a previously approved period.

- You can only approve a period that has a status of C (Calculated) or R (Revised). You can only revise a period that has a status of A (Approved). If the status appears as I (Initialized), blank (not yet initialized), or P (Posted), you cannot change it.
- Periods or months that have had budgets posted previously are noted, as well as any periods or months that are closed in General Ledger.
- If you change an approved budget status to R (revised) and modify that period's factors, be sure to recalculate the period before you approve it again. Otherwise, when you post it, you will be using the amounts from the last time you performed Calculate Proposed Budget. You can be sure it was recalculated if the status displayed is C. If it is R, you haven't recalculated.
- If you decide no changes are required, you do not have to repeat the calculation step again. Choose this menu option again (Approve Budgeting Periods) and change the budget status back to A (approved).

---

## Option 10. Post Proposed Budget (AMFM20)

Use this option to post the calculated budget amounts to the General Ledger Master file.

When you post a budget plan, the system first checks to see which periods or months have been approved. Then, of the approved periods or months, it checks to see if they have been closed in General Ledger. If closed, the budget amounts cannot be posted. The Financial Analysis (FA) application allows you to post approved budget amounts only to periods or months that are still open in the current year.

General Ledger does not pass any information back to FA. Therefore, FA assumes that year-end close has not occurred if closed periods still exist in General Ledger. If FA allowed you to post budget amounts to closed periods and you printed a year-to-date report comparing actual amounts to budgeted amounts, inaccurate results would occur because the newly posted budget amounts replaced the current year budget amounts.

Because the system does not allow you to post budget amounts to closed periods, you must wait until year-end close has been run in General Ledger to post next year's budget. For example, if it is October and you are working on next year's budget for the fiscal year January 1 through December 31, you can go ahead and prepare your first six months budget. But because January through June are closed periods in General Ledger's current year, you must wait to post the new budget amounts until after you do year-end close in General Ledger. In April, when you finish working on the budgets for the last six months of the year, you can go ahead and post the budgeted amounts for July through December because they are future periods in the current year.

When you choose the option to post the proposed budget plan, you can also reset the current year budget amounts to zero. As the system updates budget records in the General Ledger Master file, it also checks your answer to **ZERO OUT CURRENT BUDGETS BEFORE POSTING** on the Status display AMF7A2. If you answer Y, the old budget amounts are reset to zero for all valid posting periods or months. If you answer N, the old budget amounts are left untouched in the General Ledger Master file. During posting, all of the accounts that have new budget amounts in the proposed budget plan are updated. The only time your answer to the question is significant is when (for example, at year end) you know there are some General Ledger budget accounts that have no new budget amounts to be posted.

When you post a proposed budget plan, the system:

- Resets the existing current year budget amounts to zero if you request it for the approved periods
- Updates the General Ledger Master file budget records with the proposed budget amounts for the approved periods
- Updates the operands and operations in the budget factor records in the Budget Preparation file with the new budget factors for the accounts and periods just posted
- Removes the budget factor records, except the factor records for period 00, from the Proposed Budget file for the company's accounts and periods just posted
- Prints the Budget Posting Status Report (AMF72).

The Budget Posting Status Report (AMF72) shows you the total debits and credits posted for the proposed budget plan to General Ledger. If there is a budget account

with a negative or zero budget amount, a warning message is printed on the report. If there is a General Ledger account with no corresponding budget account in the proposed budget plan, another error message along with the account description is printed on the report.

**What information you need:**

- The company number
- The budget plan.

**What reports are printed:** Budget Posting Status Report (AMF72).

**What forms you need:** None.

The basic steps to post proposed budgets are listed below each display.

## AMF7A1—Post Proposed Budget (Options)

Use this display to post the new budget to the General Ledger Master (GELMAS) file. Choose this option after you have approved the budgeting periods for posting.

This display appears when you choose option 10 (Post Proposed Budget) from the Budget Preparation menu (AMFM20).

DATE **/**/**	POST PROPOSED BUDGET	OPTIONS	AMF7A1 **
	COMPANY NUMBER	nn	
	BUDGET PLAN	aA3	
	ZERO OUT CURRENT BUDGETS BEFORE POSTING <Y/N>	A	
			F24 CANCEL THE JOB

**What to do**

- To choose the company number and budget plan whose budget amounts you want to post, type the information requested and press **Enter**. You can also choose to zero out the old budget amounts in General Ledger or let them remain. Go to display AMF7A2.
- To cancel the session, use **F24**. Go to menu AMFM20.

## Function keys

F24 CANCEL THE JOB causes the Budget Preparation menu (AMFM20) to appear; no processing occurs.

## 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 company number whose budget you want to post to the General Ledger Master (GELMAS) file.

**BUDGET PLAN [?].** Type the ID that identifies the proposed budget plan you want to work with. You must complete this field and the ID cannot be all zeros.

**ZERO OUT CURRENT BUDGETS BEFORE POSTING <Y/N>.** Type **Y** to zero the old budget amounts in General Ledger before posting. The system clears out last year's budget amounts for each accounting period posted. Use the default **N** if you want last year's budget to be used again this year, and to leave the budget amounts as they are in the General Ledger Master (GELMAS) file.

**Note:** If proposed budget amounts exist, they replace the previous budget amounts in General Ledger and become the current budget. The system updates all General Ledger accounts in the GELMAS file with the proposed budget amounts for the approved periods.

## AMF7A2—Post Proposed Budget (Status)

Use this display to see the approved periods in this plan that will be posted to General Ledger and the periods that cannot be posted because they are closed in General Ledger. Periods not shown have not been approved.

This display appears when you press **Enter** from the Options display AMF7A1.

```

DATE **/**/**          POST PROPOSED BUDGET          STATUS          AMF7A2  **

COMPANY                **          *****
BUDGET PLAN           ***          *****

THE FOLLOWING ***** WILL BE POSTED:

**  **  **  **  **  **  **  **  **  **  **  **  **

*****

**  **  **  **  **  **  **  **  **  **  **  **

*****

ENTER TO CONTINUE
F19 RESELECT OPTIONS

```

### What to do

- To continue, press **Enter**. This optionally zeros all valid approved budgeting periods for the budget plan selected and the proposed budget amounts then become the current budget in General Ledger. The Budget Posting Status Report (AMF72) is scheduled for printing.

**Note:** The factors from the Proposed Budget file are used to update the factors in the Budget Preparation file. For your next budget cycle, the factors you begin with represent those used to create the last budget.

- To cancel the posting request, use **F19**. Go to display AMF7A1.

### Function keys

F19 RESELECT OPTIONS causes the Options display AMF7A1 to appear; no processing occurs.

### Fields

**COMPANY.** The number and name of the company you entered on the Options display AMF7A1. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

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**BUDGET PLAN.** The budget plan ID you entered on the Options display AMF7A1 and its description.

**THE FOLLOWING \*\*\*\*\* WILL BE POSTED (The Following Periods or Months will be Posted).** All of the approved periods that will be posted because the General Ledger is still open. If an approved period is highlighted, a message appears warning you that the period has already been posted to General Ledger from another budget plan. The period will be posted again if you continue.

**THE FOLLOWING \*\*\*\*\* ARE CLOSED IN GENERAL LEDGER AND WILL NOT BE POSTED (The Following Periods or Months are Closed in General Ledger and will not be Posted).** All the approved periods that won't be posted because the General Ledger period is closed. A budget period in the plan that does not show on either line is not yet approved. That period is either initialized, calculated, revised, or nothing has been done to it. To see the status of all budget periods in the plan, choose option 9 (Approve Budgeting Periods) on the Budget Preparation menu (AMFM20).

## Chapter 5. Financial Ratios

When you choose option 3 from the Main Menu (AMFM00), the Financial Ratios menu (AMFM30) appears. This menu gives you the options for updating the industry averages, selecting the ratios you want to use, and printing the Financial Ratio Report (AMF21).

- Option 1. Update Industry Averages (AMFM30) ..... 5-2
- Option 2. Print Financial Ratio Report (Options) (AMFM30) ..... 5-8

```

AMFM30                               Financial Analysis          *****
                               Financial Ratios

Type option or command; press Enter.

    1. Update Industry Averages
    2. Print Financial Ratio Report

==> _____

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

**Option 1. Update Industry Averages.** Use this option to enter the industry averages and to choose the ratios you want to use for your company.

**Option 2. Print Financial Ratio Report.** Use this option to print the ratios you specified when you choose option 1. The ratio values for up to 23 ratios calculated through a current period including the Temporary General Ledger file (TEMGEN) entries will print. You can choose to include up to five prior periods and the same period last year for trend analysis. You may also want to include the industry standards for each ratio on the report so you can compare your company to other companies in the industry.

---

## Option 1. Update Industry Averages (AMFM30)

Use this option to calculate and print your company's Financial Ratio Report based on general ledger account information in the Financial Ratio file. It can calculate up to 23 ratios on the Financial Ratio Report. It can also include industry standards for each ratio on the report for comparison.

Before you can request the Financial Ratio Report, you must first tell the system which ratio formulas to calculate for your company. You do this by updating the industry averages. At the same time, you can also enter and change your industry averages if you want them printed on the report. Updating the industry averages gives you the ability to tailor the Financial Ratio Report to your company's needs by choosing only those ratios that are meaningful to your company.

When you update your industry averages, the system shows you two displays which contain the 23 ratio names. First, enter the industry average you want to use in the Average field for each ratio your company needs. Then, answer Y to Use ratio to tell the system you want it to calculate and print the ratio on the Financial Ratio Report. If you answer N, the system does not calculate or print the ratio on your company's report and ignores the industry average you entered in the industry average field.

**What information you need:** Company number.

**What reports are printed:** None.

**What forms you need:**

- FA-10
- FA-11.

The basic steps to update industry averages are listed below each display.



## AMF182—Update Industry Averages (Change)

Use this display to enter the industry averages and choose the ratios you want to use for your company. You can choose any of the first twelve ratios and change any of their industry averages.

This display appears when you press **Enter** from the Select display AMF181 and you specified multiple companies during application tailoring. It also appears if you choose option 1 (Update Industry Averages) from the Financial Ratios menu (AMFM30) and specified single company during application tailoring.

DATE **/**/**	UPDATE INDUSTRY AVERAGES	CHANGE	AMF182 **
COMPANY **	*****		
		AVERAGE	USE RATIO
	ACCOUNTS PAYABLE TURNOVER	nnn.n	A
	ACCOUNTS RECEIVABLE TURNOVER	nnn.n	A
	ACID TEST RATIO	nnn.n	A
	AVERAGE AGE OF ACCOUNTS PAYABLE	nnn.n	A
	AVERAGE AGE OF ACCOUNTS RECEIVABLE	nnn.n	A
	AVERAGE AGE OF INVENTORY	nnn.n	A
	CURRENT RATIO	nnn.n	A
	DEBT EQUITY RATIO	nnn.n	A
	DEBT TO TOTAL ASSETS	nnn.n	A
	DEBT TO TOTAL CAPITALIZATION	nnn.n	A
	FIXED ASSET UTILIZATION	nnn.n	A
	FIXED CHARGE COVERAGE	nnn.n	A
			F18 REFRESH SCREEN *****

### What to do

- To change the values for any of the first twelve industry averages and to specify if you want to use any of these ratios, type the information requested and press **Enter**. Go to display AMF183.

**Note:** No updating occurs at this point when you press **Enter**.

- To see the last eleven industry averages on the next display, press **Enter** and go to display AMF183.
- To see the display as it was before you changed anything in the fields, use **F18**.
- To cancel what you have done on this display, do one of the following:
  - Use **F19**. Go to display AMF181 if you specified multiple companies during application tailoring.
  - Use **F24**. Go to menu AMFM30 if you specified single company during application tailoring.

### Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores anything you typed in and shows you the Select display AMF181. **F19** only appears on this display if you specified multiple companies during application tailoring.

F24 CANCEL JOB causes the Financial Ratios menu (AMFM30) to appear. No processing occurs. **F24** only appears on this display if you specified single company during application tailoring.

## Fields

**COMPANY.** This field appears only if you specified multiple companies during application tailoring. It is the number of the company you entered on the Select display AMF181.

**Note:** For each of the first twelve ratios, you may enter an industry average and specify whether or not you want to use the ratio at all. No updating occurs until you have entered the information you want, using both Change displays AMF182 and AMF183.

**AVERAGE.** Use these fields to update the first 12 of the 23 industry averages. Type the value for each of the industry averages you want to use for your company. Each industry average field has one decimal position. You do not have to use them all. Use this information to help monitor the progress of your company against the industry standard.

**USE RATIO.** Type **Y** for any of the ratios you want to use. The system calculates the ratio when you request the Financial Ratio Report to print. The report does not print from this option. Choose option 2 from the Financial Ratios menu (AMFM30) when you have made all the changes you need here. Type in **N** for each of the ratios you do not want to use. When you answer N, the average is not calculated, nor included on the report.

## AMF183—Update Industry Averages (Change)

Use this display to change any of the remaining industry averages and specify the ratios, if any, you want to use.

This display appears when you press **Enter** from the first Change display AMF182. Continue to specify any of the industry averages or the ratios you want to use.

```

DATE **/**/**          UPDATE INDUSTRY AVERAGES          CHANGE    AMF183  **
COMPANY **            *****

                                AVERAGE      USE
                                nnn.n        RATIO
GROSS PROFIT MARGIN          nnn.n        A
INVENTORY TURNOVER           nnn.n        A
NET PROFIT MARGIN            nnn.n        A
NET WORKING CAPITAL TO TOTAL ASSETS  nnn.n        A
OPERATING EXPENSE RATIO     nnn.n        A
OPERATING PROFIT MARGIN     nnn.n        A

RETURN ON COMMON STOCK EQUITY  nnn.n        A
RETURN ON EQUITY              nnn.n        A
RETURN ON INVESTMENT          nnn.n        A
TIMES INTEREST EARNED        nnn.n        A
TOTAL ASSET TURNOVER         nnn.n        A

                                F03 PAGE BACKWARD
                                F18 REFRESH SCREEN
                                *****

```

### What to do

- To change the values for any of the remaining industry averages and to specify if you want to use any of these ratios, type the information requested and press **Enter**. Go to display AMF181 if you specified multiple companies during application tailoring or go to the menu AMFM30 if you specified single company during application tailoring.

**Note:** The file is now updated with the information you chose on both displays AMF182 and AMF183.

- To see the previous display, use **F03**. Go to display AMF182.
- To see the display as it was before you changed anything, use **F18**.
- To cancel what you have done on this display, do one of the following:
  - Use **F19**. Go to display AMF181.
  - Use **F24**. Go to menu AMFM30.

### Function keys

F03 PAGE BACKWARD shows you the previous display so you can check or change any of the values you just entered on that display.

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores anything you typed in and shows you the Select display AMF181. No updating occurs; even if you entered fields on the first Change display AMF182. F19 only appears on this display if you specified multiple companies during application tailoring.

F24 CANCEL THE JOB causes the Financial Ratios menu (AMFM30) to appear. No updating occurs. F24 only appears on this display if you specified single company during application tailoring.

## Fields

**COMPANY.** This field appears only if you specified multiple companies during application tailoring. It is the number of the company you entered on the Select display AMF181.

**Note:** For each of the remaining ratios, you may enter an industry average and specify whether or not you want to use the ratio at all. When you complete your selection here and press **Enter**, the information from both Change displays AMF182 and AMF183 is updated.

**AVERAGE.** Use these fields to see the remaining 11 of the 23 industry averages. Type in the value for each of the industry averages you want to use for your company. Each industry average field has one decimal position. You do not have to use them all. Use this information to help monitor the progress of your company against the industry standard.

**USE RATIO.** Type **Y** for any of the ratios you want to use. The system calculates the ratios when you request the Financial Ratio Report to print. The report does not print from this option. Choose option 2 from the Financial Ratios menu (AMFM30) when you have made all the changes you need here. Type **N** for each of the ratios you do not want to use. When you answer N, the system does not calculate the average or include it on the report.

---

## Option 2. Print Financial Ratio Report (Options) (AMFM30)

Use this option to calculate and print financial ratios on your company's Financial Ratio Report (AMF21). First, define the ratio variables in the Financial Ratio file for the ratios you have chosen. Refer to "Prepare the Financial Ratio File Maintenance forms" on page 2-37 for the information you need for each ratio variable.

After you have defined the financial ratio information for your company and selected the account balances you want to use (original, translated, or measurement reporting), your next step is to print the Financial Ratio Report (AMF21). Before you request this, make sure you have defined:

- The ratio variable codes including the associated general ledger account numbers in the Financial Ratio file (option 4 on the File Maintenance menu—AMFM60) for the ratio formulas you want the system to calculate
- The ratio formulas you want the system to calculate for your company (option 1 on the Financial Ratios menu—AMFM30)
- The industry averages you want the system to print on the report for comparison (option 1 on the Financial Ratios menu—AMFM30)
- The account set balances you want the system to print for each of the balances selected, if you chose Multi-Currency Support during application tailoring: original, translated, or measurement (option 2 on the Financial Ratios menu—AMFM30).

Using this information, along with the information requested on the Financial Ratio Report (Options) display (AMF201), the Financial Analysis application calculates and prints your company's Financial Ratio Report (AMF21). You can choose to print your report:

- For all of the companies you have installed, or one at a time
- Through a specific period or month
- To include the five prior periods or months of the current year
- To include the ratio through the same period of last year
- With the industry averages printed
- To include all the posted journal entries from the Temporary General Ledger file (TEMGEN) or just the posted journal entries for the periods requested
- For original, translated, or measurement balances if you chose Multi-Currency Support during application tailoring.

When you print the Financial Ratio Report, the system first includes posted journal entries from the Temporary General Ledger file (TEMGEN) and combines them with period balances in the General Ledger Master file (GELMAS) so the account balances are up to date.

**Note:** If you select translated or measurement balances for the Financial Ratio Report (AMF21), TEMGEN entries are ignored.

Even though you have entered some industry averages, there might be times when you do not want to print them on the Financial Ratio Report (AMF21). When the system asks Print Industry Averages, simply answer N. The system still calculates and prints your company's ratio values, but does not print the column for industry averages.

When you request the Financial Ratio Report (AMF21), the system uses the balance from the General Ledger file for each account assigned to a ratio variable code to calculate the ratio variable. The system then substitutes each ratio variable total in the appropriate ratio formulas to calculate the financial ratios defined for your company.

Use the Financial Ratio Report (AMF21) to monitor your company's financial progress. The ratio values for prior periods show you if any trends are developing. The comparison to last year shows you how the business looked at the same time last year. The industry averages show you how your company's performance compares to that of your competitors.

Additionally, if you chose Multi-Currency Support during application tailoring, you can print a report for each type of balance you specify on the display. The General Ledger Master file contains the translated account balances necessary to print these reports. The report title indicates the set of balances requested.

- Original balances have the amounts as they were originally entered.
- Translated balances have amounts translated for your external reporting purposes.
- Measurement balances have amounts for internal reporting purposes where it is important to neutralize the impact of exchange rate fluctuations.

**What information you need:**

- The company number for each report
- The as of period or month you want to include on the report
- The balance type you want to print (original, translated, or measurement).

**What reports are printed:** Financial Ratio Report (AMF21).

**What forms you need:** FA-09.

The basic steps to print financial ratio reports are listed below the display.

## AMF201—Financial Ratio Report (Options)

Use this display to enter the print options for the Financial Ratio Report (AMF21). You can choose to include up to five prior periods and the same period last year to see if a trend is developing. You may also want to include the industry standards for each ratio on the report for comparison to other companies in the industry.

This display appears when you choose option 2 (Financial Ratio Report) from the Financial Ratios menu (AMFM30).

```

DATE **/**/**          FINANCIAL RATIO REPORT          OPTIONS    AMF201  **

COMPANY NUMBER                nn

MONTH/YEAR NUMBER            nnnn
INCLUDE PRIOR 5 MONTH RATIOS <Y/N>    A
INCLUDE LAST YEAR RATIOS <Y/N>        A
PRINT INDUSTRY AVERAGES <Y/N>        A
INCLUDE POSTED JOURNALS <Y/N>        A
INCLUDE JOURNALS FOR SELECTED
      PERIOD ONLY <Y/N>              A
PRINT ORIGINAL BALANCES <Y/N>        A
PRINT TRANSLATED BALANCES <Y/N>      A
PRINT MEASUREMENT BALANCES <Y/N>    A

                                F24 CANCEL THE JOB

```

### What to do

- To choose the company number, period or month number, balance type (if applicable), and the other print options for the report, type the information requested and press **Enter**. The system calculates the ratio variables, substitutes the amounts into the ratio formulas, and schedules the Financial Ratio Report (AMF21) for printing. Go to menu AMFM30.
- To cancel the session, use **F24** and go to menu AMFM30.

### Function keys

F24 CANCEL THE JOB causes the Financial Ratios menu (AMFM30) 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 the company number you want to appear on the report.

**MONTH/YEAR OR PERIOD NUMBER.** Type the as of period or month for the report. The system bases your company's ratio value on year-to-date account balances it

extracts from General Ledger through the period or month you request. You must complete this field.

**INCLUDE PRIOR 5 PERIOD/MONTH RATIOS <Y/N> (Include Prior 5 Period or Month Ratios).** Use the default Y to include the five prior periods or type N if you only want the ratios for the requested period or month to print. If you have less than five prior periods in your current year, the report prints for the number of periods or months it can through the first fiscal period.

**INCLUDE LAST YEAR RATIOS <Y/N>.** Use the default Y if you want to print last year's ratio values through the requested period or month. Type N to omit them from the report.

**INCLUDE POSTED JOURNALS <Y/N>.** Type Y if you want posted journal entries from the Temporary General Ledger (TEMGEN) file included. Leave the default N to exclude printing the posted journal entries from TEMGEN.

**INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>.** Accept the default Y to print journal entries from TEMGEN for the period or month you selected. Type N if you want to print journal entries for all periods/months found in TEMGEN.

**PRINT INDUSTRY AVERAGES <Y/N>.** Use the default Y to print the industry averages or type N if you do not want to include them on the report. If you accepted the default of Y to **USE RATIO** on the Update Industry Averages (Change) displays (AMF182 and AMF183), you are given the option to print the industry average. If you entered N to USE RATIO on the Change displays, neither the ratio nor the industry average prints on the report.

**Note:** The following fields only appear if you selected Multi-Currency Support during application tailoring. You can specify Y in all three balance fields, but at least one balance field must contain Y. The balance types you select controls which set of balances are used to calculate ratios.

**PRINT ORIGINAL BALANCES <Y/N>.** Use the default Y if you want to print the balances as they were originally entered. Type N if you do not want a report for the original balances.

**PRINT TRANSLATED BALANCES <Y/N>.** Type Y if you want to print translated financial statement balances or use the default N if you do not want a report for translated balances. These balances are used for external reporting purposes.

**PRINT MEASUREMENT BALANCES <Y/N>.** Type Y if you want to print measurement balances or use the default N if you do not want a report for measurement balances. This information is useful for internal reporting purposes where it is important to neutralize the impact of exchange rate fluctuations.



**MONTH/YEAR OR PERIOD NUMBER.** Type the as of period or month for the report. The system bases your company's ratio value on year-to-date account balances it extracts from General Ledger through the period or month you request. You must complete this field.

**INCLUDE PRIOR 5 PERIOD/MONTH RATIOS <Y/N> (Include Prior 5 Period or Month Ratios).** Use the default Y to include the five prior periods or type **N** if you only want the ratios for the requested period or month to print. If you have less than five prior periods in your current year, the report prints for the number of periods or months it can through the first fiscal period.

**INCLUDE LAST YEAR RATIOS <Y/N>.** Use the default Y if you want to print last year's ratio values through the requested period or month. Type **N** to omit them from the report.

**INCLUDE POSTED JOURNALS <Y/N>.** Type **Y** if you want posted journal entries from the Temporary General Ledger (TEMGEN) file included. Leave the default **N** to exclude printing the posted journal entries from TEMGEN.

**INCLUDE JOURNALS FOR SELECTED PERIOD ONLY <Y/N>.** Accept the default Y to print journal entries from TEMGEN for the period or month you selected. Type **N** if you want to print journal entries for all periods/months found in TEMGEN.

**PRINT INDUSTRY AVERAGES <Y/N>.** Use the default Y to print the industry averages or type **N** if you do not want to include them on the report. If you accepted the default of Y to **USE RATIO** on the Update Industry Averages (Change) displays (AMF182 and AMF183), you are given the option to print the industry average. If you entered N to USE RATIO on the Change displays, neither the ratio nor the industry average prints on the report.

**Note:** The following fields only appear if you selected Multi-Currency Support during application tailoring. You can specify Y in all three balance fields, but at least one balance field must contain Y. The balance types you select controls which set of balances are used to calculate ratios.

**PRINT ORIGINAL BALANCES <Y/N>.** Use the default Y if you want to print the balances as they were originally entered. Type **N** if you do not want a report for the original balances.

**PRINT TRANSLATED BALANCES <Y/N>.** Type **Y** if you want to print translated financial statement balances or use the default N if you do not want a report for translated balances. These balances are used for external reporting purposes.

**PRINT MEASUREMENT BALANCES <Y/N>.** Type **Y** if you want to print measurement balances or use the default N if you do not want a report for measurement balances. This information is useful for internal reporting purposes where it is important to neutralize the impact of exchange rate fluctuations.

## Chapter 6. Fixed Asset Accounting

When you choose option 4 on the Main Menu (AMFM00), the Fixed Asset Accounting menu (AMFM40) appears. This menu gives you the options for inquiring, calculating period depreciation, printing the Fixed Asset reports, resetting the depreciation balances, retiring fixed assets, or just simulating retirement.

Option 1. Inquire About Fixed Assets (AMFM40) .....	6-2
Option 2. Calculate Period Depreciation (AMFM40) .....	6-8
Option 3. Print Fixed Asset Reports (AMFM40) .....	6-14
Option 4. Reset Depreciation Balances (AMFM40).....	6-14
Option 5. Retire Fixed Assets (AMFM40).....	6-17
Option 3. Fixed Asset Reports (AMFM43).....	6-22

**Note:** If IFM is installed, unit and nature fields replace company and account number fields. The displays that appear in this chapter are not representative of an IFM installation.

```

AMFM40                               Financial Analysis           *****
                               Fixed Asset Accounting

Type option or command; press Enter.

    1. Inquire about Fixed Assets
    2. Calculate Period Depreciation
    3. Print Fixed Asset Reports >>
    4. Reset Depreciation Balances
    5. Retire Fixed Assets

==> _____

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

```

**Option 1. Inquire About Fixed Assets.** Use this option to inquire about depreciation information for your assets in the Fixed Asset file.

**Option 2. Calculate Period Depreciation.** Use this option to calculate period depreciation. You should calculate depreciation every period for each schedule as defined in the Depreciation Calendar file.

**Option 3. Print Fixed Asset Reports.** Use this option to print Fixed Asset Reports. When you choose option 3, the Fixed Asset Reports menu (AMFM43) appears.

**Option 4. Reset Depreciation Balances.** Use this option to reset the depreciation balances at the end of the year to get ready for the new year. Before you use this option, you should choose option 3 (Print Fixed Asset Reports) and print the Retired Assets report. When you reset depreciation balances, retired assets are removed from the Fixed Asset file.

**Option 5. Retire Fixed Assets.** Use this option to retire assets that are no longer in service, or simulate retirement of an asset.

---

## Option 1. Inquire About Fixed Assets (AMFM40)

Use Inquiry to see depreciation information about your fixed assets on the display. This information comes from the Fixed Asset file. You can request to see the tax schedules for each asset in each vintage account. Or, you can request to see the depreciation schedules (except the vintage tax schedule) for each of your assets.

The Inquiry display (AMF3A2) contains the same basic information that is found on the Fixed Asset File Listing (option 6 from the File Listing menu—AMFM70). In addition, the system calculates the adjusted book value and shows it to you on the Inquiry display for an entire vintage account or for each depreciation schedule.

**What information you need:**

- The company number
- The beginning vintage account
- Or, the beginning serial number.

**What reports are printed:** None.

**What forms you need:** None.

The basic steps to inquire about fixed assets are listed below each display.

### AMF3A1—Fixed Asset Inquiry (Options)

Use this display to enter the company number and either the vintage account ID or the serial number for the vintage accounts or assets you want to inquire about. The Fixed Asset inquiry displays provide depreciation information as it exists at the time of the inquiry.

This display is the first display to appear when you choose option 1 (Inquire About Fixed Assets) from the Fixed Asset Accounting menu (AMFM40).

```
DATE **/**/**          FIXED ASSET INQUIRY          OPTIONS  AMF3A1  **
                                COMPANY NUMBER          nn
                                BEGINNING VINTAGE ACCOUNT ID  nnn
                                - OR -
                                BEGINNING SERIAL NUMBER      aaaaaaaaaaaaA15
                                F24 END OF INQUIRY
```

## What to do

- To look at the depreciation information for an asset or a vintage account, type the information requested and press **Enter**. Go to display AMF3A2.
- To end the inquiry, use **F24**. Go to menu AMFM40.

## Function keys

F24 END OF INQUIRY causes the Fixed Asset Accounting menu (AMFM40) 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 company number to which the vintage accounts or assets belong.

You cannot complete both **BEGINNING VINTAGE ACCOUNT ID** and **BEGINNING SERIAL NUMBER**. Complete one or the other, or leave both fields blank. If you leave both fields blank, only the assets and all schedules except the vintage tax schedule are shown. If the value you entered does not match a record in the Fixed Asset file, the system uses the value as a lower limit. The next record higher than the value entered is the first one selected.

**BEGINNING VINTAGE ACCOUNT ID.** To see information about vintage accounts, type in the first vintage account ID with which you want to start.

-OR-

**BEGINNING SERIAL NUMBER [?].** To see the information about fixed assets, type in the first asset serial number with which you want to start. To inquire about all assets belonging to this company, leave this field blank.

## AMF3A2—Fixed Asset Inquiry (Inquiry)

Use this display to see the depreciation information you requested on the Options display AMF3A1.

The display is divided into three windows or areas of information: Vintage Account, Asset Header, and Depreciation Schedule. The vintage account information always begins with the vintage account. The asset header information always begins with the asset serial number. The depreciation schedule information always begins with the depreciation schedule code.

The vintage account information only appears when you are viewing vintage accounts and their assets.

This display appears when you press **Enter** on the first Inquiry display AMF3A1. It shows you the current and year-to-date depreciation information in the Fixed Asset file at the time of the inquiry.

```

DATE **/**/**          FIXED ASSET INQUIRY          INQUIRY  AMF3A2  **
COMPANY  **          ***** NO. ASSETS  **** NO. RETIRED ASSETS  ****
VINTAGE ACCOUNT ***** ACTIVITY CODE  *  TYPE OF VINTAGE      *
DEPRC METHOD ***** LIFE  **. CUR PERIOD DEPRC      *, ***, ***, **
NO. PER DEPRC          **** YTD ACCUM DEPRC          *, ***, ***, **
ESTIMATED SALVAGE *, ***, ***, ** TOTAL ACCUM DEPRC      *, ***, ***, **
EXPENSE DED AMT      *, ***, ***, ** ADJ BOOK VALUE      *, ***, ***, **
CAP VALUE            *, ***, ***, ** SELLING PRICE        *, ***, ***, **

SERIAL NUMBER ***** ASSET DESCRIPTION *****
PREV SERIAL NO. ***** CAP DATE **/**/** TYPE OF ASSET      *
ID 1 ***** RET DATE **/**/** REF VINTAGE ACCT ID  ***
ID 2 ***** LOC ***** SELLING PRICE          ***, ***, **

DEPRC SCHEDULE CODE * ACTIVITY CODE * NO. PER DEPRC *****
DEPRC METHOD ***** LIFE **. CUR PERIOD DEPRC      ***, ***, **
ESTIMATED SALVAGE   ***, ***, ** YTD ACCUM DEPRC          ***, ***, **
CAP VALUE           ***, ***, ** TOTAL ACCUM DEPRC      ***, ***, **
EXPENSE DED AMT    *, ***, ** ADJ BOOK VALUE          ***, ***, **
ITC %              ***, ***, ** EXPENSE ACCT          *****
ITC AMOUNT         ***, ***, ** ACCUM DEPRC ACCT      *****

ENTER TO CONTINUE
F19 RESELECT OPTIONS
F24 END OF INQUIRY

```

### What to do

- To look at the next depreciation schedule for this asset, the next asset for this company, or the next vintage record, press **Enter**. Repeat this step to see more depreciation schedules.
- To choose another company, vintage account, or asset, use **F19**. Go to display AMF3A1.
- To end the inquiry, use **F24**. Go to menu AMFM40.

### Function keys

F19 RESELECT OPTIONS causes the Options display AMF3A1 to appear.

F24 END OF INQUIRY ends the inquiry session and the Fixed Asset Accounting menu (AMFM40) appears.

### Fields

**COMPANY.** The number and name of the company you entered on the Options display AMF3A1, if you specified multiple companies during application tailoring.

**NO. ASSETS (Number of Assets).** The number of assets associated with this vintage account. If IFM is installed, this field does not appear.

**NO. RETIRED ASSETS (Number of Retired Assets).** The number of actual retired assets associated with this vintage account. If IFM is installed, this field does not appear.

**VINTAGE ACCOUNT.** The combined asset guideline class, vintage year, and the vintage account ID. If IFM is installed, this field does not appear.

**ACTIVITY CODE.** The status of the vintage account: (A) Active, (F) Fully depreciated, (N) Non-depreciable, or (E) Expensed. If IFM is installed, this field does not appear.

**TYPE OF VINTAGE.** The property type of the vintage: (N) New, (U) Used, (R) Real, or (E) Exception. If IFM is installed, this field does not appear.

**DEPRC METHOD (Depreciation Method).** The depreciation method used for the vintage account. If IFM is installed, this field does not appear.

**LIFE.** The number of years the vintage can be depreciated. If IFM is installed, this field does not appear.

**CUR PERIOD DEPRC (Current Period Depreciation).** The amount of depreciation for the last period calculated on this schedule. This represents the depreciation for all the assets in the vintage account. If IFM is installed, this field does not appear.

**Note:** Since vintage accounts only have one period in the year, this field will only have a value in it after you have run Calculate Period Depreciation at the end of the year, and before you have run Reset Depreciation Balances.

**NO. PER DEPRC (Number of Periods Depreciated).** The number of periods that have already been depreciated for the entire life of the vintage account. If IFM is installed, this field does not appear.

**YTD ACCUM DEPRC (Year-to-Date Accumulated Depreciation).** The amount of accumulated depreciation so far this year for all assets in the vintage account. If IFM is installed, this field does not appear.

**Note:** Since vintage accounts only have one period in the year, the YTD ACCUM DEPRC (Year-to-Date Accumulated Depreciation) will always be the same as the CUR PERIOD DEPRC (Current Period Depreciation).

**ESTIMATED SALVAGE.** The total amount of expected worth of all the assets in the vintage when you dispose of them. If IFM is installed, this field does not appear.

**TOTAL ACCUM DEPRC (Total Accumulated Depreciation).** The accumulated life-time depreciation for all assets in the vintage account on this schedule. If IFM is installed, this field does not appear.

**EXPENSE DED AMT (Expense Deduction Amount).** The part of the cost of qualifying property treated as an expense rather than a capital expenditure. If IFM is installed, this field does not appear.

**ADJ BOOK VALUE (Adjusted Book Value).** The total base depreciable amount minus the total accumulated depreciation. If IFM is installed, this field does not appear.

**CAP VALUE (Capitalized Value).** The total cost (unadjusted basis) of all the assets in the vintage when they were acquired. If IFM is installed, this field does not appear.

**SELLING PRICE.** The accumulated amount of the actual salvage values of any retired assets in the vintage. If IFM is installed, this field does not appear.

**SERIAL NUMBER.** The number assigned to identify this asset.

**ASSET DESCRIPTION.** The word or phrase used to describe the asset.

**PREV SERIAL NO. (Previous Serial Number).** The serial number first assigned to the group of assets to which this asset belonged before it was separated from the group.

**CAP DATE (Capitalized Date).** The date the asset was first placed in service.

**TYPE OF ASSET.** The type of asset: (N) New, (U) Used, (R) Real, or (E) Exception.

**ID 1.** A number or description you assigned to this asset as additional identification.

**RET DATE (Retirement Date).** The date the asset was no longer in service.

**REF VINTAGE ACCT ID (Referenced Vintage Account ID).** The ID of the referenced vintage account if the asset is part of a vintage.

**ID 2.** A number or description you assigned to this asset as additional identification.

**LOC (Location).** The code you set up identifying the location of the asset.

**SELLING PRICE.** The amount of the actual salvage value of a retired asset.

**DEPRC SCHEDULE CODE (Depreciation Schedule Code).** The code that identifies the depreciation schedule used.

**ACTIVITY CODE.** The status of the asset on the schedule displayed: A (Active), F (Fully depreciated), N (Non-depreciable), E (Expensed), or R (Retired).

**NO. PER DEPRC (Number of Periods Depreciated).** The number of periods depreciated for the entire life of the asset on the schedule shown on the display.

**DEPRC METHOD (Depreciation Method).** The method of depreciation used for this asset on the displayed schedule.

**LIFE (Depreciable Life).** The useful life of the asset in years.

**CUR PERIOD DEPRC (Current Period Depreciation).** The amount of depreciation for the last period calculated.

**ESTIMATED SALVAGE.** The total amount of expected worth of the asset when it is disposed of.

**YTD ACCUM DEPRC (Year-to-Date Accumulated Depreciation).** The amount of accumulated depreciation year-to-date for this asset.

**CAP VALUE (Capitalized Value).** The cost (unadjusted basis) of the asset when it was acquired.

**TOTAL ACCUM DEPRC (Total Accumulated Depreciation).** The amount of accumulated depreciation over the life of the asset.

**EXPENSE DED AMT (Expense Deduction Amount).** The part of the cost of qualifying property treated as an expense rather than a capital expenditure.

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**ADJ BOOK VALUE (Adjusted Book Value).** The total base depreciable amount of the asset minus the total accumulated depreciation.

**ITC% (Investment Tax Credit Percent).** The percent (1 to 25) used to calculate the Investment Tax Credit to be applied against the capitalized value of the asset.

**EXPENSE ACCT (Expense Account).** The general ledger account number associated with the depreciation journal entry debit amount for Schedule B only.

**ITC AMOUNT (Investment Tax Credit Amount).** The amount of Investment Tax Credit calculated for this asset.

**ACCUM DEPRC ACCT (Accumulated Depreciation Account).** The general ledger account number associated with the depreciation journal entry credit amount for Schedule B only.

---

## Option 2. Calculate Period Depreciation (AMFM40)

Use this option to calculate your depreciation based on the information you have defined in the Depreciation Calendar file, the Depreciation Table file, and the Fixed Asset file.

Before you calculate your company's depreciation each period, make sure that you have added any newly acquired assets to the Fixed Asset file or have retired any assets you sold.

When you calculate period depreciation, you can choose to:

- Print only. Print the Depreciation Register for each schedule you want to depreciate as well as the Depreciation Journal (only for Schedule B—Book) without updating any files.
- Print and post. Print the Depreciation Register for each schedule you want to depreciate as well as the Depreciation Journal (only for schedule B—Book), update the Depreciation Calendar and Fixed Asset files, and post the entries for Schedule B to General Ledger.

When you request to print only the depreciation schedule, the system:

- Determines the next period to be depreciated.
- Uses the depreciation method assigned to each active asset within the schedule and calculates the current period depreciation amount.
- Calculates the base period depreciation and adjusts the base period depreciation where needed, according to the depreciation method set up in the Depreciation Table file.
- Makes sure that the amount of current period depreciation for an asset is less than or equal to the amount remaining to be depreciated. If the calculated amount is more, the system uses the remaining amount for the period depreciation amount.
- Prints the Depreciation Register and, if the depreciation schedule is B, prints the Depreciation Journal as well.

When you request to both print and post the depreciation schedule, the system also:

- Updates the following fields in the Fixed Asset file for each asset:
  - Current period depreciation amount
  - Year-to-date accumulated depreciation amount
  - Total accumulated lifetime depreciation amount
  - Number of periods depreciated.
- Changes the activity code from A (Active) to F (Fully depreciated) if the asset becomes fully depreciated during the period. An asset is considered fully depreciated if either:
  - The remaining depreciable amount is less than the amount calculated for the current period. In that case, the remaining depreciable amount is used as the current period depreciation because it is less than the calculated amount.
  - The remaining number of periods to depreciate is zero.
- Increases by one the number of year-to-date periods depreciated in the Depreciation Calendar file.

- Creates general journal entries, for Schedule B only, from the Depreciation Journal and posts them to the Temporary General Ledger (TEMGEN) file in General Ledger.

Use the Depreciation Register as an important part of your company's audit trail. It is your record throughout the year of how depreciation was calculated for each period and schedule. The Depreciation Journal prints only for depreciation calculated for Schedule B assets. Use the Depreciation Journal as an audit trail of the depreciation entries that you created and passed to General Ledger. You can use the totals at the end of the report to balance to the totals on the Depreciation Register for Schedule B.

**Note:** If IFM is installed, this process differs in two ways:

- Ledger entries are recorded in an IFM transaction using units and natures. This transaction is passed to IFM for immediate posting.
- Ledger entries are summarized by unit and nature. You can drill back to the supporting fixed asset records from IFM.

**What information you need:**

- The company number
- The depreciation schedule
- Decision to print reports only, or print reports and post.

**What reports are printed:**

- Depreciation Register (AMF39)
- Depreciation Journal (AMF3C) for Schedule B (Book).  
This report prints if IFM is not installed.
- Depreciation Journal (UAIKPFR) for Schedule B (Book).  
This report prints if IFM is installed.

**What forms you need:** None.

The basic steps to calculate period depreciation are listed below the display.

## AMF3E1—Depreciation Calculation (Options)

Use this display to calculate depreciation for your fixed assets at the end of every period. You can choose whether to print only or print and post the depreciation information.

This display appears when you choose option 2 (Calculate Period Depreciation) on the Fixed Asset Accounting menu (AMFM40).

```

DATE **/**/**          DEPRECIATION CALCULATION          OPTIONS    AMF3E1  **

COMPANY NUMBER                nn

DEPRECIATION SCHEDULE        A

SELECT OPTION FOR DEPRECIATION REGISTER
AND DEPRECIATION JOURNAL  <1/2>          n
  1-PRINT ONLY
  2-PRINT AND POST

                                     *****
                                     F24 CANCEL THE JOB

```

### What to do

- To calculate the depreciation for the period you want, type the information requested and press **Enter**. The display AMF3E1 appears again with a warning message that depreciation will be calculated for the period shown on the display. Use **F17**, which also appears, to accept the warning message and continue processing the job.
- To cancel the job, use **F24**. Go to menu AMFM40.

**Note:** If IFM is installed, the UAIAPVR-Transaction Header display appears. Refer to the next section for information about this display.

### Function keys

F17 ACCEPT WARNING allows you to accept the warning message that appears on the display and continue processing the job. The Fixed Asset Accounting menu (AMFM40) appears again. Choose another option or return to the Main Menu (AMFM00).

F24 CANCEL THE JOB causes the Fixed Asset Accounting menu (AMFM40) 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 for which you want to calculate depreciation.

**DEPRECIATION SCHEDULE.** Type a depreciation schedule code from A to Z (B=Book; T=Tax) that identifies the depreciation schedule you want to use to calculate depreciation. You must complete this field.

**SELECT OPTION FOR DEPRECIATION REGISTER AND DEPRECIATION JOURNAL <1/2>.** Type one of the following options:

**1-PRINT ONLY.** Prints the Depreciation Register (AMF39) and for Schedule B, the Depreciation Journal (AMF3C). It does not update the files or post to General Ledger. The default is 1.

**2-PRINT AND POST.** Prints the reports, updates all files, and posts to General Ledger if you selected Schedule B.

**Note:** For more information on depreciation methods see Appendix D, "Report Writer Balance Sign Tables" on page D-1.

## UAIAPVR—Transaction Header

Use this display to define the IFM transaction header for the depreciation entries you are creating.

This display appears only when IFM is interfacing and you have selected either to calculate and post depreciation or to retire an asset.

```
UAIAPVR                               Transaction header                               Create
Transaction type . . . . . aaaaaaaA10
Transaction number . . . . : aA3
Narrative . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
Financial division . . . . : *****
Effective date . . . . . nn/nn/nn
Originating unit . . . . . aaaaaaaA10
Period . . . . . aaaaaaaA10
Translate date assignment . n          1 = None
                                       2 = Year end
                                       3 = Month end
                                       4 = Capitalization date

F3=Exit  F4=Prompt  F12=Cancel
```

### What to do

To create a header for an IFM transaction, type the values into the fields on this display and press **Enter**. The header record is created immediately after you press **Enter**. A batch job is submitted that generates the appropriate transaction lines in IFM.

### Function keys

F1=Help shows information about this display. Pressing **F1** or pressing the **help** key shows you the same information.

F4=Prompt provides a list of choices for the option or options you selected.

F12=Cancel ignores any options or changes you typed on the current display and causes the previous display to appear.

### Fields

**Transaction type.** Type the transaction type of the header you want to create.

**Transaction number.** Identifier for a transaction. Type the transaction number of the transaction for which you want to create a header.

**Narrative.** You can enter up to 40 characters of text to be included in the narrative for the associated transaction.

**Financial division.** This field is for your information only; the Company Number from the previous display appears in it.

**Effective date.** The date on which the transaction is defined to take place for accounting purposes. It is this date which is used to determine the accounting period into which the transaction falls. It is also the date used to determine which dated records, such as exchange rates, apply to the transaction.

**Originating unit.** Type the identifier of the unit that originates the transaction for which you want to create a header.

**Period.** The period to which the transaction is posted. It must be an open ledger period, in the current transaction ledger. If you leave this field blank, the period defaults from the effective date.

**Translation date assignment.** This value is used to calculate the date of translation. Type one of the following:

- 1 None. The translation date defaults to the effective date.
- 2 Year end. The last day of the capitalization year. If you operate on a fiscal-year system and the asset's capitalization month is prior to or the same as the year-end month, then the translation date is the month and day of year-end and the year of the asset's capitalization.

If the asset's capitalization month is later than the year-end month, then the translation date is the month and day of year-end and the year of the asset's capitalization plus one.

- 3 Month end. The last day of the capitalization month.
- 4 Capitalization date. The date of the asset's capitalization.

---

## Option 3. Print Fixed Asset Reports (AMFM40)

Use this option to see the secondary menu to print various reports. This menu is explained in more detail in “Option 3. Fixed Asset Reports (AMFM43)” on page 6-22.

---

## Option 4. Reset Depreciation Balances (AMFM40)

Use this option to reset the depreciation balances at the end of your company's depreciation year. This is the only Financial Analysis option considered to be a year-end procedure. Before you reset the depreciation balances for all schedules, make sure that you have calculated the period depreciation for all of the periods in the year. Because the system deletes retired assets, you may also want to print the Retired Assets Report (AMF35) before you reset the depreciation balances.

When you reset the balances for a depreciation schedule, the system first checks the Depreciation Calendar file to see if the number of periods depreciated for the year to date is the same as the number of periods in the year. If not, the system prints the Fixed Asset Reset Depreciation Error Report (AMF3F) with a message telling you that the schedule has not had all periods depreciated. If no errors are found, the system:

- Sets the current period and year-to-date depreciation amounts back to zero in the Fixed Asset file.
- Deletes assets with an activity code of R (for retired) which do not belong to a vintage account from the Fixed Asset file. When all of the assets belonging to a vintage account are retired, you must delete the assets belonging to a vintage account through file maintenance (option 6 on the File Maintenance menu—AMFM60).
- Sets the number of year-to-date periods depreciated back to zero in the Depreciation Calendar file.
- Increases by one, the year in each beginning and ending period date in the Depreciation Calendar file for each depreciation schedule being reset.
- Prints the Fixed Asset Reset Depreciation Balances Register (AMF38). It shows, by asset, each depreciation schedule being reset, all assets and vintage accounts that were zeroed, and each asset's and vintage account's activity code and accumulated depreciation for the year before it was reset to zero.

The Fixed Asset Reset Depreciation Error Report (AMF3F) is printed only if you have errors. Use it to determine which schedules still need to have depreciation calculated for remaining periods in the current year. If you requested to reset the depreciation balances for all of your depreciation schedules, you must depreciate the schedules shown on this report before you can reset the depreciation balances for all schedules. Or, you can reset only those depreciation schedules with no errors.

Use the Fixed Asset Reset Depreciation Balances Register (AMF38) as part of your company's audit trail. It shows you all of your assets and their total depreciation for the year, as well as their last activity code. This report also is the last record of your retired assets.

### What information you need:

- The company number
- The depreciation schedule for the balances you want to reset.

**What reports are printed:**

- Fixed Asset Reset Depreciation Error Report (AMF3F), for errors
- Fixed Asset Reset Depreciation Balances Register (AMF38), no errors.

**What forms you need:** None.

## AMF3D1—Reset Depreciation Balances (Options)

Use this display to zero your year-to-date information in the Fixed Asset and Depreciation Calendar files at the end of the year to prepare for next year. This is the only task that needs to be run at year-end.

This display appears when you choose option 4 (Reset Depreciation Balances) on the Fixed Asset Accounting menu (AMFM40).

DATE **/**/**	RESET DEPRECIATION BALANCES	OPTIONS	AMF3D1	**
	COMPANY NUMBER		nn	
	DEPRECIATION SCHEDULE		A	
***** F24 CANCEL THE JOB				

**What to do**

- To choose the company number and depreciation schedule you want to reset, type the information requested and press **Enter**. This display appears again with a warning message that balances will be reset. Use **F17** to accept the warning. Go to menu AMFM40.
- To end the session, use **F24**. Go to menu AMFM40.

**Function keys**

F17 ACCEPT WARNING allows you to accept the warning message that appears on the display and continue with the year-end zeroing. The Fixed Asset Accounting menu (AMFM40) appears again. Choose another option or return to the Main Menu (AMFM00).

F24 CANCEL THE JOB causes the Fixed Asset Accounting menu (AMFM40) to appear again; 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 whose balances you want to reset or leave the field blank to reset the balances for all companies.

**DEPRECIATION SCHEDULE.** Type the letter from A to Z (B=Book; T=Tax) that identifies the depreciation schedule whose balances you want to reset. Leave the field blank if you want to reset all schedules.

---

## Option 5. Retire Fixed Assets (AMFM40)

Use this option to either retire an asset or to simulate retirement on a depreciable asset you are ready to sell or dispose of to see the effects before you actually retire the asset.

Using the selling price and retirement date you enter on the Fixed Assets Retirement (Options) display (AMF3B1) along with the information already in the Fixed Asset file, the Financial Analysis application calculates the remaining depreciation for the asset, the adjusted book value and profit or loss for each depreciation schedule associated with the asset. The ITC recovery percentage for Schedule T must be entered when retiring an asset that has not been held for the required number of years. Refer to "Understand how to use ITC recovery percentages" on page 2-43 for more information. Depreciation allowable for the year of retirement is calculated. This information is then shown to you on the display for each depreciation schedule, one at a time, and you can decide whether you actually want to retire the asset or not.

If the asset is part of a vintage account, the system adds the selling price for the asset to the accumulated depreciation for the entire vintage account. The system determines what a vintage account's profit or loss is by comparing the vintage accumulated depreciation to the vintage capitalized value. When the retirement of an asset causes the accumulated depreciation to be greater than or equal to the vintage account's capitalized value, a profit is realized. If the accumulated depreciation is less than the capitalized value, no loss is computed until the last asset in the vintage is retired. The loss does not show on reports until the last asset in the vintage is retired; instead, zero is printed in the Profit/Loss column.

A vintage account becomes fully depreciated in one of two ways:

- The first time the retirement of an asset causes the vintage to show a profit. Although the system does not calculate any more depreciation for the vintage, the retirement of other assets in the vintage continues to increase the vintage profit by adding the selling prices to the accumulated depreciation.
- When the last asset in a vintage is retired, even though the vintage account continually shows a loss.

When you retire an asset, the system:

- Retires the asset from all depreciation schedules to which it is assigned (except those with Activity code N or E) and changes Activity code in the Fixed Asset file for each depreciation schedule to R (Retired).
- Prints the Asset Retirement Register (AMF3G) as an audit trail showing each asset retired, with the adjusted book value, profit or loss, and ITC recapture amount.
- Prints the Depreciation Journal (AMF3C) and makes any depreciation journal entries necessary for Schedule B (Book) assets for any depreciation accrued since the last time depreciation was calculated. Then the system passes the journal entries shown on the Depreciation Journal to the Temporary General Ledger file (TEMGEN) in the General Ledger before posting.

When you simulate a retirement, the system calculates the adjusted book value, and profit or loss, and shows it to you on the Status display (AMF3B2). However, no file updates occur and no reports print.

**Note:** If IFM is installed, this process differs in two ways:

- Ledger entries are recorded in an IFM transaction using units and natures. This transaction is passed to IFM for immediate posting.
- Ledger entries are summarized by unit and nature. You can drill back to the supporting fixed asset records from IFM.

**What information you need:**

- The company number
- The asset serial number
- The retirement date
- The selling price.
- The ITC percent, if the asset is schedule T.

**What reports are printed:**

- Asset Retirement Register (AMF3G)
- Depreciation Journal (AMF3C), for schedule B.

**What forms you need:** None.

## AMF3B1—Fixed Assets Retirement (Options)

Use this display to retire an asset from all schedules or whenever you want to simulate retirement (see what the effect of retirement would be).

This display appears when you choose option 5 (Retire Fixed Assets) on the Fixed Asset Accounting menu (AMFM40).

```
DATE **/**/**          FIXED ASSETS RETIREMENT          OPTIONS  AMF3B1  **
                                     COMPANY NUMBER          nn
                                     SERIAL NUMBER          aaaaaaaaaaaaA15
                                     RETIREMENT DATE          nnnnnn
                                     PREMATURE RETIRE DATE      nnnnnn

                                     F24 END OF JOB
```

**What to do**

- To retire an asset or just simulate retirement, type the information requested and press **Enter**. Go to display AMF3B2.
- To end the session, use **F24**. Go to menu AMFM40.

**Note:** If IFM is installed, the Transaction Header display (UAIAPVR) appears. Refer to page 6-12 for information about this display.

## Function keys

F24 END OF JOB updates the Fixed Asset file and, if you retired any assets, schedules the Asset Retirement Register (AMF3G) and the Depreciation Journal (AMF3C, Schedule B only) for printing. The Fixed Asset Accounting menu (AMFM40) appears again.

If you are simulating retirement, no updating occurs and no reports print. The Fixed Asset Accounting menu (AMFM40) appears 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 only if you specified multiple companies during application tailoring. If this field appears, type the company number of the asset you want to retire or whose retirement you want to simulate.

**SERIAL NUMBER [?].** Type the serial number of the asset you want to retire. You must complete this field.

**RETIREMENT DATE.** Type the date you disposed of the asset. If you retire the asset in the middle of a period, the system calculates a partial period depreciation amount. The retirement date should fall between the period beginning and ending dates of the next period to be depreciated. You must complete this field. If you are simulating retirement, type a date you plan to retire the asset.

**Note:** If you already calculated depreciation for periods beyond the retirement date, a warning message, by schedule, appears on the Status display (AMF3B2).

**PREMATURE RETIRE DATE.** Type the date you want to use to calculate a partial period rate if the rate is other than the retirement date.

Some tax methods have the partial period rate built into the tables. If an asset is retired prematurely, the premature retirement date is used to calculate what part of the year's depreciation to take. This applies only to tax T schedules and those methods that have the partial period rate built in; for example, 1992 MALTH, MACDSH, and MACSLH methods.

## AMF3B2—Fixed Assets Retirement (Status)

Use this display to see the status of the assets for which you are simulating retirement, or want to actually retire.

The display is divided into three windows or areas of information: Vintage Account, Asset Header, and Depreciation Schedule. The vintage account information always begins with the vintage account. The asset header information always begins with the asset serial number. The depreciation schedule information always begins with the depreciation schedule code.

The vintage account information appears only when the asset belongs to a vintage.

This display appears when you press **Enter** on the Options display AMF3B1.

```

DATE **/**/**          FIXED ASSETS RETIREMENT          STATUS    AMF3B2  **
COMPANY **              *****

SERIAL NUMBER          ***** ASSET DESCRIPTION *****
SELLING PRICE          ** , ** , ** , ** . **

DEPRC SCHEDULE CODE   *          NUMBER PER DEPRC          ****
DEPRC METH *****   DEPRC LIFE  ** . *          TOTAL ACCUM DEPRC    ** , ** , ** , ** . **

CAPITALIZED VALUE     ** , ** , ** , ** . **          ADJ BOOK VALUE       ** , ** , ** , ** . **
ESTIMATED SALVAGE     ** , ** , ** , ** . **          PROFIT OR LOSS       ** , ** , ** , ** . **
EXPENSE DED AMT       * , ** , ** , ** . **          ITC RECAPTURE AMOUNT ** , ** , ** , ** . **
ITC AMOUNT            ** , ** , ** , ** . **

                                ENTER TO CONTINUE
                                F13 RETIRE ASSET
                                F19 RESELECT OPTIONS
    
```

### What to do

- To continue, press **Enter**. You see the next schedule for the asset. When you are finished reviewing the schedules you want to simulate, use **F13** or **F19**. Go to display AMF3B1.
- To retire the asset from all its schedules, use **F13**. Go to display AMF3B1.
- To bypass this asset and return to the Options display, use **F19**. Go to display AMF3B1.

### Function keys

F13 RETIRE ASSET causes the retirement of the asset from all schedules and display AMF3B1 appears again.

F19 RESELECT OPTIONS causes the Options display AMF3B1 to appear again. No updating occurs.

## Fields

You cannot enter or change the information in any of these fields.

**COMPANY.** The number and name of the company you entered on the Options display AMF3B1, if you specified multiple companies during application tailoring.

**SERIAL NUMBER.** The serial number of the asset you entered on the Options display AMF3B1.

**ASSET DESCRIPTION.** The word or phrase used to describe the asset.

**SELLING PRICE.** The amount of the actual salvage value of the retired asset that you entered on the Options display (AMF3B1).

**DEPRC SCHEDULE CODE (Depreciation Schedule Code).** The code from A to Z (B=Book; T=Tax) that identifies the depreciation schedule used for this asset.

**NUMBER PER DEPRC (Number of Periods Depreciated).** The number of periods that have been depreciated for the entire life of the asset.

**DEPRC METH (Depreciation Method).** The depreciation method used for this asset for this schedule.

**DEPRC LIFE (Depreciable Life).** The number of years the vintage can be depreciated.

**TOTAL ACCUM DEPRC (Total Accumulated Depreciation).** The accumulated lifetime depreciation for the asset.

**CAPITALIZED VALUE.** The cost (unadjusted basis) of the asset when it was acquired.

**ADJ BOOK VALUE (Adjusted Book Value).** The total base depreciable amount minus the total accumulated depreciation.

**ESTIMATED SALVAGE.** The total amount of expected worth of all the assets in the vintage when you dispose of them.

**PROFIT OR LOSS.** The selling price of the asset minus the adjusted book value.

**EXPENSE DED AMOUNT (Expense Deduction Amount).** The part of the cost of qualifying property treated as an expense rather than a capital expenditure.

**ITC RECAPTURE AMOUNT (Investment Tax Credit Recapture Amount).** The amount of Investment Tax Credit you did not earn because the asset was not in service for the required number of years when it was retired.

**ITC AMOUNT (Investment Tax Credit).** The amount of Investment Tax Credit calculated for this asset.

## Option 3. Fixed Asset Reports (AMFM43)

When you choose option 3 on the Fixed Asset Accounting menu (AMFM40), the secondary menu, Fixed Asset Reports (AMFM43) appears. From this menu, eight different reports can be selected for printing at any time and in any sequence. For more detailed information on these reports, see "Report descriptions" on page 11-1.

```

*****
                                MENU: AMFM43
                                *****
                                **
                                F I N A N C I A L   A N A L Y S I S
                                Fixed Asset Reports
                                1 Asset Depreciation Range
                                2 Fixed Assets by Activity Code
                                3 Fixed Asset Acquisitions
                                4 Retired Assets
                                5 Fixed Asset Investment Tax Credit
                                6 Fixed Assets by Location
                                7 Fixed Assets by Asset ID 1
                                8 Fixed Assets by Asset ID 2
                                9 Return to Main Menu

Enter number  nn                                For another application or menu,
                                                enter program or menu name  aaaaA6

```

**Option 1. Asset Depreciation Range.** Use this option to print the status of all vintage accounts and information on all assets belonging to each vintage account. This report applies only to assets on Schedule T (Tax).

**Option 2. Fixed Assets by Activity Code.** Use this option to print a report of the assets you have in each of the five activity codes. This report shows how many assets are active, expensed, fully depreciated, non-depreciable, or retired.

**Option 3. Fixed Asset Acquisitions.** Use this option to print a report of assets acquired during the requested year or a report of all assets belonging to the company. You can optionally choose to print this report in a quarterly format to see quarterly totals and quarterly percentages.

**Option 4. Retired Assets.** Use this option to print a report of all assets that are retired. Print this report before you reset depreciation balances. When you reset depreciation balances, retired assets are removed from the Fixed Asset file.

**Option 5 Fixed Asset Investment Tax Credit.** Use this option to print a report for all years or a specific year of all assets that had an Investment Tax Credit amount calculated. This report applies only to those assets on Schedule T (Tax).

**Option 6. Fixed Assets by Location.** Use this option to print a report of all assets and their schedule information according to their location, or just their description and IDs according to their location.

**Option 7. Fixed Assets by Asset ID 1.** Use this option to print a report of all assets in ascending sequence by the user-defined field, Asset ID 1. This report shows descriptive and schedule information. See “Identifying your Fixed Assets” in Chapter 2 for more information on Asset IDs 1 and 2.

**Option 8. Fixed Assets by Asset ID 2.** Use this option to print a report of all assets in ascending sequence by the user-defined field, Asset ID 2. This report shows descriptive and schedule information with group totals for each Asset ID 2 and the company. See “Identifying your Fixed Assets” in Chapter 2 for more information on Asset IDs 1 and 2.

**What information you need:**

- The company number
- The depreciation schedule
- The serial number
- The capitalized year.

**What reports are printed:**

- Asset Depreciation Range (AMF31)
- Fixed Assets by Activity Code (AMF32)
- Fixed Asset Acquisitions (AMF34)
- Retired Assets (AMF35)
- Fixed Asset Investment Tax Credit (AMF36)
- Fixed Assets by Location (AMF37)
- Fixed Assets by Asset ID 1 (AMF3S) and
- Fixed Assets by Asset ID 2 (AMF3T).

**What forms you need:** None.

The basic steps to generate fixed asset reports are listed below each display.

---

## Option 1. Asset Depreciation Range (AMFM43)

Use this option to print the Asset Depreciation Range Report (AMF31) which shows you all of the vintage accounts in a company and all of the assets that are assigned to each vintage account by serial number. Because the Asset Depreciation Range (ADR) election is for tax reporting purposes only, this report is printed for Schedule T (Tax) assets only.

You can choose to print the report for all of the companies you have installed or for one company number at a time. The Asset Depreciation Range Report is printed for each company number you request by vintage account number and asset serial number within each vintage account number, from the lowest to the highest. Company totals are printed at the end of the report.

You can use this report to see what vintage accounts are defined for a company, what assets are assigned to each vintage, and if each asset is active or was retired. For each vintage account, you can also see its current profit or loss, as well as its adjusted book value.

## AMF3M1—Asset Depreciation Range Report (Options)

Use this display to enter the print options for the Asset Depreciation Range report (AMF31). This report is for tax reporting and applies only to assets on Schedule T (Tax).

**Note:** If you specified single company during application tailoring, you see only messages to tell you the name of the report to be printed. Type 0 to continue or 3 to cancel the report.

This display appears when you choose option 1 (Asset Depreciation Range) on the Fixed Asset Reports Menu (AMFM43).

```
DATE **/**/**      ASSET DEPRECIATION RANGE REPORT      OPTIONS      AMF3M1  **
                                     COMPANY NUMBER      nn
                                     F24 CANCEL THE JOB
```

### What to do

- To print the report, type the information requested and press **Enter**. The system schedules the Asset Depreciation Range report (AMF31) for printing. Go to menu AMFM43.
- To cancel the session, use **F24**. Go to menu AMFM43.

### Function keys

F24 CANCEL THE JOB causes the Fixed Asset Reports menu (AMFM43) to appear; no processing occurs.

### Fields

**COMPANY NUMBER.** This field appears only if you selected multiple companies during application tailoring. If this field appears, type in the company number to print the report for one company or leave the field blank to print the report for all companies.

---

## Option 2. Fixed Assets by Activity Code (AMFM43)

Use this option to print the Fixed Assets by Activity Code report (AMF32) which shows you the number of assets you have in each of the five activity code categories—A (Active), E (Expensed), F (Fully depreciated), N (Non-depreciable) and R (Retired)—for one depreciation schedule at a time.

You can choose to print the report for:

- One company number and depreciation schedule
- All company numbers with one depreciation schedule.

The Fixed Assets by Activity Code report (AMF32) prints for each company number you request by depreciation schedule within each company. Along with the total number of assets for each activity code group, the report shows you the total amount of capitalized value, accumulated depreciation, estimated salvage, and Investment Tax Credit (ITC) for each activity code.

You can use this summary report to see how many assets you have in a particular category.

---

## Option 3. Fixed Asset Acquisitions (AMFM43)

Use this option to print the Fixed Asset Acquisitions report (AMF34—Report type 1) which shows you all of the assets you acquired during the year, by serial number sequence or you can request the report in a quarterly format (AMF30—Report type 2) by capitalized date.

You can choose to print the report for:

- All companies with all capitalized years (Report type 1 only)
- One company with one capitalized year (Report type 1 and 2)
- One company with all capitalized years (Report type 1 only)
- All companies with one capitalized year (Report type 1 and 2).

The Fixed Asset Acquisitions report (AMF34—Report type 1) prints for each company you request by asset serial number or vintage account, and then by depreciation schedule, from the lowest to the highest. The Fixed Asset Acquisitions report (AMF30—Report type 2) prints quarterly depreciation amounts for all four quarters instead of the accumulated depreciation amount which is printed on Report type 1.

The reports print information about the asset such as depreciable life, capitalized date and description, and the depreciation method, capitalized value, and accumulated depreciation from each depreciation schedule. For Schedule T (Tax) assets, the Investment Tax Credit amount and/or 179 Expense Deduction amount prints, if applicable. The ITC amount prints on the same line as the schedule information and the Expense Deduction amount prints on the next line.

Vintage accounts also appear on this report. The estimated salvage, capitalized value, and accumulated depreciation print for the vintage account as a whole, not for individual assets. Additionally, each asset within a vintage prints along with its individual salvage and capitalized amounts and any ITC amounts.

Totals print by schedule for each company. Vintage account totals are added into the company totals. If you selected the quarterly format, company totals print for all quarters.

You can use this report to see what assets you acquired during the year and how you initially set them up. This report is also helpful when you update your asset accounts in General Ledger.

## AMF3P1—Fixed Asset Acquisitions Report (Options)

Use this display to enter the print options for the Fixed Asset Acquisitions report (AMF34).

This display appears when you choose option 3 (Fixed Asset Acquisitions) on the Fixed Asset Reports menu (AMFM43).

```
DATE **/**/**      FIXED ASSET ACQUISITIONS REPORT      OPTIONS      AMF3P1  **  
  
      COMPANY NUMBER          nn  
      CAPITALIZED YEAR        nn  
      REPORT TYPE <1/2>       n  
      1-SERIAL SEQUENCE  
      2-QUARTERLY  
  
F24 CANCEL THE JOB
```

### What to do

- To print the report, type the information requested and press **Enter**. The system schedules the Fixed Asset Acquisitions report—Report type 1 (AMF34) or Fixed Asset Acquisitions report—Report type 2 (AMF30) for printing. Go to menu AMFM43.
- To cancel the session, use **F24**. Go to menu AMFM43.

### Function keys

F24 CANCEL THE JOB causes the Fixed Asset Reports menu (AMFM43) 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 to print the report for one company, or leave the field blank to print the report for all companies.

**CAPITALIZED YEAR.** Type the capitalized year you want to include on the report or leave this field blank to print the report for all capitalized years. This field is required if you select **REPORT TYPE 2**.

**REPORT TYPE <1/2>.** Type one of the following options:

**1-SERIAL SEQUENCE.** Prints the report by serial number, from the lowest to the highest.

**2-QUARTERLY.** Prints the report in a quarterly format according to the capitalized year entered.

You must complete this field.

---

## Option 4. Retired Assets (AMFM43)

Use this option to print the Retired Assets report (AMF35) which shows you all of the assets that have been retired. Remember, when you reset depreciation balances at the end of the depreciation year (option 4 from the Fixed Asset Accounting menu—AMFM40), the retired assets that do not belong to a vintage account are removed from the system for the depreciation schedules you reset. Therefore, this report contains assets that were retired in previous years for only those depreciation schedules that were not reset.

You can choose to print the report for all of the companies you have installed or for one company number at a time. The Retired Assets Report is printed for each company number you request by depreciation schedule within each asset serial number, from the lowest to the highest.

The report shows all schedules to which each asset was assigned along with the asset's selling price, profit or loss, and adjusted book value at the time of retirement. If the asset was retired before all of the Investment Tax Credit amount was earned, the amount of ITC recapture is also printed. If the asset belonged to a vintage account, the vintage account number and total selling price are printed. For vintage assets, the adjusted book value and profit or loss are shown for the entire vintage account; not the individual asset being retired.

Company totals are printed at the end of the report for each depreciation schedule and represent individual asset fields only. The vintage account totals for capitalized value, adjusted book value, and profit or loss are not added into the company totals.

Use this report at the end of the year for a record of all of the assets you retired. Be sure to print this report before you reset depreciation balances. Information from this report helps you as you prepare for fiscal year-end close.

## AMF3J1—Retired Assets Report (Options)

Use this display to enter the print options for the Retired Assets report (AMF35).

This display appears when you choose option 4 (Retire Assets) on the Fixed Asset Reports menu (AMFM43).

```
DATE **/**/**          RETIRED ASSETS REPORT          OPTIONS  AMF3J1  **
                           COMPANY NUMBER      nn

                                     F24 CANCEL THE JOB
```

### What to do

- To print the report, type the information requested and press **Enter**. The system schedules the Retired Assets Depreciation report (AMF35) for printing. Go to menu AMFM43.
- To cancel the session, use **F24**. Go to menu AMFM43.

**Note:** If Financial Analysis is installed for one company, this display will not appear. Instead, a message appears. Do one of the following:

- To continue processing, type **0** and press **Enter**. Go to menu AMFM43.
- To cancel the session, type **3** and press **Enter**. Go to menu AMFM43.

### Function keys

F24 CANCEL THE JOB causes the Fixed Asset Reports menu (AMFM43) 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 to print the report for one company, or leave the field blank to print the report for all companies.

---

## Option 5. Fixed Asset Investment Tax Credit (AMFM43)

Use this option to print the Fixed Asset Investment Tax Credit report (AMF36) which shows you all of the assets that the system calculated an Investment Tax Credit amount for during the year you request. Because Investment Tax Credit is for federal tax reporting purposes only, this report prints just for Schedule T (Tax) assets.

You can choose to print the report for:

- All companies with all capitalized years
- One company with one capitalized year
- One company with all capitalized years
- All companies with one capitalized year.

The Fixed Asset Investment Tax Credit report (AMF36) prints for each company by asset serial number, from the lowest to the highest. If you choose to print the report for only one year, then only assets capitalized during that year print on the report.

The report includes descriptive information about the asset and tax related information such as the depreciable life, 179 Expense Deduction amount, ITC percentage and amount, and the current year's accumulated depreciation. If you have vintage accounts, the vintage account number appears with all the assets within that vintage account that had ITC calculated.

Totals are printed for each company for all amount fields. The following capitalized value categories also print at the end of the report:

- Total new assets with depreciable life-3
- Total new assets with depreciable life-5
- Total new assets with depreciable life other
- Total new assets
- Total used assets with depreciable life-3
- Total used assets with depreciable life-5
- Total used assets with depreciable life other
- Total used assets.

The system does not print these totals for reports with more than one capitalized year because the annual limitation does not apply.



---

## Option 6. Fixed Assets by Location (AMFM43)

Use this option to print the Fixed Assets by Location report (AMF37) which shows you all of the assets and their depreciation schedule information according to the location code of each asset. You assigned the location code during Fixed Asset file maintenance (in Location on form FA-13) and it is whatever you use to identify an asset's location—such as a department, building, warehouse, or plant number.

You can choose to print the report for:

- All companies with all of the assets' depreciation information
- One company with all of the assets' depreciation information
- One company with only the assets' descriptive and identification information
- All companies with only the assets' descriptive and identification information.

When you print the Fixed Assets by Location report (AMF37), with only the assets' description and IDs, you get a report you can use as an inventory list of your fixed assets; only the asset serial number, its description, and asset ID 1 and 2 print on the report. When you print the report with all of the assets' depreciation information, the report shows the descriptive information along with each asset's depreciation schedule, activity code, depreciation method, and related depreciation amounts. For assets that are part of a vintage account, the adjusted book value and accumulated depreciation do not print on the Schedule T line, but the vintage account number is printed for identification.

The Fixed Assets by Location report is printed for each company by schedule within asset serial number, within the location code, from the lowest to the highest. Totals are printed for each location by schedule for capitalized value, adjusted book value, and accumulated depreciation. At the end of each company's report, totals are printed for these same three fields by schedule. The last totals to be printed are for the vintage accounts that were printed as part of the report.

You can use this report to see where your assets are. If you want an inventory list without the associated detail, request a report with only the assets' descriptions and IDs.





## What to do

- To print the report, type the information requested and press **Enter**. The system schedules the Fixed Assets by Asset ID 1 report (AMF3S) for printing. Go to menu AMFM43.
- To cancel the session, use **F24**. Go to menu AMFM43.

**Note:** If your company is a single company installation, a display appears with messages to tell you the name of the report to be printed. Type **0** to continue or **3** to cancel the report.

## Function keys

F24 CANCEL THE JOB causes the Fixed Asset Reports menu (AMFM43) to appear again; 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 to print the report for one company, or leave the field blank to print the report for all companies.



## What to do

- To print the report, type the information requested and press **Enter**. The system schedules the Fixed Assets by Asset ID 2 report (AMF3T) for printing. Go to menu AMFM43.
- To cancel the session, use **F24**. Go to menu AMFM43.

**Note:** If your company is a single company installation, a display appears with messages to tell you the name of the report to be printed. Type **0** to continue or **3** to cancel the report.

## Function keys

F24 CANCEL THE JOB causes the Fixed Asset Reports menu (AMFM43) to appear again; 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 to print the report for one company, or leave the field blank to print the report for all companies.

---

## Chapter 7. Report Writer

When you choose option 5 on the Main Menu (AMFM00), the Report Writer Financial Statement (Options) display (AMF101) appears. There is no secondary menu for the Report Writer option. This display allows you to choose a statement code for printing a financial statement. Choose this option whenever you want to print your company's financial statements, such as a balance sheet, income statement, statement of changes in financial position, or retained earnings statement. After you have defined the financial statement information for your company, your next step is to print the Report Writer Financial Statement (AMF11) or the Report Writer Financial Statement (AMF12—Alternate format). Using the information defined for the financial statement in the Report Writer file and the information requested on the Report Writer Financial Statement (Options) display(s), the Financial Analysis application calculates and prints your company's financial statement.

You can choose to print your company's financial statement:

- As a combined report for all of the companies authorized to use the statement format, or as a separate report for each company
- For a specific period or month, or a range of periods or months
- To include all the posted journal entries from the Temporary General Ledger file (TEMGEN), or just the posted journal entries for the periods requested.

When you print the Report Writer financial statement (AMF11 or AMF12), the system first includes posted journal entries from the Temporary General Ledger file (TEMGEN), and combines them with period balances in the General Ledger Master file (GELMAS) so the account balances are up to date. Then, it calculates and prints the financial statement based on the column code defined.

**Note:** TEMGEN journal entries are not included for statements which use translated or measurement balances.

Use the Report Writer financial statements to see period or year-to-date balances, comparisons, and variances for the current, budget, and last year records in General Ledger.

**What information you need:** Print options for the financial statement you want to print.

**What reports are printed:**

- Report Writer Financial Statement (AMF11) or
- Report Writer Financial Statement Alternate Format (AMF12).

**What forms you need:**

- FA-17 for title records
- FA-20 for column records
- FA-23 for body records
- FA-24 for additional account records
- FA-25 for footnote records
- FA-26 for companies records

The basic steps to use Report Writer are listed below each display.

## AMF101—Report Writer Financial Statement (Options)

Use this display to enter the first part of the report options of the financial statement you want to print.

This display appears when you choose option 5 (Report Writer) on the Main Menu (AMFM00). Choose the print options for the financial statement you want.

```

DATE **/**/**          REPORT WRITER FINANCIAL STATEMENT          OPTIONS          AMF101  **

STATEMENT CODE                aaA4
STATEMENT DATE                aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
***** NUMBER FROM nnnn TO nnnn
INCLUDE JOURNALS FOR SELECTED ***** ONLY <Y/N>  A
NUMBER OF COPIES              nn
HOLD BEFORE PRINTING <Y/N>    A
SAVE AFTER PRINTING <Y/N>     A
USE ALTERNATE FORMAT <Y/N>   A
STAGGER TOTALS <Y/N>         A

                                F24 CANCEL THE JOB
    
```

### What to do

- To choose the statement code and print options, type the information requested and press **Enter**. If the statement format is defined for only one company, go to the Main Menu (AMFM00). If the statement format is defined for more than one company, go to display AMF102.
- To cancel the session, use **F24**. Go to the Main Menu (AMFM00).

### Function keys

F24 CANCEL THE JOB causes the Main Menu (AMFM00) to appear; no processing occurs.

### 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.

**STATEMENT CODE [?]**. Type the code that identifies the format of the financial statement you want to use. You must complete this field.

**STATEMENT DATE**. Type the date exactly as you want it to appear, including spaces. Enter the date as all numbers, or if you prefer to have the date written in words, enter

a prose date of up to 40 characters. For example, on the report you see “FOR PERIOD ENDING” and in the space that follows, the date appears as all numbers or in prose, whichever you chose. In this example, it would be shown as “FOR PERIOD ENDING 05/31/93” or “FOR PERIOD ENDING May 31, 1993.” The system ignores anything you type in this field unless you defined a title record with PRINT DATE-Y.

**\*\*\*\*\* NUMBER FROM/TO (Month or Period Number and Year).** Type a range of periods or dates for the information you want to include on the statement. For 13 period accounting or 12 month accounting beginning with the first fiscal month of January, the FROM entry must be less than the TO entry. For 12 month accounting with other than first fiscal month of January, the range can extend from one calendar year into the next.

**INCLUDE JOURNALS FOR SELECTED \*\*\*\*\* ONLY <Y/N> (Include Journals for Selected Periods or Months only).** Type **Y** if you want posted journal entries from the Temporary General Ledger (TEMGEN) file for only the periods or months in the specified range. Leave the default **N** to include posted journal entries from TEMGEN for all prior periods or months in the current year through the TO month or period.

**Note:** If you selected translated or measurement balances for this statement, TEMGEN journal entries are ignored.

**NUMBER OF COPIES.** Type the number of copies you want.

**HOLD BEFORE PRINTING <Y/N>.** Type **Y** if you want to hold the report in the spool file before printing it. You may want to print other reports before you print this one. Leave the default **N** if you want to release the report to print immediately. You can request additional copies of the report while holding it in the spool file.

**SAVE AFTER PRINTING <Y/N>.** Type **Y** if you want to save the report in the spool file after it prints. Use the default **N** if you do not want to save the report.

**USE ALTERNATE FORMAT <Y/N>.** Type **Y** if you want the Financial Statement you selected to print in an alternate format. The alternate format prints amount fields in detail of up to 9,999,999,999,999.99 units of currency. The amounts shown in this format will be rounded to the nearest whole unit amount (no decimals), and no commas will be used. If you use the default **N**, the selected Financial Statement will print in the normal format which allows detail amounts up to 999,999,999.99 units of currency. Decimal points and commas are used in the normal format.

**STAGGER TOTALS <Y/N>.** Type in **Y** to print the Financial Statement you selected with staggered subtotals. Columns two, four, and six print on the first subtotal line with the description; columns one, three, and five print on the second subtotal line. If you use the default **N**, the selected Financial Statement prints the subtotals for all columns on one line. If any of your subtotals are greater than eleven digits, they will overlay the totals of the previous column if the totals are not staggered.

## AMF102—Report Writer Financial Statement (Options)

Use this display to choose options for printing the Financial Statement.

This display appears when you press **Enter** on the Options display AMF101 and have defined the statement format for more than one company. You can choose separate statements for one, multiple, or all valid companies, or you can get a combined report for multiple or all valid companies.

```

DATE **/**/**      REPORT WRITER FINANCIAL STATEMENT      OPTIONS      AMF102  **
                    STATEMENT *****
COMPANIES IN STATEMENT:
** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** **
** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** **
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** ** **^ **^ **^ **^ **^ **^ **^ **^ **^ **^ **^ **^ **^ **^ **^ **^ **^

SEPARATE OR COMBINED REPORT <S/C>  A

COMPANY NAME (FOR COMBINED REPORT)  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

SELECT COMPANIES FOR THIS RUN
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 nn nn nn nn nn nn nn nn nn nn nn nn

F19 RESELECT OPTIONS
F24 CANCEL THE JOB
    
```

### What to do

- To choose the companies for this statement, type the information requested and press **Enter**. Either the Report Writer Financial Statement (AMF11) or the Report Writer Financial Statement Alternate Format (AMF12) is scheduled for printing. Go to the Main Menu (AMFM00).
- To change the print options selected, use **F19**. Go to display AMF101.
- To cancel the job, use **F24**. Go to the Main Menu (AMFM00).

### Function keys

F19 RESELECT OPTIONS causes the Options display AMF101 to appear again; no processing occurs.

F24 CANCEL THE JOB causes the Main Menu (AMFM00) to appear; no processing occurs.

### Fields

**COMPANIES IN STATEMENT.** All valid companies for the statement code you entered on the Options display AMF101.

**SEPARATE OR COMBINED REPORT <S/C>**. Use the default S if you want a separate report for each company. Type **C** to combine companies on one report.

**COMPANY NAME (FOR COMBINED REPORT)**. Type a company name to identify this report when you want to combine companies on one report. The system ignores anything you type in this field unless you defined a title record with PRINT COMPANY NAME-Y.

**<BEFORE> SELECT COMPANIES FOR THIS RUN**. Valid companies for this statement format appear on the display in the upper left corner. Of the companies shown, type the companies you want to process this time.

**<AFTER> SELECT COMPANIES FOR THIS RUN**. Leave the default of valid companies for this statement format from the upper portion of the display, or you can replace a company with blanks to delete the company from the report.

## Chapter 8. File Maintenance

When you choose option 6 (File Maintenance) on the Main Menu (AMFM00), the File Maintenance menu (AMFM60) appears. This menu gives you seven options to update or edit the Financial Analysis master files. If IFM is installed and the File Maintenance menu has been changed to process Fixed Asset options only, options 1, 2, 5, and 7 go to disabled menus. To make this menu easier to use, you can change the task ID on the Main Menu to point to File Maintenance menu AMFM60A on which the disabled options do not appear. For more information, see the Menu Maintenance chapter in the *CAS User's Guide*.

Option 1. Automatic Journal Entry (AMFM60).....	8-3
Option 2. Budget Preparation (AMFM60).....	8-20
Option 3. Depreciation Calendar (AMFM60).....	8-20
Option 4. Depreciation Table (AMFM60).....	8-27
Option 5. Financial Ratio (AMFM60).....	8-35
Option 6. Fixed Asset (AMFM60).....	8-41
Option 7. Report Writer (AMFM60).....	8-53
Option 2. Budget Preparation File Maintenance (AMFM62).....	8-54

```

AMFM60                               Financial Analysis          *****
                                     File Maintenance

Type option or command; press Enter.

    1. Automatic Journal Entry
    2. Budget Preparation >>
    3. Depreciation Calendar
    4. Depreciation Table
    5. Financial Ratio
    6. Fixed Asset
    7. Report Writer >>

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

**Option 1. Automatic Journal Entry.** Use this option to update the automatic journal entries. Using this option, you can update the description records, factor records, and distribution information for an auto journal entry or work field ID in the Automatic Journal Entry file.

**Option 2. Budget Preparation.** Use this option to update the description and factor records in the Budget Preparation file. When you choose option 2, the Budget Preparation File Maintenance menu (AMFM62) appears.

**Option 3. Depreciation Calendar.** Use this option to add, change, or delete depreciation information in the Depreciation Calendar file.

**Option 4. Depreciation Table.** Use this option to copy an existing statement format to a new statement format. This option allows you to resequence the statement numbers and change the statement title.

**Option 5. Financial Ratio.** Use this option to add, change, or delete the account information for the ratio variables in the Financial Ratio file.

**Option 6. Fixed Asset.** Use this option to add, change, or delete vintage account, asset header, and depreciation schedule records in the Fixed Asset file.

**Option 7. Report Writer.** Use this option to add, change, or delete title, column, body, footnote, additional accounts records or the companies record in the Report Writer file.

You use file maintenance to keep your master files current. You can add, change, and delete information in the master files. All Financial Analysis file maintenance occurs using immediate update; files are updated as quickly as the system accepts the entry. Later reports reflect the files as they have been updated.

An important part of application tailoring is whether to print a file maintenance listing showing changes made during file maintenance. The advantage of printing and saving a record of change activities is to provide an audit trail of the past (history) which can be used if a system interruption (power failure) occurs.

The Financial Analysis master files can be maintained concurrently. Concurrent file maintenance means that more than one user can maintain the same master file at the same time. "How to set up a factor record" on page B-1 tells you how many work stations can update the Financial Analysis files at one time.

---

## Option 1. Automatic Journal Entry (AMFM60)

Use this option to calculate your company's automatic journal entries based on the information you have defined in the Automatic Journal Entry file and the account balances in the General Ledger file.

The Automatic Journal Entry file stores information about each of your automatic journal entries in two different modes:

- An automatic journal entry tells the system what accounts to use when creating journal entries, as well as how to calculate the journal entry amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as accumulating the net profit
  - Constant values that change periodically which you need for calculations, such as the percentage to calculate the estimated taxes.

An automatic journal entry or work field contains at least one mathematical formula (also called a calculation method in this book) you define, as well as descriptive information. The system stores this information in the Automatic Journal Entry file; the descriptive information is in the description record and the mathematical formula is in the factor record. You have only one mathematical formula per factor record, but there can be more than one factor record. You must define both of these records for both modes—automatic journal entry and work field.

Because an automatic journal entry can use the result of a calculation in a work field, the system always calculates the work fields first. The major difference between an automatic journal entry and a work field is that an automatic journal entry creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

The system knows what order to process automatic journal entries or work fields by an ID you assign. The system processes work fields first, in work field ID sequence; that is, in order from the lowest work field ID to the highest work field ID. Then the system processes the automatic journal entry IDs, from the lowest automatic journal entry ID to the highest. Before you assign either an automatic journal entry or a work field ID, be sure you are familiar with.

You can have three kinds of records in automatic journal entry mode:

- The description record contains descriptive information about each automatic journal entry and room enough to distribute an automatic journal entry to one debit account and one credit account.
- The factor record contains the operation you want the system to perform. You can have multiple factor records for each automatic journal entry. You identify each factor record by a sequence ID which allows you to use the output of one calculation as input to another calculation.
- The distribution record is used only when you want to distribute an automatic journal entry to more than one account.

You can also have two kinds of records in work field mode:

- The description record contains descriptive information about each work field ID.
- The factor record contains the operation you want the system to perform. You can have multiple factor records for each work field. Like an automatic journal entry factor record, you identify each work field factor by a sequence ID which allows you to use the output of one calculation as input to another calculation.

**What information you need:**

- The company number
- The auto entry ID or work field ID.

**What reports are printed:** Automatic Journal Entry File Maintenance (AMF81).

**What forms you need:**

- FA-01
- FA-02
- FA-03.

The basic steps to perform automatic journal entries are listed below each display.

## AMF811—Automatic Journal Entry File Maintenance (Select)

Use this display to choose the auto entry description or auto entry factor records you want to add, change, or delete in the Automatic Journal Entry file.

This is the first display that appears when you choose option 1 (Automatic Journal Entry) on the File Maintenance menu (AMFM60).

```
DATE **/**/**          AUTOMATIC JOURNAL ENTRY          SELECT          AMF811  **
                        FILE MAINTENANCE

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F>  A
      (D-AUTO ENTRY DESCRIPTION, F-AUTO ENTRY FACTORS)

      COMPANY NUMBER                      nn
      AUTOMATIC JOURNAL ENTRY ID         aaaaaA7
      SEQUENCE ID                          nn

      ACTION CODE <A/C/D>                  A
      CHANGE TO WORK FIELD MODE <Y/N>     A

                                          F24 DISPLAY STATUS
```

### What to do

- To add, change, or delete an auto entry description or factor record, type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF813 or AMF815.
- To switch to work field mode, type **Y** for **CHANGE TO WORK FIELD MODE** and press **Enter**. Go to display AMF812.
- To review the status of this session or end the session, use **F24**. Go to display AMF817.

### Function keys

F24 DISPLAY STATUS causes the Status display (AMF817) 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F> (D-AUTO ENTRY DESCRIPTION, F-AUTO ENTRY FACTORS)**. Type **D** for an auto entry description record. Type **F** for an auto entry factors record. You must complete this field if you want to maintain an auto entry description or factors record.

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number belonging to the automatic journal entry records you want to maintain.

**AUTOMATIC JOURNAL ENTRY ID [?].** Type the ID that identifies the auto journal entry you want to maintain. The ID becomes part of the source ID in the General Ledger transaction. You must complete this field.

**SEQUENCE ID.** The sequence ID determines the order in which the system calculates the automatic journal entry factors. To add factors, type in a sequence ID that has not been used before. To change factors, type in the sequence ID that you originally entered. Leave this field blank for a description record.

**ACTION CODE <A/C/D>.** Type **A** (add), **C** (change), or **D** (delete) to show the action you want to take. You must complete this field.

**CHANGE TO WORK FIELD MODE <Y/N>.** Type **Y** to ignore the other fields on this display and to see the Select display (AMF812) for work field description and factor records. Use the default **N** if you want to maintain auto entry records.

## AMF812—Automatic Journal Entry File Maintenance (Select)

Use this display to choose the work field description record or work field factors record you want to add, change, or delete in the Automatic Journal Entry file.

This display appears when you respond **Y** to the field **CHANGE TO WORK FIELD MODE** on the Select display (AMF811).

```

DATE **/**/**          AUTOMATIC JOURNAL ENTRY          SELECT    AMF812  **
                        FILE MAINTENANCE

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F>  A
      (D-WORK FIELD DESCRIPTION, F-WORK FIELD FACTORS)

      COMPANY NUMBER                nn
      WORK FIELD ID                 aaaaaA7
      SEQUENCE ID                   nn

      ACTION CODE <A/C/D>           A
      CHANGE TO AUTO ENTRY MODE <Y/N>  A

                                          F24 DISPLAY STATUS
  
```

### What to do

- To add, change, or delete a work field description or factor record, type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF814 or AMF816.
- To switch to auto entry mode, type **Y** for **CHANGE TO AUTO ENTRY MODE** and press **Enter**. Go to display AMF811.
- To review the status of this session or end the session, use **F24**. Go to display AMF817.

### Function keys

F24 DISPLAY STATUS causes the Status display (AMF817) 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F> (D-WORK FIELD DESCRIPTION, F-WORK FIELD FACTORS)**. Type **D** for a work field description record. Type in **F** for a work field factors record. You must complete this field if you want to maintain a work field description or factor record.

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type in the company number belonging to the work field records you want to maintain.

**WORK FIELD ID [?].** Type the ID that identifies the work field you want to maintain. You must complete this field.

**SEQUENCE ID.** The sequence ID determines the order in which the system calculates the work field factor records. To add factors, type in a sequence ID that has not been used before. To change factors, type in the sequence ID that you originally entered. Leave this field blank for a description record.

**ACTION CODE <A/C/D>.** Type **A** (add), **C** (change), or **D** (delete) to show the action you want to take. You must complete this field.

**CHANGE TO AUTO ENTRY MODE <Y/N>.** Type **Y** to ignore the other fields on this display and to see the Select display (AMF811) for auto entry description and factor records. Use the default **N** if you want to maintain work field records.

## AMF813—Automatic Journal Entry File Maintenance (Description)

Use this display to add, change, or delete the description record for an auto journal entry ID.

This display appears when you type in **D** (Auto Entry Description Record) on the Select display (AMF811).

```

DATE **/**/**          AUTOMATIC JOURNAL ENTRY          *****  AMP813  **
                        FILE MAINTENANCE

COMPANY                **          *****
AUTO ENTRY ID         *****

BYPASS CODE <Y/N>      A          REVERSAL CODE <Y/N>      A
FREQUENCY CODE         A2         DISTRIBUTION CODE <Y/N>      A
DEBIT ACCOUNT          aaaaaaaaaaA15  CREDIT ACCOUNT          aaaaaaaaaaA15
DESCRIPTION            aaaaaaaaaaA25

                                                F18 REFRESH SCREEN
                                                F19 RETURN TO SELECT
                                                *****

```

### What to do

- To add or change the description record, type the information you need. If you do not need distributions, press **Enter**. Go to display AMF811. If you need distributions, type **Y** for **DISTRIBUTION CODE**. Press **Enter**. Go to display AMF818.

- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF811.
- To delete a description record that has associated factor records and distribution records, use **F20**. Go to display AMF811.
- To delete a description record that has no factor records, check the auto entry ID for the description record to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF811.
- To bypass the deletion of this auto entry description record, use **F19**. Go to display AMF811.

## Function keys

**F18 REFRESH SCREEN** ignores any information you typed in and shows you the display as it originally appeared.

**F19 RETURN TO SELECT** ignores any information you typed in and shows you the Select display (AMF811); no file updating occurs.

**F20 DELETE RECORDS** appears on the display when you are in Delete mode and have description records with associated factor records and/or distribution records you want to delete. If you use F20, the description record and all associated factor and distribution records will be deleted.

## 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**. The number and name of the company you entered on the Select display (AMF811). If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**AUTO ENTRY ID**. The auto entry ID you entered on Select display AMF811.

**BYPASS CODE <Y/N>**. Type **Y** to omit processing this auto entry during Calculate or Create Automatic Journal Entries. Use the default N to process this auto entry.

**REVERSAL CODE <Y/N>**. Type **Y** to create a reversing entry in addition to the auto journal entry. Use the default N to show you do not want a reversing entry.

**FREQUENCY CODE**. Type in the code you assigned that represents how often you want to process this auto journal entry (weekly, monthly, and so on). All auto journal entries and work fields with the same frequency code are processed together. When you change the frequency code here, the system automatically updates the frequency code for all factor and distribution records associated with this auto entry ID. You must complete this field.

**DISTRIBUTION CODE <Y/N>**. Type **Y** to distribute either the debit or credit amount. If you choose distribution and press **Enter**, the Distribution display (AMF818) appears. Then you can enter the distribution accounts and percents.

**DEBIT ACCOUNT**

**CREDIT ACCOUNT [?].** Type the general ledger account numbers to be debited and credited by the journal entry.

**Note:** If you want multiple distributions (DISTRIBUTION CODE - Y), you cannot enter both a Debit Account and a Credit Account number, and both cannot be blank or zero. Enter one account number here that will be posted with the entire journal entry amount. Leave the other account blank.

If you want to distribute debits, leave the debit field zero and enter the Credit Account number. If you want to distribute credits, leave the credit field zero and enter the Debit Account number.

**DESCRIPTION.** Type a word or phrase to describe the purpose of the journal entry you want to maintain. The first 15 characters of the description becomes the transaction description in the GL journal transaction.

## AMF814—Automatic Journal Entry File Maintenance (Description)

Use this display to add, change, or delete a description record for a work field ID.

This display appears when you type in **D** (Work Field Description Record) on the Select display (AMF812).

```
DATE **/**/**          AUTOMATIC JOURNAL ENTRY          *****  AMP814  **
                        FILE MAINTENANCE

COMPANY                **          *****
WORK FIELD ID          *****

FREQUENCY CODE         A2
DESCRIPTION             aaaaaaaaaaaaaaaaaaaaaA25

F18 REFRESH SCREEN
F19 RETURN TO SELECT
*****
```

### What to do

- To add or change a description record, type the information you need. Press **Enter**. Go to display AMF812.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF812.

- To delete a work field description record that has associated factor records, use **F20**. Go to display AMF812.
- To delete a description record that has no factor records, check the work field ID for the description record to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF812.
- To bypass the deletion of this work field description record, use **F19**. Go to display AMF812.

## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display (AMF812); no file updating occurs.

F20 DELETE RECORDS appears on the display when you are in Delete mode and have description records with associated factor records and/or distribution records you want to delete. If you use **F20**, the description record and all associated factor and distribution records will be deleted.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display (AMF812). If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**WORK FIELD ID.** The work field ID you entered on the Select display (AMF812).

**FREQUENCY CODE.** Type the code you assigned that represents how often you want to process this auto journal entry (weekly, monthly, and so on). All auto journal entries and work fields with the same frequency code will be processed together. When you change the frequency code here, the system automatically updates the frequency code for all factor and distribution records associated with this work field. You must complete this field.

**DESCRIPTION.** Type a word or phrase to describe the purpose of the work field you are maintaining.

## AMF815—Automatic Journal Entry File Maintenance (Factors)

Use this display to add, change, or delete a factor record for an auto entry ID.

This display appears when you type in **F** (Auto Entry Factors Record) on the Select display (AMF811).

```

DATE **/**/**          AUTOMATIC JOURNAL ENTRY          *****  AMF815  **
                        FILE MAINTENANCE

COMPANY                **          *****
AUTO ENTRY ID         *****
FREQUENCY CODE        **          SEQUENCE ID      **
OPERATION CONDITION                                A2

                        ACCOUNT CO  BAL  BAL  BAL  WORK  SEQ  CONSTANT
                        NUMBER NO  TYPE CODE ***** FIELD ID ID  AMOUNT
                        <1/2/3> <P/Y>
1ST OPERAND aaaaaaaaaA15  nn  n   A   nn  aaaaaA7  nn

OPERATION
CALC METHOD  A

2nd OPERAND aaaaaaaaaA15  nn  n   A   nn  aaaaaA7  nn nnnnnnnnnnn.n

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT

```

### What to do

- To add a factor record, type the information you need and press **Enter**. Another factor display appears with the sequence ID incremented by 10. To add another factor record, go to display AMF811. If you have no more factors to add, use **F19**. Go to display AMF811.
- To see the display as it was before you typed anything in the fields, use **F18**.
- To cancel what you have done on this display, use **F19**. Go to display AMF811.
- To change a factor record, type the information you need. Press **Enter**. Go to display AMF811.
- To see the display as it was before you typed anything in the fields, use **F18**.
- To cancel what you have done on this display, use **F19**. Go to display AMF811.
- To delete the auto entry factor record, check the auto entry ID and sequence ID for the factor record to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF811.
- To bypass the deletion of this auto entry factor record, use **F19**. Go to display AMF811.

### Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display (AMF811); no file updating occurs.

## 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.** The number and name of the company you entered on the Select display (AMF811). If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**AUTO ENTRY ID.** The ID you entered on the Select display (AMF811).

**FREQUENCY CODE.** The code you entered on the Select display (AMF811).

**SEQUENCE ID.** The sequence ID of this factor record. You either entered it on the Select display (AMF881), or the system incremented it in Add mode.

**OPERATION CONDITION .** Type one of the following condition codes to show what condition the value of the first operand must meet for the calculation of this factor to occur:

**blank** Unconditional calculation  
**EQ** Equal to zero  
**GT** Greater than zero  
**LT** Less than zero  
**NE** Not equal to zero  
**GE** Greater than or equal to zero  
**LE** Less than or equal to zero

**Note:** This does not apply to the Add Range Calculation method.

**ACCOUNT NUMBER [?].** Type the account number you want to use as the first or second operand. If using the Add Range calculation method, the account number does not have to be in General Ledger. Whatever you enter will be the beginning and ending limits to the range. When you use **ACCOUNT NUMBER** as the first or second operand, complete the related **ACCOUNT NUMBER** fields. If not, leave them blank.

**Note:** The exception to this is when you use Add Range as the Calculation Method. When using Add Range, enter the account number in the second operand but leave the related fields blank. The system fills in the related **ACCOUNT NUMBER** fields of the second operand with the information contained in the related **ACCOUNT NUMBER** fields of the first operand.

**CO NO (Company Number).** Type the number of the company to which the account belongs.

**BAL TYPE <1/2/3> (Balance Type).** Type **1** for Current, **2** for Budget, or **3** for Last Year, depending on the kind of balance you want to use.

**BAL CODE <P/Y> (Balance Code).** Type **P** for a period balance or **Y** for a year-to-date balance.

**BAL \*\*\*\*\* (Balance Period or Month).** Type a positive number, 01 to 13, if the balance is an absolute period, or 01 to 12 for an absolute month. The system gets the

balance from the specific period or month you enter. Type a negative number, -01 to -12, for a relative period, or -01 to -11 for a relative month. This shows how many periods or months to go back from the posting period or month to obtain a balance. Leave the field blank to always obtain the balance from the posting period or month being calculated.

**WORK FIELD ID [?].** Type the ID that identifies a work field you want to use as the first or second operand. Make sure it has the same frequency code as the auto entry ID you are maintaining. If any other values exist in the operand, leave this field blank.

**SEQ ID (Sequence ID).** Type the number that identifies the sequence ID of an earlier factor. This is how you chain factors together. If any other values exist in the operand, leave this field blank.

**CONSTANT AMOUNT.** Type the value you want to use as a constant for the second operand. For example, you might want to use a fixed amount for a recurring journal entry. That amount would be the constant amount. If any other values exist in the first or second operand, leave this field blank.

**1ST OPERAND (First operand).** The first operand can be an account number, a work field ID, a sequence ID, or it can be blank.

**OPERATION.** The calculation to be performed.

**CALC METHOD (Calculation Method).** Type one of the following codes to specify the kind of arithmetic operation you want to do:

<b>A</b>	Add
<b>S</b>	Subtract
<b>M</b>	Multiply
<b>D</b>	Divide
<b>R</b>	Add Range
<b>P</b>	Percent

**Note:** If the first operand is blank, this field is ignored.

**2ND OPERAND (Second Operand).** The second operand can be an account number, a work field ID, a sequence ID, or a constant amount.

**Caution:** If you use operation calculation method M, ensure that the result of the calculation does not exceed 15,2.

If you use operation calculation method M, all percentages are expressed in decimal format. For example, 10% would be shown as .1.

## AMF816—Automatic Journal Entry File Maintenance (Factors)

Use this display to add, change, or delete a factor record for a work field ID.

This display appears when you type in **F** (Work Field Factors Record) on the Select display (AMF812).

```

DATE **/**/**          AUTOMATIC JOURNAL ENTRY          *****  AMF816  **
                        FILE MAINTENANCE

COMPANY                **          *****
WORK FIELD ID          *****
FREQUENCY CODE        **          SEQUENCE ID  **
OPERATION CONDITION                                A2

                        ACCOUNT CO  BAL  BAL  BAL  WORK  SEQ  CONSTANT
                        NUMBER NO  TYPE CODE ***** FIELD ID ID  AMOUNT
                        <1/2/3> <P/Y>
1ST OPERAND aaaaaaaaaA15  nn  n   A    nn  aaaaaA7  nn

OPERATION
CALC METHOD  A

2nd OPERAND aaaaaaaaaA15  nn  n   A    nn  aaaaaA7  nn nnnnnnnnnnn.n

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT

```

### What to do

- To add a factor record, type the information you need and press **Enter**. The system shows you another factor display with the sequence ID incremented by 10. To add another factor record, go to display AMF812. If you have no more factors to add, use **F19**. Go to display AMF812.
- To see the display as it was before you typed anything in the fields, use **F18**.
- To cancel what you have done on this display, use **F19**. Go to display AMF812.
- To change a factor record, type the information you need. Press **Enter**. Go to display AMF812.
- To see the display as it was before you typed anything in the fields, use **F18**.
- To cancel what you have done on this display, use **F19**. Go to display AMF812.
- To delete the work field factor record, check the work field ID for the factor record to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF812.
- To bypass the deletion of this work field factor record, use **F19**. Go to display AMF812.

### Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display (AMF812); no file updating occurs.

## 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.** The number and name of the company you entered on the Select display (AMF812). If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**WORK FIELD ID.** The ID you entered on the Select display (AMF812).

**FREQUENCY CODE.** The code you entered on the Select display (AMF812).

**SEQUENCE ID.** The sequence ID of this factor record. You either entered it on the Select display (AMF812) or the system incremented it in Add mode.

**OPERATION CONDITION.** Type one of the following condition codes to show what condition the value of the first operand must meet for the calculation of this factor to occur:

<b>blank</b>	Unconditional calculation
<b>EQ</b>	Equal to zero
<b>GT</b>	Greater than zero
<b>LT</b>	Less than zero
<b>NE</b>	Not equal to zero
<b>GE</b>	Greater than or equal to zero
<b>LE</b>	Less than or equal to zero

**Note:** This does not apply to the Add Range Calculation method.

Refer to “AMF815—Automatic Journal Entry File Maintenance (Factors)” on page 8-12 for a description of the remaining fields on this display.

## AMF817—Automatic Journal Entry File Maintenance (Status)

Use this display to see the status of the Automatic Journal Entry file. This display shows the number of records you added or deleted during the current file maintenance session and the number of changes you made.

This display appears when you use **F24** on either of the Select displays (AMF811 or AMF812).

```
DATE **/**/**          AUTOMATIC JOURNAL ENTRY          STATUS    AMF817  **
                        FILE MAINTENANCE

SESSION STATUS
RECORDS ADDED          *****          RECORDS DELETED *****
RECORDS CHANGED       *****

                                ENTER TO CONTINUE
                                F24 END OF JOB
```

### What to do

- To return to the Automatic Journal Entry File Maintenance (Select) display (AMF811), press **Enter**. The display AMF811 appears.
- To end the session, use **F24**. Go to menu AMFM60. The Automatic Journal Entry File Maintenance report (AMF81) is scheduled for printing. Choose another option or return to the Main Menu (AMFM00).

**Note:** If you selected the option for file maintenance reports during Financial Analysis, the report shows all records added and deleted as well as the before and after images of the records changed during the file maintenance session.

### Function keys

F24 END OF JOB ends processing and the system schedules the Automatic Journal Entry File Maintenance report (AMF81) for printing.

### Fields

#### **SESSION STATUS.**

**RECORDS ADDED:** The number of records that you added during the session.

**RECORDS DELETED:** The number of records that you marked for deletion during the session.

**RECORD CHANGES:** The number of record changes that you made during the session.

## AMF818—Automatic Journal Entry File Maintenance (Distribution)

Use this display to add, change, or delete accounts and the percents you want to distribute to those accounts.

This display appears when you type Y for **DISTRIBUTION CODE** on the Description display (AMF813) and you are in Add or Change mode.

```

DATE **/**/**          AUTOMATIC JOURNAL ENTRY          *****   AMF818  **
                        FILE MAINTENANCE

COMPANY                **          *****
AUTO ENTRY ID         *****   *****

                        *****
                        ACCOUNT    PERCENT          ACCOUNT    PERCENT          ACCOUNT    PERCENT
aaaaaaaaaaaaA15       nnn.nn   aaaaaaaaaaaaaA15   nnn.nn   aaaaaaaaaaaaaA15   nnn.nn

                                                                F18 REFRESH SCREEN
                                                                F20 DELETE DISTRIB
                                                                F21 ADDITIONAL DISTRIB
    
```

### What to do

- To add up to 24 accounts and percentages to the file, type the information you need and press **Enter**. Go to display AMF811.
- To add more than 24 distributions to the file, type the information you need, use **F21**. Repeat the previous step. Repeat this step until you have added the distributions you need. When your total percents equal 100, press **Enter**. Go to display AMF811.

**Note:** A **REMAINING BALANCE** field appears in the lower left corner of the display when you use **F21** to go from one distribution display to another.

- To see the display as it was before you typed anything in the fields, use **F18**.
- To cancel any distributions you entered, use **F20**. Go to display AMF813.
- To change the distributions in the file, use **F21** to page forward to the end of the distributions, making any changes you need. Press **Enter**. Go to display AMF811.
- To see the display as it was before you typed anything in the fields, use **F18**.

- To cancel any distributions you entered, use **F20**. Go to display AMF813. When the description record appears again, type **N** for **DISTRIBUTION CODE** and enter both accounts before you continue.

## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F20 DELETE DISTRIB ignores any information you typed in, deletes all distribution records for this auto entry ID, and shows you the Description display (AMF813). Change the **DISTRIBUTION CODE** to N and enter the opposite account number from what appears on the display. You must complete both the **DEBIT ACCOUNT** and **CREDIT ACCOUNT** fields when you cancel the distribution.

F21 ADDITIONAL DISTRIB causes the Distribution display (AMF818) to appear again. This allows you to distribute additional accounts and percentages. The total distribution must always equal 100 percent.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display (AMF811). If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**AUTO ENTRY ID.** The auto entry ID you entered on the Select display (AMF811).

**\*\*\*\*\* ACCOUNT (Debit or Credit Account).** If you entered a **CREDIT ACCOUNT** number on the Description display (AMF813), the headings on this display show the **DEBIT ACCOUNT** numbers and vice versa. Type in the valid general ledger account numbers that will receive the distributions.

**PERCENT.** Type the percent of the journal entry amount you want to distribute to each account. The total of the percents you enter must equal 100 percent.

---

## Option 2. Budget Preparation (AMFM60)

Use this option see the secondary menu to initialize budget accounts, make global factor changes, edit budget accounts or update the Budget Preparation Master file. This menu is explained in more detail in "Option 2. Budget Preparation File Maintenance (AMFM62)" on page 8-54.

---

## Option 3. Depreciation Calendar (AMFM60)

Use this option to calculate period depreciation for each depreciable asset and print reports based on information in the both the Fixed Asset file and Depreciation Calendar file.

The Depreciation Calendar file contains descriptive information about each depreciation schedule used to calculate depreciation. It contains information such as how many depreciation periods in a year, and the beginning and ending dates of each depreciation period. This information is stored in the Depreciation Calendar file by schedule. Each depreciation schedule calendar record must have a unique letter from A to Z to identify it. B is always used for the book depreciation schedule and T is always used for the federal tax depreciation schedule.

**What information you need:**

- The company number
- The depreciation schedule.

**What reports are printed:** Depreciation Calendar File Maintenance (AMF87).

**What forms you need:** FA-15.

The basic steps to maintain depreciation calendars are listed below each display.

## AMF871—Depreciation Calendar File Maintenance (Select)

Use this display to choose the company number and depreciation calendar schedule records in the Depreciation Calendar file that you want to maintain.

This is the first display that appears when you choose option 3 (Depreciation Calendar) on the File Maintenance menu (AMFM60).

```
DATE **/**/**          DEPRECIATION CALENDAR          SELECT    AMF871  **
                        FILE MAINTENANCE

                        COMPANY NUMBER          nn
                        DEPRECIATION SCHEDULE   A
                        ACTION CODE <A/C/D>     A

                                                F24 DISPLAY STATUS
```

### What to do

To add a record to the Depreciation Calendar file, to change or to delete a record in the Depreciation Calendar file, do one of the following:

- Type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF872.
- To review the status of this session or to end the session, use **F24**. Go to display AMF874.

### Function keys

F24 DISPLAY STATUS causes the Status display (AMF874) to appear.

### Fields

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type the number of the company whose records you want to add, change, or delete.

**DEPRECIATION SCHEDULE .** Type the depreciation schedule code from A to Z (B=book; T=tax) that identifies the depreciation schedule you want to maintain. You must complete this field.

**ACTION CODE <A/C/D>**. Type **A** (add), **C** (change), or **D** (delete) to indicate the file maintenance action you want to take. You must complete this field.

## AMF872—Depreciation Calendar File Maintenance (Add/Change/Delete)

Use this display to add, change, or delete descriptive and period information for the company and schedule you chose on the Select display AMF871.

This display appears when you type in action code A, C, or D, and press **Enter** on the Select display (AMF871).

```
DATE **/**/**          DEPRECIATION CALENDAR          *****  AMF872  **
                        FILE MAINTENANCE

COMPANY                **  *****
DEPRC SCHEDULE         *

DEPRC SCHED DESCRIPTION  aaaaaaaaaaaaaaaaaA20
PERIODS IN YEAR         nn
PERIODS DEPRECIATED YTD  nn

*****
F18 REFRESH SCREEN
F19 RETURN TO SELECT
```

### What to do

- To add or change a depreciation schedule calendar record, type the information requested and press **Enter**. Go to display AMF873.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF871.
- To delete the depreciation schedule calendar record, check the company number and depreciation schedule. Press **Enter**. Go to display AMF871.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To bypass the deletion of this depreciation schedule calendar record, use **F19**. Go to display AMF871.

### Function keys

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.

F17 ACCEPT WARNING appears only if you pressed **Enter** and have warning messages. Use **F17** to accept the warning and continue processing.

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF871.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF871. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**DEPRC SCHEDULE (Depreciation Schedule).** The depreciation schedule you entered on the Select display AMF871.

**DEPRC SCHED DESCRIPTION (Depreciation Schedule Description).** Type the word or phrase (up to 20 characters) that describes this depreciation schedule. You must complete this field if you are using a schedule other than Schedule B (book) or Schedule T (tax).

**PERIODS IN YEAR.** Type the number (from 1 to 13) to show how many times a year depreciation is calculated for this depreciation schedule. You must complete this field.

**Note:** If you are working with Schedule T (tax), type in 1. There is only one period for the federal tax schedule. If you are working with Schedule B (book), type the same number of periods, 12 or 13, you defined for General Ledger.

**PERIODS DEPRECIATED YTD (Periods Depreciated Year-To-Date).** Type the number of periods (from 0 to 13) to show how many periods have been depreciated so far this year for this depreciation schedule.

**Note:** The system increments this field when it calculates period depreciation. When you add a new schedule, you are allowed initially to enter this field. After the initial add, you should not change it. Until the depreciation balances are reset, the only change you should make is to add a new schedule to the file.

## AMF873—Depreciation Calendar File Maintenance (Add/Change)

Use this display to update the beginning and ending dates for the periods you defined for this depreciation schedule calendar record. This display appears when you type in action code A or C, and press **Enter** on the first Add/Change/Delete display AMF872.

```

DATE **/**/**          DEPRECIATION CALENDAR          *****  AMF873  **
                        FILE MAINTENANCE

COMPANY                **  *****
DEPRC SCHEDULE         *

      PERIOD NUMBER    BEGINNING          ENDING
      1                nnnnnn            nnnnnn
      2                nnnnnn            nnnnnn
      3                nnnnnn            nnnnnn
      4                nnnnnn            nnnnnn
      5                nnnnnn            nnnnnn
      6                nnnnnn            nnnnnn
      7                nnnnnn            nnnnnn
      8                nnnnnn            nnnnnn
      9                nnnnnn            nnnnnn
     10                nnnnnn            nnnnnn
     11                nnnnnn            nnnnnn
     12                nnnnnn            nnnnnn
     13                nnnnnn            nnnnnn

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT
  
```

### What to do

- To add or change the beginning and ending dates, type the information you need. Press **Enter**. Go to display AMF871.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF871.

### Function keys

If you want to add, or change information, you must press **Enter**. If you use **F18** or **F19**, no adding or changing occurs.

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF871.

### Fields

**COMPANY.** This is the number of the company you entered on the Select display AMF871 and also the company name if you specified multiple companies during application tailoring. If you specified single company during application tailoring, only the company name appears.

**DEPRC SCHEDULE (Depreciation Schedule).** The depreciation schedule you entered on the Select display AMF871.

**PERIOD NUMBER.** The period numbers (1 to 13) appear.

**BEGINNING.** Type the beginning date for each period you defined for this depreciation schedule calendar record. Enter the date in the format you chose when you installed the Financial Analysis application. For example, if this depreciation schedule is for quarterly depreciation, type four beginning dates (January 1, April 1, July 1, and October 1). You must complete this field for the number of periods you specified for this schedule.

**ENDING.** Type the ending date for each period you defined for this depreciation schedule calendar record. Enter the date in the same format you chose when you installed the Financial Analysis application. For example, if this depreciation schedule is for quarterly depreciation, use four ending dates (March 31, June 30, September 30, and December 31). If you selected MM/DD/YY format, you should type in 03/31/9\*, 06/30/9\*, 09/30/9\*, and 12/31/9\*. You must complete this field for the number of periods you specified for this schedule.

**Note:** The first beginning date and the last ending date must cover an entire year. The ending date should be one day less than the anniversary of your first beginning date. For example, if you typed a beginning date of 02/01/90, the first anniversary would be 02/01/91. So your last ending date should be 01/31/91, one day earlier. If you have a January beginning date, for example 01/01/90, your ending date should be 12/31/90.

## AMF874—Depreciation Calendar File Maintenance (Status)

Use this display to see the status of the current Depreciation Calendar file maintenance session.

This display appears when you use **F24** on the Select display AMF871.

```
DATE **/**/**          DEPRECIATION CALENDAR          STATUS      AMF874  **
                        FILE MAINTENANCE

SESSION STATUS
RECORDS ADDED          *****
RECORD CHANGES       *****

RECORDS DELETED       *****

ENTER TO CONTINUE
F24 END OF JOB
```

## What to do

- To return to the Depreciation Calendar File Maintenance (Select) display (AMF871), press **Enter**. The display AMF871 appears.
- To end the session, use **F24**. Go to menu AMFM60. The Depreciation Calendar File Maintenance report (AMF87) is scheduled for printing. Choose another option or return to the Main Menu (AMFM00).

## Function keys

F24 END OF JOB is used to end Depreciation Calendar file maintenance.

## Fields

### **SESSION STATUS.**

**RECORDS ADDED:** The number of records that you added during the session.

**RECORDS DELEGATED:** The number of records that you marked for deletion during the session.

**RECORD CHANGES:** The number of record changes that you made during the session.



## What to do

- To add, change, or delete a depreciation method and description for a depreciation header record (H), or a depreciation method and depreciable life for a depreciation detail record (D), type the information requested; **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF672.
- To review the status of this session or to end the session, use **F24**. Go to display AMF674.

## Function keys

F24 DISPLAY STATUS causes the Status display (AMF674) to appear.

## Fields

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <H/D>(H-DEPRECIATION HEADER, D-DEPRECIATION DETAIL).** Type **H** (depreciation header) or **D** (depreciation detail) to indicate the type of information you want to maintain. You must complete this field.

**DEPRECIATION METHOD.** Type the depreciation method. You must complete this field.

**DEPRECIABLE LIFE.** Type the life in years of the depreciation table you want to maintain. You must complete this field if you chose D (depreciation detail) earlier on this display.

**ACTION CODE <A/C/D>.** Type **A** (Add), **C** (Change), or **D** (Delete) to indicate the action you want to take. You must complete this field.

## AMF672—Depreciation Table File Maintenance (Add/Change/Delete)

Use this display to add, change or delete depreciation header information for the depreciation method and depreciable life you chose on the Select display AMF671.

This display appears when you type in H (header record), action code A, C, or D and press **Enter** on the Select display AMF671.

```

DATE **/**/**      DEPRECIATION TABLE FILE MAINTENANCE      *****      AMF672  **
                                                                *** HEADER ***
METHOD      aaaaaA7
DESCRIPTION aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA68
USE SALVAGE VALUE IN CALCULATING DEPRECIATION? <Y/N>      A
  Y-USE SALVAGE VALUE IN CALCULATING DEPRECIABLE BASE
  N-SALVAGE VALUE NOT USED IN CALCULATING DEPRECIABLE BASE
DEPRECIATE TO ESTIMATED SALVAGE? <Y/N>      A
  Y-DEPRECIATE ASSET TO SALVAGE VALUE
  N-DEPRECIATE ASSET TO ZERO
PARTIAL PERIOD RATE INCLUDED IN TABLE PERCENTS? <Y/N>      A
  Y-PARTIAL PERIOD RATE INCLUDED IN TABLE PERCENTS
  N-PARTIAL PERIOD RATE NOT INCLUDED IN TABLE PERCENTS

                                                                *****
                                                                F19 RETURN TO SELECT

```

### What to do

- To add or to change the description and depreciation method for the depreciation header record, type the information requested. Press **Enter**. Go to display AMF671.
- To add or to change the description and percents for the depreciable life of the depreciation detail record, type the information you need. The percents should total 100 percent. Press **Enter**. Go to display AMF671.  
**Note:** If the percents you entered do not total 100 percent, a warning message appears. If you do not want to change the percent total at this time, use **F17**. Go to display AMF671.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the first step.
- To cancel what you have done on this display, use **F19**. Go to display AMF671.
- To delete the depreciation method and depreciable life for the depreciation detail record, check the depreciation method and depreciable life. Press **Enter**. Go to display AMF671.
- To bypass the deletion of this depreciation method and depreciable life, use **F19**. Go to display AMF671.
- To delete a depreciation header record with or without associated detail records, use **F20**. Go to display AMF671.
- To delete a depreciation detail record, use **F20**. Go to display AMF671.

## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared. **F18** does not appear in delete mode.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF671. No file updating occurs.

F20 DELETE DEPRC TABLE appears when you are in delete mode and have header records with associated detail records. If you use **F20** the header record and all associated detail table records will be deleted.

## Fields

**METHOD.** The depreciation method you entered on the Select display AMF671.

**DESCRIPTION.** Type the word or phrase that describes this depreciation method.

**USE SALVAGE VALUE IN CALCULATING DEPRECIATION <Y/N>**

**Y-USE SALVAGE VALUE IN CALCULATING DEPRECIABLE BASE**

**N-SALVAGE VALUE NOT USED IN CALCULATING DEPRECIABLE BASE:** . Type

**Y** if the salvage value is to be used in calculating the depreciable base when calculating period depreciation. Otherwise, type **N**.

**DEPRECIATE TO ESTIMATED SALVAGE <Y/N>**

**Y-DEPRECIATE ASSET TO SALVAGE VALUE**

**N-DEPRECIATE ASSET TO ZERO.** Type **Y** if the asset is to be depreciated to the salvage value stated in the schedule record. Type **N** if the asset is to be depreciated to zero.

**PARTIAL PERIOD RATE INCLUDED IN TABLE PERCENTS <Y/N>**

**Y-PARTIAL PERIOD RATE INCLUDED IN TABLE PERCENTS**

**N-PARTIAL PERIOD RATE NOT INCLUDED IN TABLE PERCENTS.** Type **Y** if a partial period rate is included within the ratios of the table; the partial period rate set up in the asset schedule record will not be used. Type **N** if no partial period rate is set up in the ratios of the table. The partial period rate set up in the asset schedule record will be used if not zero

## AMF673—Depreciation Table File Maintenance (Add/Change/Delete)

Use this display to add, change or delete depreciation percent information for the depreciation method and depreciable life you chose on the Select display AMF671.

This display appears when you type in D for detail record, action code A,C, or D and press **Enter** on the Select display AMF671.

```

DATE **/**/**      DEPRECIATION TABLE FILE MAINTENANCE      ***** AMF673 **
                      *** DETAIL ***
METHOD *****
LIFE   nn.n
YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT
1 nn.nnn  2 nn.nnn  3 nn.nnn  4 nn.nnn  5 nn.nnn  6 nn.nnn  7 nn.nnn
8 nn.nnn  9 nn.nnn  10 nn.nnn  11 nn.nnn  12 nn.nnn  13 nn.nnn  14 nn.nnn
15 nn.nnn  16 nn.nnn  17 nn.nnn  18 nn.nnn  19 nn.nnn  20 nn.nnn  21 nn.nnn
22 nn.nnn  23 nn.nnn  24 nn.nnn  25 nn.nnn  26 nn.nnn  27 nn.nnn  28 nn.nnn
29 nn.nnn  30 nn.nnn  31 nn.nnn  32 nn.nnn  33 nn.nnn  34 nn.nnn  35 nn.nnn
36 nn.nnn  37 nn.nnn  38 nn.nnn  39 nn.nnn  40 nn.nnn  41 nn.nnn  42 nn.nnn
43 nn.nnn  44 nn.nnn  45 nn.nnn  46 nn.nnn  47 nn.nnn  48 nn.nnn  49 nn.nnn
50 nn.nnn  51 nn.nnn  52 nn.nnn  53 nn.nnn  54 nn.nnn  55 nn.nnn  56 nn.nnn
57 nn.nnn  58 nn.nnn  59 nn.nnn  60 nn.nnn  61 nn.nnn  62 nn.nnn  63 nn.nnn
64 nn.nnn  65 nn.nnn  66 nn.nnn  67 nn.nnn  68 nn.nnn  69 nn.nnn  70 nn.nnn
71 nn.nnn  72 nn.nnn  73 nn.nnn  74 nn.nnn  75 nn.nnn  76 nn.nnn  77 nn.nnn
78 nn.nnn  79 nn.nnn  80 nn.nnn  81 nn.nnn  82 nn.nnn  83 nn.nnn  84 nn.nnn
85 nn.nnn  86 nn.nnn  87 nn.nnn  88 nn.nnn  89 nn.nnn  91 nn.nnn  91 nn.nnn

TOTAL PCT nnnn.nnn

*****
F19 RETURN TO SELECT

```

### What to do

- To add or to change the description and depreciation method for the depreciation header record, type the information requested. Press **Enter**. Go to display AMF671.
- To add or to change the description and percents for the depreciable life of the depreciation detail record, type the information you need. The percents should total 100 percent. Press **Enter**. Go to display AMF671.  
**Note:** If the percents you entered do not total 100 percent, a warning message appears. If you do not want to change the percent total at this time, use **F17**. Go to display AMF671.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the first step.
- To cancel what you have done on this display, use **F19**. Go to display AMF671.
- To delete the depreciation method and depreciable life for the depreciation detail record, check the depreciation method and depreciable life. Press **Enter**. Go to display AMF671.
- To bypass the deletion of this depreciation method and depreciable life, use **F19**. Go to display AMF671.
- To delete a depreciation header record with or without associated detail records, use **F20**. Go to display AMF671.
- To delete a depreciation detail record, use **F20**. Go to display AMF671.

## Function keys

F17 ACCEPT WARNING appears if the percents you entered do not total 100 percent. If you do not want to change the percent total at this time, use **F17** to accept the warning and continue processing.

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared. **F18** does not appear in delete mode.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF671. No file updating occurs.

F20 DELETE DEPRC TABLE appears when you are in delete mode and have header records with associated detail records. If you use **F20** the header record and all associated detail table records will be deleted.

## Fields

**METHOD.** The depreciation method you entered on the Select display AMF671.

**DESCRIPTION.** The description of the depreciation method you entered on the Select display AMF671.

**LIFE.** The depreciable life you entered on the Select display AMF671.

**TOTAL PCT (Total Percent).** The total of the percents for the depreciable life you entered on the Select display AMF671. You cannot type a value in this field.

**YEAR.** The number of years the asset can be depreciated according to the depreciation method you entered on Select display AMF671. You cannot type a value in this field.

**PCT (Percent).** Type a depreciation percent for each year of the depreciable life you entered on the Select display AMF671. You must complete this field.

## AMF673—Depreciation Table File Maintenance (Add/Change/Delete)

Use this display to add, change or delete depreciation percent information for the depreciation method and depreciable life you chose on the Select display AMF671.

This display appears when you type in D for detail record, action code A,C, or D and press **Enter** on the Select display AMF671.

```

DATE **/**/**      DEPRECIATION TABLE FILE MAINTENANCE      ***** AMF673 **
                      *** DETAIL ***
METHOD *****
LIFE   nn.n
YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT
1 nn.nnn  2 nn.nnn  3 nn.nnn  4 nn.nnn  5 nn.nnn  6 nn.nnn  7 nn.nnn
8 nn.nnn  9 nn.nnn  10 nn.nnn  11 nn.nnn  12 nn.nnn  13 nn.nnn  14 nn.nnn
15 nn.nnn  16 nn.nnn  17 nn.nnn  18 nn.nnn  19 nn.nnn  20 nn.nnn  21 nn.nnn
22 nn.nnn  23 nn.nnn  24 nn.nnn  25 nn.nnn  26 nn.nnn  27 nn.nnn  28 nn.nnn
29 nn.nnn  30 nn.nnn  31 nn.nnn  32 nn.nnn  33 nn.nnn  34 nn.nnn  35 nn.nnn
36 nn.nnn  37 nn.nnn  38 nn.nnn  39 nn.nnn  40 nn.nnn  41 nn.nnn  42 nn.nnn
43 nn.nnn  44 nn.nnn  45 nn.nnn  46 nn.nnn  47 nn.nnn  48 nn.nnn  49 nn.nnn
50 nn.nnn  51 nn.nnn  52 nn.nnn  53 nn.nnn  54 nn.nnn  55 nn.nnn  56 nn.nnn
57 nn.nnn  58 nn.nnn  59 nn.nnn  60 nn.nnn  61 nn.nnn  62 nn.nnn  63 nn.nnn
64 nn.nnn  65 nn.nnn  66 nn.nnn  67 nn.nnn  68 nn.nnn  69 nn.nnn  70 nn.nnn
71 nn.nnn  72 nn.nnn  73 nn.nnn  74 nn.nnn  75 nn.nnn  76 nn.nnn  77 nn.nnn
78 nn.nnn  79 nn.nnn  80 nn.nnn  81 nn.nnn  82 nn.nnn  83 nn.nnn  84 nn.nnn
85 nn.nnn  86 nn.nnn  87 nn.nnn  88 nn.nnn  89 nn.nnn  91 nn.nnn  91 nn.nnn

                      *****
                      F19 RETURN TO SELECT

```

### What to do

- To add or to change the description and depreciation method for the depreciation header record, type the information requested. Press **Enter**. Go to display AMF671.
- To add or to change the description and percents for the depreciable life of the depreciation detail record, type the information you need. The percents should total 100 percent. Press **Enter**. Go to display AMF671.  
**Note:** If the percents you entered do not total 100 percent, a warning message appears. If you do not want to change the percent total at this time, use **F17**. Go to display AMF671.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the first step.
- To cancel what you have done on this display, use **F19**. Go to display AMF671.
- To delete the depreciation method and depreciable life for the depreciation detail record, check the depreciation method and depreciable life. Press **Enter**. Go to display AMF671.
- To bypass the deletion of this depreciation method and depreciable life, use **F19**. Go to display AMF671.
- To delete a depreciation header record with or without associated detail records, use **F20**. Go to display AMF671.
- To delete a depreciation detail record, use **F20**. Go to display AMF671.

## Function keys

F17 ACCEPT WARNING appears if the percents you entered do not total 100 percent. If you do not want to change the percent total at this time, use **F17** to accept the warning and continue processing.

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared. **F18** does not appear in delete mode.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF671. No file updating occurs.

F20 DELETE DEPRC TABLE appears when you are in delete mode and have header records with associated detail records. If you use **F20** the header record and all associated detail table records will be deleted.

## Fields

**DESCRIPTION.** The description of the depreciation method you entered on the Select display AMF671.

**METHOD.** The depreciation method you entered on the Select display AMF671.

**LIFE.** The depreciable life you entered on the Select display AMF671.

**TOTAL PCT (Total Percent).** The total of the percents for the depreciable life you entered on the Select display AMF671. You cannot type a value in this field.

**YEAR.** The number of years the asset can be depreciated according to the depreciation method you entered on Select display AMF671. You cannot type a value in this field.

**PCT (Percent).** Type a depreciation percent for each year of the depreciable life you entered on the Select display AMF671. You must complete this field.

---

## Option 5. Financial Ratio (AMFM60)

Use this option calculates and prints the Financial Ratio report (AMF21) based on the general ledger account information in the Financial Ratio file. The Financial Ratios feature uses 34 ratio variables to calculate the Financial Ratio report. You define up to 22 ratio variables in the Financial Ratio file. The system calculates the other 12 from the 22 ratio variables you define. See Chapter 2, "Managing Financial Analysis" for the ratios, ratio formulas, and ratio variable codes used by each formula. In that chapter:

- "Prepare the Financial Ratio File Maintenance forms" describes each ratio variable code and the ratios that use each one.
- "Prepare the Update Industry Averages forms" describes each ratio, and the ratio variables that the system uses for each one.

Each ratio variable is identified by a ratio variable code. To define the ratio variable codes, you assign general ledger account numbers to each one your company is going to use. For one ratio variable code, you may need multiple records in the Financial Ratio file. Each record contains enough room to associate 12 general ledger account numbers to a ratio variable code. The system requires that each record for a ratio variable code be unique. For that reason, you assign a three-digit sequence number within each ratio variable code. The sequence number allows you to assign more than 12 general ledger account numbers to one ratio variable code.

If you are going to print all 23 financial ratios on your company's Financial Ratio Report (AMF21), you need to define all 22 ratio variable codes. And, you probably need to assign each account in your chart of accounts to one of the ratio variable codes. If you plan to use only part of the available financial ratios on your company's Financial Ratio Report, you need to define only those ratio variable codes that are required for the ratios you have chosen. However, if you do not define a ratio variable code and the system needs it for a ratio formula, the system uses a zero in its place.

When you schedule the Financial Ratio Report for printing, the system adds the year-to-date balance for each account assigned to a ratio variable code from the General Ledger file and totals each ratio variable code. The system then substitutes each ratio variable total in the ratio formulas to calculate the financial ratios for the company. The system also prints the original, translated, or measurement balances.

### **What information you need:**

- The company number
- The ratio variable code and sequence number.

**What reports are printed:** Financial Ratio File Maintenance (AMF84).

**What forms you need:** FA-09.

The basic steps to do Financial Ratio are listed below each display.

## AMF841—Financial Ratio File Maintenance (Select)

Use this display to choose the company number, ratio variable code, and sequence number in the Financial Ratio file for file maintenance.

This is the first display that appears when you choose option 5 (Financial Ratio) on the File Maintenance menu (AMFM60).

DATE \*\*/\*\*/\*\*      FINANCIAL RATIO FILE MAINTENANCE      SELECT      AMF841    \*\*

COMPANY NUMBER	nn
RATIO VARIABLE CODE	aaA4
SEQUENCE NUMBER	nnn
ACTION CODE <A/C/D>	A

F24 DISPLAY STATUS

### What to do

- To add, change, or delete a variable code and sequence number, type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF842.
- To review the status of this session or to end the session, use **F24**. Go to display AMF843.

### Function keys

F24 DISPLAY STATUS causes the Status display (AMF843) to appear.

### Fields

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type the number of the company whose records you want to add, change, or delete.

**RATIO VARIABLE CODE.** Type the ID of the ratio variable code you want to maintain. You must complete this field. Valid ratio variable codes are:

Code	Description	Code	Description
AP	Accounts Payable	LTL	Long term liabilities

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
AR	Accounts receivable	OA	Other assets
CA	Current assets	OE	Other expenses
CL	Current liabilities	OI	Other income
COGS	Cost of goods sold	OPE	Operating expenses
CSE	Common stock equity	PD	Preferred stock dividends
FA	Net fixed assets	PPE	Prepaid expenses
INT	Interest expenses	PSE	Preferred stock equity
INV	Inventory	PUR	Purchases
IT	Income taxes	SA	Net sales
LP	Lease payments	TC	Total Capitalization

**SEQUENCE NUMBER.** Type a number from 1 to 999 to identify the specific record for the ratio variable code you want to maintain. You can have more than one record for each ratio variable code. This field numbers the records within the code. You must complete this field.

**ACTION CODE <A/C/D>.** Type **A** (Add), **C** (Change), or **D** (Delete) to indicate the action you want to take. You must complete this field.

## AMF842—Financial Ratio File Maintenance (Add/Change/Delete)

Use this display to add, change, or delete account number information for the ratio variables in the file. If you are adding, no general ledger accounts appear. If you are changing or deleting, the general ledger accounts appear for the ratio variable code and sequence number you chose on the Select display AMF841.

This display appears when you type action code A, C, or D, and press **Enter** on the Select display AMF841.

```

DATE **/**/**          FINANCIAL RATIO FILE MAINTENANCE          *****          AMF842  **

COMPANY                **          *****
RATIO VARIABLE CODE    ****         *****
SEQUENCE NUMBER        ***

----- GENERAL LEDGER ACCOUNTS -----

aaaaaaaaaaaaA15        aaaaaaaaaaaaaA15        aaaaaaaaaaaaaA15        aaaaaaaaaaaaaA15
aaaaaaaaaaaaA15        aaaaaaaaaaaaaA15        aaaaaaaaaaaaaA15        aaaaaaaaaaaaaA15
aaaaaaaaaaaaA15        aaaaaaaaaaaaaA15        aaaaaaaaaaaaaA15        aaaaaaaaaaaaaA15

                                                    F18 REFRESH SCREEN
                                                    F19 RETURN TO SELECT
    
```

### What to do

- To add or change the ratio variable code and sequence number, type the information you need. Press **Enter**. Go to display AMF841.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF841.
- To delete the ratio variable and sequence number, check the ratio variable code and sequence number. Press **Enter**. Go to display AMF841.
- To see the display again, use **F18** and repeat the previous step.

**Note:** You cannot change any information that appears on the display in Delete mode. **F18** just shows you the display again.

- To bypass the deletion of this ratio variable code and sequence number, use **F19**. Go to display AMF841.

### Function keys

F18 REFRESH SCREEN ignores any information you typed and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed and shows you the Select display AMF841.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF841. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**RATIO VARIABLE CODE.** The ratio variable code you entered on the Select display AMF841 and its description.

**SEQUENCE NUMBER.** The sequence number you entered on the Select display AMF841.

**GENERAL LEDGER ACCOUNTS.** If you chose action code A (Add), no general ledger account numbers appear. Type the account numbers you want to add for this ratio variable code. The account number must exist in the General Ledger file as a Current record. You cannot enter the same account more than once per ratio variable.

For action code C (Change) or D (Delete), the general ledger accounts previously defined in the record appear. If you are changing a record, type the information you want to change. You must enter at least one general ledger account number if you are adding a record. If you are deleting, the record is deleted for the ratio variable code and sequence number you entered on the Select display AMF841. You cannot type any information if you are deleting.

## AMF843—Financial Ratio File Maintenance (Status)

Use this display to see the status of the Financial Ratio file. This display shows the number of records you added or deleted during this file maintenance session and the number of changes you made.

This display appears when you use **F24** on the Select display AMF841.

```
DATE **/**/**      FINANCIAL RATIO FILE MAINTENANCE      STATUS      AMF843  **

SESSION STATUS
RECORDS ADDED      *****      RECORDS DELETED  *****
RECORD CHANGES   *****

ENTER TO CONTINUE
F24 END OF JOB
```

### What to do

- To return to the Financial Ratio File Maintenance (Select) display (AMF841), press **Enter**. The display AMF841 appears.
- To end the session, use **F24**. Go to menu AMFM60. The Financial Ratio File Maintenance report (AMF84) is scheduled for printing. Choose another option or return to the Main Menu (AMFM00).

**Note:** If you selected the option for file maintenance reports during Financial Analysis installation, the report shows all records added and deleted as well as the before and after images of the records changed during the file maintenance session.

### Function keys

F24 END OF JOB is used to end Financial Ratio file maintenance.

## Fields

### **SESSION STATUS.**

**RECORDS ADDED:** The number of records that you added during the session.

**RECORDS DELETED:** The number of records that you marked for deletion during the session.

**RECORD CHANGES:** The number of record changes that you made during the session.

---

## Option 6. Fixed Asset (AMFM60)

Use this option to calculate partial period depreciation for each depreciable asset for the exact number of days the asset was owned during the year if the asset was acquired after the first day of the first period in the calendar file, and print reports based on the information in the Fixed Asset file.

Information about your fixed assets is stored in the Fixed Asset file in three different kinds of records:

- The vintage account record groups assets for the Asset Depreciation Range (ADR) election. This record contains such information as the Internal Revenue Service's asset guideline class, the year you elected to use the ADR method, how long you can depreciate the assets, the depreciation method to use, and the depreciation amounts for the vintage account.
- The asset header record contains the descriptive information about each asset. This record has such information as the asset's serial number, the description, the location code, and if the asset is part of a vintage account.
- The depreciation schedule record for each asset contains the detailed depreciation information about the asset. There may be multiple depreciation schedule records for each asset. Depending on the type of depreciation schedule, this record contains such information as the asset's Investment Tax Credit percentage and amount, the general ledger accounts to use when posting depreciation, capitalized value of the asset, and so on.

**What information you need:** The company number for each vintage account, asset header, or depreciation schedule.

**What reports are printed:** Fixed Asset File Maintenance (AMF85).

**What forms you need:**

- FA-12
- FA-13
- FA-14.

The basic steps to maintain fixed assets are listed below each display.

## AMF851—Fixed Asset File Maintenance (Select)

Use this display to choose the vintage account, asset header or depreciation schedule records in the Fixed Asset file for file maintenance.

This is the first display that appears when you choose option 6 (Fixed Asset) on the File Maintenance menu (AMFM60).

**Note:** The **VINTAGE ACCOUNT** and **DEPRECIATION SCHEDULE** fields are restricted. You can only change or delete restricted vintage account and depreciation schedule records with the proper maintenance security clearance.

```

DATE **/**/**          FIXED ASSET FILE MAINTENANCE          SELECT          AMF851  **

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <V/A/S>  A
      (V-VINTAGE ACCOUNT, A-ASSET HEADER, S-DEPRECIATION SCHEDULE)

      COMPANY NUMBER                nn
      VINTAGE ACCOUNT ID            nnn
      SERIAL NUMBER                  aaaaaaaaaaaaA15
      DEPRECIATION SCHEDULE         A
      ACTION CODE <A/C/D>          A

                                          F24 DISPLAY STATUS
  
```

### What to do

- To add, change, or delete a vintage account, asset header, or depreciation schedule, type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF852.
- To review the status of this file, or to end the session, use **F24**. Go to display AMF855.

### Function keys

F24 DISPLAY STATUS causes the Status display (AMF855) 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <V/A/S>(V-VINTAGE ACCOUNT, A-ASSET HEADER, S-DEPRECIATION SCHEDULE).** Type **V** for Vintage Account, **A** for Asset Header, or **S** for Depreciation Schedule to choose the type of record you want. You must complete this field.

- If you type V, you must also type the company number (if shown) and the vintage account ID.
- If you type A, you must also type the company number (if shown) and the serial number.
- If you type S, you must also type the company number (if shown), serial number, and depreciation schedule. If the schedule record you want is a tax schedule for an asset belonging to a vintage account, you must also type the vintage account ID.

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type the number of the company whose records you want to add, change, or delete.

**VINTAGE ACCOUNT ID.** Type the number that identifies the vintage account. This field does not apply to Asset Header records.

**SERIAL NUMBER [?].** Type the serial number that identifies the asset. This field does not apply to the vintage account record.

**DEPRECIATION SCHEDULE.** Type the code that identifies the depreciation schedule. This field does not apply to the Vintage Account or Asset Header records.

**ACTION CODE <A/C/D>.** Type **A** (Add), **C** (Change), or **D** (Delete) to indicate the action you want to take. You must complete this field.

## AMF852—Fixed Asset File Maintenance (Vintage Account)

Use this display to update the vintage account record for the vintage account ID you chose on the Select display AMF851.

This display appears when you choose V (Vintage Account), action code A, C, or D, and press **Enter** on the Select display AMF851.

```

DATE **/**/**          FIXED ASSET FILE MAINTENANCE          *****      AMF852  **

COMPANY                **  *****
VINTAGE ACCOUNT ID    ***

ACTIVITY CODE <A/F/N/E>  A          ASSET GUIDELINE CLASS      nn.nnn
DEPRECIATION METHOD     aaaaaA7       VINTAGE YEAR                nn
DEPRECIABLE LIFE       nn.n          TYPE OF VINTAGE<N/U/R/E>    A
                                                                nnnn
                                                                CURRENT PER DEPRC          nnnnnnnnnn.nn
                                                                YTD ACCUM DEPRC          nnnnnnnnnn.nn
                                                                TOTAL ACCUM DEPRC        nnnnnnnnnn.nn

PARTIAL PERIOD RATE     .nnn

                                                                F18 REFRESH SCREEN
                                                                F19 RETURN TO SELECT
    
```

### What to do

- To add or change the vintage account, asset header, or depreciation schedule, type the information you need. Press **Enter**. Go to display AMF851.  
**Note:** **F17** appears only if you pressed **Enter** and have warning messages. To accept the warning messages, use **F17** and continue processing.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF851.
- To delete the vintage account, asset header, or depreciation schedule, check the company number to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF851.
- To bypass the deletion of this vintage account, asset header, or depreciation schedule, use **F19**. Go to display AMF851.

### Function keys

F18 REFRESH SCREEN ignores any information you typed and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed and shows you the Select display AMF851.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF851. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**VINTAGE ACCOUNT ID.** The vintage account ID you entered on the Select display AMF851.

**ACTIVITY CODE <A/F/N/E>.** Type **A** (Active), **F** (Fully depreciated), **N** (Non-depreciable), or **E** (Expensed) to indicate the status of the vintage account. You must complete this field.

**Note:** If you change activity code for a vintage account that is now A (Active) or F (Fully depreciated), a warning message displays.

**ASSET GUIDELINE CLASS.** Type the number defined by the Internal Revenue Service for the Class Life Asset Depreciation Range (ADR) election that tells the kind of asset included in the vintage account. You must complete this field.

**DEPRECIATION METHOD.** Type the name of the depreciation table that contains the percents used for this vintage account. See “Depreciation Calculation” in this book for a list of tables delivered with the application. The combination of the Depreciation method and Depreciable life must match a record on the Depreciation table. You must complete this field.

**VINTAGE YEAR.** Type the year (71 to 80) you elected to use this vintage account. You must complete this field.

**DEPRECIABLE LIFE.** Type the number of years this vintage account can be depreciated. You must complete this field.

**TYPE OF VINTAGE <N/U/R/E>.** Type **N** (New), **U** (Used), **R** (Real), or **E** (Exception to real) to indicate the property type of the vintage account. You must complete this field.

**NUMBER PERIODS DEPRC (Number of Periods Depreciated).** Type the number of periods that have already been depreciated for the life of this vintage account. Because vintage accounts are only on Schedule T (tax) and depreciation is calculated once a year, type the number of years that have already been depreciated. You must complete this field.

**CURRENT PER DEPRC (Current Period Depreciation).** If you need to make an adjustment, type the depreciation amount for the last period calculated. Normally, the system updates this for you during Calculate Period Depreciation.

**Note:** When adding a record, the cursor skips this field. The only time you can enter information into this field is during the initial installation of the Fixed Asset Accounting feature.

**YTD ACCUM DEPRC (Year-to-date Accumulated Depreciation).** Type the amount of accumulated depreciation so far this year for all assets in the vintage account.

**Note:** The amount of current period depreciation and YTD accumulated depreciation is the same when using the tax schedule. The tax schedule has only one period.



## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF851.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF851. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**SERIAL NUMBER.** The serial number you entered on the Select display AMF851.

**ASSET ID 1.** Type the number or description you want to use as additional identification. You define the meaning of this field. See “Option 7. Fixed Assets by Asset ID 1 (AMFM43)” on page 6-34 for more information on Asset IDs.

**ASSET ID 2.** Type the number or description you want to use as additional identification. You define the meaning of this field. See “Option 7. Fixed Assets by Asset ID 1 (AMFM43)” on page 6-34 for more information on Asset IDs.

**ASSET DESCRIPTION.** Type the description of this asset. You must complete this field.

**TYPE OF ASSET <N/U/R/E>.** Type **N** (new), **U** (used), **R** (real), or **E** (exception to real) to indicate the type of the asset. You must complete this field.

**PREV SERIAL NO (Previous Serial Number).** Type the serial number used for this asset if it was originally depreciated as part of a group of related assets.

**Note:** For example, if you acquire a fleet of 50 trucks, you can enter them all in the file using only one Asset Header record and set up the schedules with the total amount for the fleet. At a later date, you may want to separate these assets. At that time, you enter each asset on a separate Asset Header record with its schedule. The previous serial number is the serial number you originally used to enter the fleet of trucks.

**CAPITALIZED DATE.** Type the date you placed the asset in service using the date format you set up during installation. You must complete this field.

**LOCATION.** Type the code that you defined to identify the location of the asset.

**RETIREMENT DATE.** Type the effective date the asset was no longer in service. The retirement date must be the same as, or later than the capitalized date. You must complete this field.

**Note:** Entering a retirement date does not retire the asset. You must choose option 5 on the Fixed Asset Accounting menu (AMFM40) to retire the asset.

**PREMATURE RETIRE DATE.** Type the date you want to use for calculating partial period rate if the rate is other than the Retirement Date.

**Note:** Entering a premature retirement date does not have any effect on the calculation of depreciation. You must enter the date on the Fixed Asset Accounting menu (AMFM40).

**SELLING PRICE.** Type the amount of actual salvage value of the asset.

**Note:** In Change mode, you cannot type in any new information. If existing information was shown, you can change it.

**REF VINTAGE ACCT ID (Referenced Vintage Account ID).** If this asset belongs to a vintage account, type in the ID of the vintage account.

**Note:** The vintage account ID must be referenced in the Asset Header record before you can add the schedule record.

## AMF854—Fixed Asset File Maintenance (Depreciation Schedule)

Use this display to update the Depreciation Schedule record for the fixed asset you selected on the Select display AMF851.

This display appears when you choose S (Depreciation Schedule), action code A, C, or D, and press **Enter** on the Select display AMF851.

**Note:** If IFM is installed, unit and nature fields replace company and account number fields.

```

DATE **/**/**          FIXED ASSET FILE MAINTENANCE          *****   AMP854   **
COMPANY                ** *****                               *** DEPRECIATION SCHEDULE ***
VINTAGE ACCOUNT ID    ***
SERIAL NUMBER          *****                               *****
DEPRC SCHEDULE        *

ACTIVITY CODE<A/R/F/N/E> A
DEPRC METHOD           aaaaaA7          DEPRC LIFE           nn.n
NUMBER PERIODS DEPRC  nnnn          CAPITALIZED VALUE    nnnnnnnnnnn.nn
CURRENT PERIOD DEPRC nnnnnnnnnnn.nn  YTD ACCUM DEPRC     nnnnnnnnnnn.nn

TOTAL ACCUM DEPRC    nnnnnnnnnnn.nn  ITC PERCENT <1-25>  nn.nnnn

ITC AMOUNT           nnnnnnnnnnn.nn  EXPENSE DED AMOUNT  nnnnnnn.nn
EXPENSE ACCT-DR      nnnnnnnnnnnnnnnn  ACCUM DEPRC ACCT-CR nnnnnnnnnnnnnnnn
ESTIMATED SALVAGE VALUE nnnnnnnnnnn.nn

CALC PARTIAL PERIOD RATE? <Y/N> A
PARTIAL PERIOD RATE  .nnn

*****
F18 REFRESH SCREEN
F19 RETURN TO SELECT
    
```

### What to do

- To add or change the vintage account, asset header, or depreciation schedule, type the information you need. Press **Enter**. Go to display AMF851.

**Note:** **F17** appears only if you pressed Enter and have warning messages. To accept the warning messages, use **F17** and continue processing.

- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF851.
- To delete the vintage account, asset header, or depreciation schedule, check the company number to make sure that this is the record you want to delete. Press **Enter**. Go to display AMF851.
- To bypass the deletion of this vintage account, asset header, or depreciation schedule, use **F19**. Go to display AMF851.

## Function keys

**F17 ACCEPT WARNING** appears only if you pressed Enter and have warning messages. Use **F17** to accept the warning messages and continue processing.

**F18 REFRESH SCREEN** ignores any information you typed in and shows you the display as it originally appeared.

**F19 RETURN TO SELECT** ignores any information you typed in and shows you the Select display AMF851.

## 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.

**Note:** If the Depreciation Schedule record is part of a vintage account, the cursor skips these Fields

**DEPRECIATION METHOD**  
**DEPRECIABLE LIFE**  
**NUMBER PERIODS DEPRC**  
**CURRENT PERIOD DEPRC**  
**YTD ACCUM DEPRC**  
**TOTAL ACCUM DEPRC**  
**CALC PARTIAL PERIOD RATE**  
**PARTIAL PERIOD RATE.**

**COMPANY.** The number and name of the company you entered on the Select display AMF851. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**VINTAGE ACCOUNT ID.** The vintage account ID you entered on the Select display AMF851.

**SERIAL NUMBER.** The serial number you entered on the Select display AMF851. The asset description is also shown.

**DEPRC SCHEDULE (Depreciation Schedule).** The Depreciation Schedule you entered on the Select display AMF851.

**ACTIVITY CODE <A/R/F/N/E>**. Type **A** (Active), **R** (Retired), **F** (Fully depreciated), **N** (Non-depreciable), or **E** (Expensed) to indicate the status of the asset on this schedule. You must complete this field.

**Note:** If you change an activity code for an asset that is now A (Active), F (Fully depreciated), or R (Retired), a warning message appears.

**DEPRECIATION METHOD**. Type the name of the Depreciation table that contains the percents used for this schedule. See “Option 2. Calculate Period Depreciation (AMFM40)” on page 6-8 for a list of tables delivered with the application. The combination of the Depreciation method and Depreciable life must match a record on the Depreciation table. This is a required field.

**DEPRECIABLE LIFE**. Type the number of years over which you will recover the cost of this asset. You must complete this field.

**NUMBER PERIODS DEPRC (Number of Periods Depreciated)**. Type the number of periods that have been depreciated for the entire life of the asset on this schedule.

**CAPITALIZED VALUE**. Type the cost of the asset when it was acquired. The amount will be used as the unadjusted basis for this schedule. You must complete this field.

**CURRENT PERIOD DEPRC (Current Period Depreciation)**. Type the amount of depreciation for the last period calculated if you need to make an adjustment. Normally, the system updates this for you during Calculate Period Depreciation

**Note:** When adding a record, the cursor skips this field. The only time you can enter information into this field is during the initial installation of the Fixed Asset Accounting feature.

**YTD ACCUM DEPRC (Year-to-date Accumulated Depreciation)**. Type the amount of accumulated depreciation so far this year for this asset.

**TOTAL ACCUM DEPRC (Total Accumulated Depreciation)**. Type the amount of the accumulated depreciation over the life of this asset. The amount you type cannot exceed the capitalized value.

**ITC PERCENT <1-25> (Investment Tax Credit Percent)**. Type the percent (from 1-25) to be used in calculating the investment Tax Credit to be applied against the capitalized value of this asset on Schedule T (Tax). Type the percent with four decimal positions.

**Note:** Type an **ITC PERCENT** when adding a newly acquired asset. The system calculates the amount. The cursor skips this field when the depreciation schedule is not T (Tax) or the asset type is R (Real).

**ITC AMOUNT (Investment Tax Credit Amount)**. Type the amount of Investment Tax Credit you want to take for this asset on Schedule T (Tax). The amount you type in cannot exceed the capitalized value. The ITC amount will be recalculated for newly acquired assets.

**Note:** When adding existing assets, type in both **ITC AMOUNT** and **ITC PERCENT**. The cursor skips these fields when the depreciation schedule is not T (Tax) or the asset type is R (Real).

**EXPENSE DED AMOUNT (Expense Deduction Amount)**. Type the portion of the cost of qualifying property you want to treat as an expense rather than a capital

expenditure for Schedule T (Tax). The amount you type cannot exceed the capitalized value.

**Note:** Expense deductions were not allowed before 1982. You can type bonus amounts before 1982 in this field.

**EXPENSE ACCT-DR (Expense Account-Debit) [?].** Type the general ledger account number associated with the depreciation journal entry debit amount. You must complete this field for Schedule B (Book).

**Note:** The cursor skips this field when the depreciation schedule is not B (Book).

**ACCUM DEPRC ACCT-CR (Accumulated Depreciation Account-Credit) [?].** Type the general ledger account number associated with the depreciation journal entry credit amount. You must complete this field for Schedule B (Book).

**Note:** The cursor skips this field when the depreciation schedule is not B (Book).

**ESTIMATED SALVAGE VALUE.** The worth of an asset when you dispose of it.

**CALC PARTIAL PERIOD RATE? <Y/N> (Calculate Partial Period Rate).** Type **Y** to calculate partial period rate. The File Maintenance program automatically calculates a partial period rate on a daily basis for a period of a year. Type **N** and no automatic calculation occurs, however, you can still type a partial period rate.

**Note:** The cursor skips this field when the capitalized date does not fall within the range of the Depreciation calendar.

**PARTIAL PERIOD RATE.** Type the rate which was used to calculate depreciation for a partial period if this asset was not acquired on the first day of the first period. Complete this field only when you are installing the Fixed Asset Accounting feature of Financial Analysis and the Depreciation table you selected is one where the partial period rate was not built into the table percents.

If the asset is new (that is, you have not yet calculated any depreciation on it), leave this field blank and the system calculates the rate for you.

For older assets, enter the rate you used for the first period's depreciation. See Chapter 2, "Managing Financial Analysis" for the formula to use to determine the partial period rate.

You can enter up to three digits, which includes three decimal places. If you did not apply a partial period rate when you acquired the asset, leave the field blank and the system assumes you owned the asset for the entire period.

## AMF855—Fixed Asset File Maintenance (Status)

Use this display to see the number of records you added or deleted during the current file maintenance session and the number of changes you made.

This display appears when you use **F24** on the Select display AMF851.

```
DATE **/**/**          FIXED ASSET FILE MAINTENANCE          STATUS          AMF855  **

SESSION STATUS
RECORDS ADDED          *****          RECORDS DELETED          *****
RECORD CHANGES          *****

ENTER TO CONTINUE
F24 END OF JOB
```

### What to do

- To return to the Fixed Asset File Maintenance (Select) display (AMF851), press **Enter**. Go to display AMF851.
- To end the session, use **F24**. Go to menu AMFM60. The Fixed Asset File Maintenance report (AMF85) is scheduled for printing. Choose another option or return to the Main Menu (AMFM00).

**Note:** If you selected the option for file maintenance reports during application tailoring, the report shows all records added and deleted as well as the before and after images of the records changed during the file maintenance session.

### Function keys

F24 END OF JOB is used to end Fixed Asset file maintenance.

### Fields

#### **SESSION STATUS.**

**RECORDS ADDED:** The number of records you added during the session.

**RECORDS DELETED:** The number of records you marked for deletion during the session.

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**RECORD CHANGES:** The number of record changes that you made during the session.

---

## Option 7. Report Writer (AMFM60)

Use this option to see the secondary menu which allows you to add, change, or delete records in the Report Writer file. This menu is explained in more detail in "Option 7. Report Writer (AMFM67)" on page 8-76.

## Option 2. Budget Preparation File Maintenance (AMFM62)

When you choose option 6 on the Financial Analysis Main Menu (AMFM00) and option 2 on the Financial Analysis File Maintenance menu (AMFM60), the Budget Preparation File Maintenance menu (AMFM62) appears. This menu gives you the options necessary to initialize budget accounts, make global factor changes, edit budget accounts or update the Budget Preparation master file.

```
AMFM62                               Financial Analysis          *****
                                   Budget Preparation File Maintenance

Type option or command; press Enter.

  1. Initialize Budget Accounts
  2. Make Global Factor Changes
  3. Edit Budget Accounts
  4. Update Budget Preparation

==> _____

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

**Option 1. Initialize Budget Accounts.** Use this option to set up Budget Preparation file. This option creates a description record in the Budget Preparation file for each account in the General Ledger Master file (GELMAS) with a budget record, using each account's number and description. This option should be used only once. See "Initialize Budget Accounts" later in this chapter for more information.

**Option 2. Make Global Factor Changes.** Use this option to define a single budget factor to globally add or replace existing budget factors.

**Option 3. Edit Budget Accounts.** Use this option to make sure the Budget Preparation file records you entered are accurate and complete. The system checks the Budget Preparation file against the General Ledger Master file (GELMAS) and prints the Budget Validation Report (AMF78).

**Option 4. Update Budget Preparation.** Use this option to add, change, or delete budget account or work field description and factor records in the Budget Preparation file.

---

## Option 1. Initialize Budget Accounts (AMFM62)

Use this option to set up your Budget Preparation file. A fast and easy way to begin setting up the Budget Preparation file is to initialize the budget accounts. When you do, the system creates a budget account description record in the Budget Preparation file by copying the account number and description of every account with a budget record from the General Ledger Master (GELMAS) file. This option eliminates the time-consuming job of going into regular Budget Preparation file maintenance to add each account and description you want to use. The system prints the Budget Preparation File Listing (AMF92) which shows all the records in the Budget Preparation file. The first time this option is chosen, the file listing shows only the description records for the accounts created because only description records are added to the Budget Preparation file.

You should initialize your budget accounts only once; however, you can select the option more than once. If you do decide to initialize your budget accounts again, the system creates only the description records for any new budget accounts that were added to the General Ledger Master file since you originally initialized the budget accounts. Any accounts that were deleted from the General Ledger Master file still remain in the Budget Preparation file. This time, when the system prints the Budget Preparation File Listing (AMF92), the file listing shows not only the new description records just added, but also any Budget Preparation file maintenance you have done to add factor records.

**What information you need:** The company number of the General Ledger Master file.

**What reports are printed:** Budget Preparation File Listing (AMF92).

**What forms you need:** None.

The basic steps to do Initialize Budget Accounts are listed below the display.

## AMF7C1—Initialize Budget Accounts (Options)

Use this display to set up budget account description records for the company you select after you define the budget accounts in General Ledger. The Budget Preparation File Listing (AMF92) prints a list of all the budget description records created.

This display appears only if you specified multiple companies during application tailoring. It appears when you choose option 1 (Initialize Budget Accounts) on the Budget Preparation File Maintenance menu (AMFM62).

```
DATE **/**/**          INITIALIZE BUDGET ACCOUNTS          OPTIONS  AMF7C1  **
                                     COMPANY NUMBER          nn
                                     F24 CANCEL THE JOB
```

### What to do

- To choose the company number for the budget accounts you want to initialize, type the information requested and press **Enter**. The system adds description records to the Budget Preparation file and schedules the Budget Preparation File Listing (AMF92) for printing. Go to menu AMFM62.
- To cancel the session, use **F24**. Go to menu AMFM62.

### Function keys

F24 CANCEL THE JOB ignores any information you typed and the Budget Preparation File Maintenance menu (AMFM62) appears again. Choose another option or return to the Main Menu (AMFM00).

### Fields

**COMPANY NUMBER.** Type the number of the company whose budget accounts you want to initialize.

## AMF7C1—Initialize Budget Accounts (Options)

Use this display to set up budget account description records for the company you select after you define the budget accounts in General Ledger. The Budget Preparation File Listing (AMF92) prints a list of all the budget description records created.

This display appears only if you specified multiple companies during application tailoring. It appears when you choose option 1 (Initialize Budget Accounts) on the Budget Preparation File Maintenance menu (AMFM62).

```
DATE **/**/**          INITIALIZE BUDGET ACCOUNTS          OPTIONS  AMF7C1  **
                                COMPANY NUMBER          nn
                                F24 CANCEL THE JOB
```

### What to do

- To choose the company number for the budget accounts you want to initialize, type the information requested and press **Enter**. The system adds description records to the Budget Preparation file and schedules the Budget Preparation File Listing (AMF92) for printing. Go to menu AMFM62.
- To cancel the session, use **F24**. Go to menu AMFM62.

### Function keys

F24 CANCEL THE JOB ignores any information you typed and the Budget Preparation File Maintenance menu (AMFM62) appears again. Choose another option or return to the Main Menu (AMFM00).

### Fields

**COMPANY NUMBER.** Type the number of the company whose budget accounts you want to initialize.

## AMF7D1—Global Factor Changes (Options)

Use this display to define a budget factor to replace existing budget factor records in the Budget Preparation file. If budget factors do not exist, the single global factor you define is used to add a factor record to each of the budget accounts in the range specified.

This display appears when you choose option 2 (Make Global Factor Changes) on the Budget Preparation File Maintenance menu (AMFM62).

```

DATE **/**/**          GLOBAL FACTOR CHANGES          OPTIONS  AMF7D1  **

          COMPANY NUMBER                nn
          BEGINNING *****             nn
          ENDING *****                 nn

          BEGINNING ACCOUNT             aaaaaaaaaaaaA15
          ENDING ACCOUNT                 aaaaaaaaaaaaA15

          ACCOUNT CO   BAL   BAL   BAL   WORK   CONSTANT
          NUMBER NO   TYPE CODE ***** FIELD ID   AMOUNT
          <1/2/3> <P/Y>
1ST OPERAND aaaaaaaaaaaaA15 nn   n   A   nn   aaaaaA7
OPERATION   CALC METHOD   A

2ND OPERAND aaaaaaaaaaaaA15 nn   n   A   nn   aaaaaA7 nnnnnnnnnnnn.nn

          F24 CANCEL THE JOB
    
```

### What to do

- To make the global change, type the information requested and press **Enter**. The Budget Preparation File Listing (AMF92) is scheduled for printing. Go to menu AMFM62.
- To cancel the session, use **F24**. Go to menu AMFM62.

### Function keys

F24 CANCEL THE JOB ignores any information you typed and shows you the Budget Preparation File Maintenance menu (AMFM62).

### 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 the number of the company whose records you want to add or replace.

**BEGINNING \*\*\*\*\* (Beginning Period or Month)**

**ENDING \*\*\*\*\* (Ending Period or Month).** Type the beginning and ending period or month to globally replace the factors for one, all, or a range of periods or months. You must complete these fields. Valid period range is 00-13; valid month range is 00-12. These ranges are not according to your fiscal year. The file is set up like the calendar year so the range you choose must be within the calendar year range. If you define a factor for period 00, just the 00 factor record is replaced. If you specified 01-12 or 13, all periods or months except the 00 factor record are replaced. If you specified 00-12 or 13, all periods or months including the 00 factor record are replaced. If you need more information on the 00 factor record, see Chapter 2, "Managing Financial Analysis".

**BEGINNING ACCOUNT**

**ENDING ACCOUNT [?].** Type a beginning and ending account number to replace one or a range of account numbers. The beginning number must not exceed the ending number.

**ACCOUNT NUMBER [?].** Type the account number you want to use as the first or second operand.

**Note:** If you are using a specific account number as the first or second operand, you must complete the related fields.

If you specified a range of accounts, you can leave ACCOUNT NUMBER blank and still enter information in the related fields **COMPANY NUMBER**, **BALANCE TYPE**, and **BALANCE CODE**. The system will substitute accounts from the range of accounts you specified. Use this feature when you want each account in the range to be used as an operand.

**CO NO (Company Number).** Type the number of the company to which these accounts belong.

**BAL TYPE <1/2/3>(Balance Type).** Type one of the following codes to identify the account balance you want to reference:

- 1 Current
- 2 Budget
- 3 Last year

**BAL CODE <P/Y> (Balance Code).** Type **P** to use the account's period balance or **Y** to use the account's year-to-date balance.

**BAL \*\*\*\*\* (Balance Period or Month).** Type a positive number 01-13 if the balance is an absolute period or 01-12 for an absolute month. The system gets the balance from the specific period or month you enter. Type a negative number -01 to -12 for a relative period, or -01 to -11 for a relative month. This shows how many periods or months to go back from the budgeting period or month to obtain an account balance. Leave the field blank to obtain the balance of the budgeting period being calculated.

**Notes:**

1. If the **BALANCE PERIOD/MONTH** is a positive value, this is the number of the period whose balance you want to reference. For example, if you type balance period 05, an absolute period, the balance for period 05 is retrieved from the balance type 1, 2, or 3 record in the General Ledger Master (GELMAS) file that you selected.

2. If the **BALANCE PERIOD/MONTH** is a negative value (relative period or month), the number is taken to be the number of periods or months to go back from the budgeting period to obtain the balance. For example, assume your fiscal year is the calendar year and your budgeting period is period 8. If you type in a balance type of 1 and balance period of -05, a relative period, the period to be used will be 5 periods prior to period 8. Therefore, the referenced balance will be period 3 of the Current record in GELMAS.

**WORK FIELD ID [?]**. Type the ID you assigned to a work field to use as the first or second operand in the budget calculation. If any other values exist in one of the operand fields, you must leave the **WORK FIELD ID** blank.

**CONSTANT AMOUNT**. Type a value you want to use as a constant in the second operand. You can use up to 11 digits, including two decimals. If any other values exist in one of the second operand fields, you must leave the **CONSTANT AMOUNT** blank.

**1ST OPERAND (First Operand)**. The global factor is composed of an operation, and a first and second operand. The first operand can be an account number and its related fields, a work field ID, or you can leave the operand blank.

**OPERATION**. The calculation method to be performed. Leave this field blank if you left the first operand blank. The value of the second operand then becomes the result of this factor.

**CALC METHOD (Calculation Method)**. Type one of the following codes to indicate the arithmetic operation to be performed:

<b>A</b>	Add
<b>S</b>	Subtract
<b>M</b>	Multiply
<b>D</b>	Divide
<b>P</b>	Percent

**Note:** **CALC METHOD** can be left blank if the first operand is also blank. The second operand then becomes the calculated result of this factor.

**2ND OPERAND (Second Operand)**. The second operand can be an account number and its related fields, a work field ID, or a constant amount.

---

## Option 3. Edit Budget Accounts (AMFM62)

Use this option to edit the budget accounts. When you do, the system checks the Budget Preparation file against the General Ledger Master file (GELMAS) to see:

- If all the accounts you used in the Budget Preparation file also have a budget record in the General Ledger Master file
- If all the accounts with a budget record in the General Ledger Master file are also in the Budget Preparation file.

If the system finds no discrepancies, it prints the Budget Validation Report (AMF78) with a message telling you that the edit was successful. Otherwise, it shows you:

- The number of the general ledger account, along with its description, that is in the General Ledger Master file but is not in the Budget Preparation file. When this happens, it may mean that new general ledger budget records were added since you initialized the budget accounts for this company. You may want to add the accounts to the Budget Preparation file.
- The number of the general ledger account, along with its description, that is in the Budget Preparation file but is not in the General Ledger Master file. When this happens, it means that the accounts have been deleted from the General Ledger Master file since you initialized the budget accounts for this company. If the account is no longer in General Ledger, you may want to delete it from the Budget Preparation file, too.

It is a good idea to edit your budget accounts anytime after you have performed file maintenance to either the Budget Preparation or the General Ledger file. This avoids errors later when you are ready to post the new budget.

Use the Budget Validation Report (AMF78) to verify that the accounts in the Budget Preparation file are complete before you create any proposed budget plans. It is not necessary that all accounts match in both files. If you want to make corrections, you should do the following before you initialize a proposed budget:

- Update the Budget Preparation file—option 4 on the Budget Preparation File Maintenance menu (AMFM62)
- (Or) Update the General Ledger Master file—option 1 on the General Ledger File Maintenance menu (AMGM40).

**What information you need:** The company number.

**What reports are printed:** Budget Validation Report (AMF78).

**What forms you need:** None.

The basic steps to do Edit Budget Accounts are listed below the display.



---

## Option 4. Update Budget Preparation (AMFM62)

Use this option to initialize proposed budget plans based on the information in the Budget Preparation file. Before you can initialize a proposed budget plan, you must enter your budget accounts and factors in the Budget Preparation file. The easiest way to do this is to:

- Create a budget account description record in the Budget Preparation file by copying the account number and description of every account with a budget record from the General Ledger Master file. Choose option 1 on the Budget Preparation File Maintenance menu (AMFM62).
- Define one global factor record for all of your accounts for all of your accounting periods if you have simple budgeting requirements in your company. This eliminates the need to go into regular file maintenance to enter an individual factor record for each budget account. Choose option 2 on the Budget Preparation File Maintenance menu (AMFM62).
- Enter the individual budget account information in the Budget Preparation file. Choose option 4 on the Budget Preparation File Maintenance menu (AMFM62).

**Note:** A description record is required for each budget account and work field; however, a factor record is not. Instead, you can enter the budget amounts you want to use directly in the Proposed Budget file for each budget account. First, you must initialize the proposed budget. Choose option 1 on the Budget Preparation menu (AMFM20). Then choose option 2 on the Budget Preparation menu (AMFM20).

The Budget Preparation file stores information about each of your budget accounts in two different modes:

- A budget account tells the system what account to budget, as well as how to calculate the budget amount.
- A work field stores:
  - The results of a calculation that you want to use more than once, such as accumulating the total selling and administrative expenses
  - Constant values that change periodically which you need for calculations, such as a percentage to use for increasing last year's budget.

Because a budget account can use the result of a calculation in a work field, the system always calculates the work fields first. The major difference between a budget account and a work field is that a budget account creates the journal entry that is passed to General Ledger for posting; a work field is never passed to General Ledger.

The system knows what order to process budget accounts or work fields by an ID you assign. The system processes work fields first, in work field ID sequence; that is, in order from the lowest work field ID to the highest work field ID. Then the system processes the budget accounts, from the lowest budget account number to the highest. Before you assign a work field ID, be sure you are familiar with Chapter B, "How to set up a factor record".

You can have two kinds of records in both budget account and work field mode:

- The description record contains descriptive information about each budget account or work field.
- The factor record contains the operation you want the system to perform. You can have multiple factor records for each budget account or work field. You identify

each factor record by a sequence ID which allows you to use the output of one calculation as input to another calculation.

**What information you need:** None.

**What reports are printed:** Budget Preparation File Maintenance (AMF82).

**What forms you need:**

- FA-04
- FA-05.

The basic steps to update budget preparations are listed below each display.

## AMF821—Budget Preparation File Maintenance (Select)

Use this display to choose the budget description or budget factor record you want to add, change, or delete in the Budget Preparation file. You can also switch to work field mode.

This is the first display that appears when you choose option 4 (Update Budget Preparation) on the Budget Preparation File Maintenance menu (AMFM62).

```
DATE **/**/**      BUDGET PREPARATION FILE MAINTENANCE      SELECT      AMF821  **

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F>  A
      (D-BUDGET DESCRIPTION, F-BUDGET FACTORS)

      COMPANY NUMBER                      nn
      BUDGET ACCOUNT                      aaaaaaaaaaaaaA15
      *****
      SEQUENCE ID                          nn

      ACTION CODE <A/C/D>                  A
      CHANGE TO WORK FIELD MODE <Y/N>     A

                                          F24 DISPLAY STATUS
```

### What to do

- To add, change, or delete a budget account description or factor record, type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF823 (description record) or AMF825 (factor record).
- To switch to work field mode, type **Y** for **CHANGE TO WORK FIELD MODE** and press **Enter**. Go to display AMF822.
- To review the status of this session or end the session, use **F24**. Go to display AMF827.

## Function keys

F24 DISPLAY STATUS causes the Status display AMF827 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F> (D-BUDGET DESCRIPTION, F-BUDGET FACTORS).** Type **D** for a budget description record. Type **F** for a budget factor record. You must complete this field if you want to maintain a budget description or factors record.

**COMPANY NUMBER.** This field appears only if you specified multiple companies during application tailoring. If this field appears, type the company number belonging to the budget records you want to maintain.

**BUDGET ACCOUNT [?].** Type the number of the budget account you want to maintain. You must complete this field.

**\*\*\*\*\* NUMBER (Month or Period Number).** For a factor record, type in the number of the period or month you want to define. Type **00** to use the same budget factors for all budget periods or months. For a description record, leave this field blank.

**SEQUENCE ID.** The sequence ID determines the order in which the factor records are calculated. To add factors, type in a sequence ID that has not been used before. To change factors, type in the sequence ID that was originally entered. Leave this field blank for a description record.

**ACTION CODE <A/C/D>.** Type **A** (Add), **C** (Change), or **D** (Delete) to show the action you want to take. You must complete this field.

**CHANGE TO WORK FIELD MODE <Y/N>.** Type **Y** to ignore the other fields on this display and to see the Select display AMF822 for work field description and factor records. Use the default **N** if you want to maintain budget account records.

## AMF822—Budget Preparation File Maintenance (Select)

Use this display to choose the work field description or work field factor records you want to add, change, or delete in the Budget Preparation file. You can also switch to budget mode.

This display appears when you respond **Y** to **CHANGE TO WORK FIELD MODE** on the Select display AMF821.

```

DATE **/**/**      BUDGET PREPARATION FILE MAINTENANCE      SELECT      AMF822  **

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F>  A
      (D-WORK FIELD DESCRIPTION, F-WORK FIELD FACTORS)

      COMPANY NUMBER                      nn
      WORK FIELD ID                       aaaaaA7
      SEQUENCE ID                          nn

      ACTION CODE <A/C/D>                  A
      CHANGE TO BUDGET MODE <Y/N>         A

                                                    F24 DISPLAY STATUS
    
```

### What to do

- To add, change, or delete a work field description or factor record, type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF824 (description record) or AMF826 (factor record).
- To switch to budget mode, type **Y** for **CHANGE TO BUDGET MODE** and press **Enter**. Go to display AMF821.
- To review the status of this session or end the session, use **F24**. Go to display AMF827.

### Function keys

F24 DISPLAY STATUS causes the Status display AMF827 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <D/F> (D-WORK FIELD DESCRIPTION, F-WORK FIELD FACTORS)**. Type **D** for a work field description record. Type **F** for a work field factor record. You must complete this field if you want to maintain a work field description or factor record.



- To cancel what you have done on this display, use **F19**. Go to display AMF821.
- To delete a description record that has no associated factor records, check the budget account number to make sure this is the record you want to delete. Press **Enter**. Go to display AMF821.
- To delete a budget account description record that has associated factor records, check the budget account number for the description record to make sure this is the record you want to delete. Use **F20**. Go to display AMF821.
- To bypass the deletion of this budget account description record, use **F19**. Go to display AMF821.

## Function keys

**F18 REFRESH SCREEN** ignores any information you typed in and shows you the display as it originally appeared.

**F19 RETURN TO SELECT** ignores any information you typed in and shows you the Select display AMF821; no file updating occurs.

**F20 DELETE RECORDS** appears on the display when you are in Delete mode and the description record has associated factor records. If you use **F20**, the description record and all associated factor records will be deleted. The Select display AMF821 appears again.

## Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF821. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**BUDGET ACCOUNT.** The budget account number you entered on the Select display AMF821.

**DESCRIPTION.** Type a word or phrase that describes the budget account you want to maintain. The description should be the same as the account description in General Ledger. You must complete this field.

## AMF824—Budget Preparation File Maintenance (Description)

Use this display to add, change, or delete the work field description record for the company number and work field ID you selected.

This display appears when you type D (Work Field Description Record) on the Select display AMF822.

```
DATE **/**/**      BUDGET PREPARATION FILE MAINTENANCE      *****      AMF824  **

COMPANY           **      *****
WORK FIELD ID     *****

DESCRIPTION        aaaaaaaaaaaaaaaaaaaaaA25

F18 REFRESH SCREEN
F19 RETURN TO SELECT
*****
```

### What to do

- To add or change the description record, type the information you need and press **Enter**. Go to display AMF822.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF822.
- To delete a work field description record that has no associated factor records, check the work field ID for the description record to make sure this is the record you want to delete. Press **Enter**. Go to display AMF822.
- To delete a work field description record that has associated factor records, check the work field ID for the description record to make sure this is the record you want to delete. Use **F20**. Go to display AMF822.
- To bypass the deletion of this work field description record, use **F19**. Go to display AMF822.

### Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF822; no file updating occurs.

F20 DELETE RECORDS appears on the display when you are in Delete mode and the description record has associated factor records. If you use **F20**, the description record and all associated factor records will be deleted. The Select display AMF822 appears again.

### Fields

**COMPANY.** The number and name of the company you entered on the Select display AMF822. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**WORK FIELD ID.** The work field ID you entered on the Select display AMF822.

**DESCRIPTION.** Type a word or phrase that describes the work field you want to maintain. You must complete this field.

## AMF825—Budget Preparation File Maintenance (Factors)

Use this display to add, change, or delete a budget factor record in the Budget Preparation file.

This display appears when you type F (Budget Factors Record) on the Select display AMF821.

```

DATE **/**/**      BUDGET PREPARATION FILE MAINTENANCE      *****      AMF825  **

COMPANY            **      *****
BUDGET ACCOUNT    *****
*****           **      SEQUENCE ID  **

                ACCOUNT CO  BAL  BAL  BAL  WORK  SEQ      CONSTANT
                NUMBER NO  TYPE CODE ***** FIELD ID ID      AMOUNT
                <1/2/3> <P/Y>
1ST OPERAND nnnnnnnnnnnnnnnn nn  n  A  nn  aaaaaA7  nn

OPERATION
CALC METHOD      A

2ND OPERAND nnnnnnnnnnnnnnnn nn  n  A  nn  aaaaaA7  nn nnnnnnnnnnn.n

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT
    
```

### What to do

- To add a factor record, type the information you need and press **Enter**. The system shows you another factor display with the sequence ID incremented by 10. To add another factor record, type the information you need and press **Enter**. If you have no more factors to add, use **F19**. Go to display AMF821.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.

- To cancel what you have done on this display, use **F19**. Go to display AMF821.
- To change the factor record, type the information you need. Press **Enter**. Go to display AMF821.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF821.
- To delete the budget factor record, check the budget account, period or month number, and sequence ID for the factor record to make sure this is the record you want to delete. Press **Enter**. Go to display AMF821.
- To bypass the deletion of this factor record, use **F19**. Go to display AMF821.

## Function keys

**F18 REFRESH SCREEN** ignores any information you typed in and shows you the display as it originally appeared.

**F19 RETURN TO SELECT** ignores any information you typed in and shows you the Select display AMF821; no file updating occurs.

## 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.** The number and name of the company you entered on the Select display AMF821. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**BUDGET ACCOUNT.** The budget account you entered on the Select display AMF821 and its description.

\*\*\*\*\* **NUMBER (Month or Period Number).** The month or period number you entered on the Select display AMF821.

**SEQUENCE ID.** The sequence ID of this factor record. You either entered it on the Select display AMF821, or the system incremented it in Add mode.

**ACCOUNT NUMBER [?].** Type the account number you want to use as the first or second operand. If using the Add Range calculation method, the account number does not have to be in General Ledger. Whatever you enter will be the beginning and ending limits to the range. When account number is the first or second operand, complete the related **ACCOUNT NUMBER** fields. If not, leave them blank.

**Note:** The exception to this is when you use Add Range as the Calculation Method. When using Add Range, enter the account number in the second operand but leave the related fields blank. The system fills in the related **ACCOUNT NUMBER** fields of the second operand with the information contained in the related **ACCOUNT NUMBER** fields of the first operand.

**CO NO (Company Number).** Type the number of the company to which the account belongs.

**BAL TYPE <1/2/3> (Balance Type).** Type one of the following codes to identify the account balance you want to reference:

- 1 Current
- 2 Budget
- 3 Last year

**BAL CODE <P/Y> (Balance Code).** Type **P** for a period balance or **Y** for a year-to-date balance.

**BAL \*\*\*\*\* (Balance Period or Month).** Type a positive number, 01 to 13, if the balance is an absolute period, or 01 to 12 for an absolute month. The system gets the balance from the specific period or month you enter. Type a negative number, -01 to -12, for a relative period, or -01 to -11 for a relative month. This shows how many periods or months to go back from the budgeting period or month to obtain an account balance. Leave the field blank to obtain the balance of the budgeting period being calculated.

**WORK FIELD ID [?].** Type the ID that identifies a work field to be used as the first or second operand. If any other values exist in the operand, leave this field blank.

**SEQ ID (Sequence ID).** Type the number that identifies the sequence ID of an earlier factor. This is how you chain factors together. If any other values exist in the operand, leave this field blank.

**CONSTANT AMOUNT.** Type the value you want to use as a constant for the second operand. For example, you might want to increase a budget amount by \$1000.00 for all accounts belonging to a company. That amount would be the constant amount. If any other values exist in the second operand, leave this field blank.

**1ST OPERAND (First Operand).** The first operand can be an account number, a work field ID, a sequence ID, or it can be blank.

**OPERATION.** The calculation to be performed.

**CALC METHOD (Calculation Method).** Type one of the following codes to specify the kind of arithmetic operation you want to do:

- A Add
- S Subtract
- M Multiply
- D Divide
- R Add Range
- P Percent

**Note:** If the first operand is blank, this field is ignored.

**2ND OPERAND (Second Operand).** The second operand can be an account number, a work field ID, a sequence ID, or a constant amount.

## AMF826—Budget Preparation File Maintenance (Factors)

Use this display to add, change, or delete a work field factor record in the Budget Preparation file.

This display appears when you type F (Work Field Factors Record) on the Select display AMF822.

```

DATE **/**/**      BUDGET PREPARATION FILE MAINTENANCE      *****      AMF826  **

COMPANY           **      *****
WORK FIELD ID     *****      *****
                               SEQUENCE ID  **

                               ACCOUNT  CO  BAL  BAL  BAL  WORK  SEQ  CONSTANT
                               NUMBER  NO  TYPE CODE ***** FIELD ID ID  AMOUNT
                               <1/2/3> <P/Y>
1ST OPERAND nnnnnnnnnnnnnnnnnn nn  n      A  nn  aaaaaA7  nn
OPERATION
CALC METHOD      A
2ND OPERAND nnnnnnnnnnnnnnnnnn nn  n      A  nn  aaaaaA7  nn nnnnnnnnnnnn.nn

                               F18 REFRESH SCREEN
                               F19 RETURN TO SELECT
    
```

### What to do

- To add a factor record, type the information you need and press **Enter**. The system shows you another factor display with the sequence ID incremented by 10. To add another factor record, type the information you need and press **Enter**. If you have no more factors to add, use **F19**. Go to display AMF822.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF822.
- To change the factor record, type the information you need. Press **Enter**. Go to display AMF822.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF822.
- To delete a work field factor record, check the work field ID and the sequence ID to make sure this is the record you want to delete. Press **Enter**. Go to display AMF822.
- To bypass the deletion of this factor record, use **F19**. Go to display AMF822.

## Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Select display AMF822; no file updating occurs.

## 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.** The number and name of the company you entered on the Select display AMF822. If you specified multiple companies during application tailoring, the company number and name appear. If you specified single company during application tailoring, only the company name appears.

**WORK FIELD ID.** The ID you entered on the Select display AMF822 and its description.

**SEQUENCE ID.** The sequence ID of this factor record. You either entered it on the Select display AMF822 or the system incremented it in Add mode.

Refer to “AMF825—Budget Preparation File Maintenance (Factors)” on page 8-70 for a description of the remaining fields on this display.

## AMF827—Budget Preparation File Maintenance (Status)

Use this display to see the status of the Budget Preparation file. The display shows the number of records you added or deleted during the current file maintenance session and the number of changes you made.

This display appears when you use **F24** on either of the Select displays AMF821 or AMF822.

```
DATE **/**/**      BUDGET PREPARATION FILE MAINTENANCE      STATUS      AMF827  **

SESSION STATUS
RECORDS ADDED      *****      RECORDS DELETED *****
RECORD CHANGES    *****

ENTER TO CONTINUE
F24 END OF JOB
```

### What to do

- To return to the Budget Preparation File Maintenance (Select) display (AMF821), press **Enter**. The display AMF821 appears.
- To end the session, use **F24**. Go to menu AMFM62. The Budget Preparation File Maintenance report (AMF82) is scheduled for printing.

### Function keys

F24 END OF JOB ends processing. The system schedules the Budget Preparation File Maintenance report (AMF82) for printing.

### Fields

#### **SESSION STATUS.**

**RECORDS ADDED:** The number of records you added during the session.

**RECORDS DELETED:** The number of records you marked for deletion during the session.

**RECORD CHANGES:** The number of record changes you made during the session.

---

## Option 7. Report Writer (AMFM67)

When you choose option 6 on the Main Menu (AMFM00) and option 7 from the Financial Analysis File Maintenance menu (AMFM60), the Report Writer File Maintenance menu (AMFM67) appears.

Choose this menu to update, edit, delete, or copy an entire statement format from the Report Writer file.

```
*****                               *****                               **
                                     MENU: AMFM67
F I N A N C I A L   A N A L Y S I S
Report Writer File Maintenance

1 Update Report Writer Formats
2 Edit Format
3 Delete Format
4 Copy Format
5 Return to Main Menu

Enter number  nn                               For another application or menu,
                                                enter program or menu name  aaaaA6
```

**Option 1. Update Report Writer Formats.** Use this option to add, change, or delete information in the Report Writer file.

**Option 2. Edit Format.** Use this option to edit the Report Writer file against the General Ledger Master file each time you change a body or additional accounts record or the companies record through file maintenance.

**Option 3. Delete Format.** Use this option to delete an entire statement format you are no longer using in the Report Writer file.

**Option 4. Copy Format.** Use this option to copy an existing statement to a new statement and to choose whether to resequence the live numbers on the new statement.

---

## Option 1. Update Report Writer Formats (AMFM67)

Use this option to print financial statements based on the information in the Report Writer file. A Report Writer format (also called a statement format) tells the system what you want printed on a financial statement and how you want it to look on the page.

Information about each of your financial statement formats is stored in the Report Writer file in six different kinds of records:

- The title record defines up to six each line title lines for each financial statement. For example, you can use one title line for your company's name, one for the title of the statement, one for the description of the accounting period, and one for the date the statement is prepared.
- The footnote record defines up to 100 lines for footnotes. The first four lines of footnotes always appear on each page of the financial statement except the last page. All footnotes except the first four appear on the last page of the financial statement.
- The column record defines how many columns of financial information you want to print on a page and what information to print in the columns. You can define up to six columns.
- The body record defines what is printed on each line—headings, detail—including additional accounts, or totals.
- The additional account record, along with a body record, defines the account numbers that are not consecutive that you want to summarize and print on one detail line.
- The companies record defines which companies can use the statement format to print financial statements. The system requires this information whether you have only one company or multiple companies installed.

**What information you need:** The statement code and sequence number.

**What reports are printed:** Report Writer File Maintenance (AMF89).

**What forms you need:**

- Form FA-17 for title records
- Form FA-20 for column records
- Form FA-23 for body records
- Form FA-24 for additional account records
- Form FA-25 for footnote records
- Form FA-26 for companies records.

Chapter 10, "Forms" contains blank forms.

The basic steps to update report writer formats are listed below each display.

## AMF891—Report Writer File Maintenance (Select)

Use this display to choose the Title, Column, Body, Footnote, Additional accounts, or Companies record you want to add, change, or delete in the Report Writer file.

This display appears when you choose option 1 (Update Report Writer Formats) on the Report Writer File Maintenance menu (AMFM67).

```
DATE **/**/**          REPORT WRITER FILE MAINTENANCE          SELECT          AMF891  **

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <T/C/B/F/A/X>  A
      (T-TITLE, C-COLUMN, B-BODY, F-FOOTNOTE, A-ADD'L ACCTS, X-COMPANIES)

          STATEMENT CODE          aaA4
          SEQUENCE NUMBER          nnnn

          ACTION CODE <A/C/D>          A

                                          F24 DISPLAY STATUS
```

### What to do

- To add, change, or delete a title, column, body, footnote, additional accounts, or companies record, type the information requested and **A**, **C**, or **D** for **ACTION CODE**. Press **Enter**. Go to display AMF892, AMF893, AMF894, AMF895, AMF896, or AMF897.
- To review the status of this session or to end the session, use **F24**. Go to display AMF898.

### Function keys

F24 DISPLAY STATUS causes the Report Writer File Maintenance (Status) display (AMF898) 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.

**WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? <T/C/B/F/A/X>(T-TITLE, C-COLUMN, B-BODY, F-FOOTNOTE, A-ADD'L ACCTS, X-COMPANIES)**. Type **T**, **C**, **B**, **F**, **A**, or **X** to show the type or record you want to maintain. You must complete this field.

**STATEMENT CODE [?].** Type the code that identifies the format you want to maintain. You must complete this field.

**SEQUENCE NUMBER.** Type a sequence number to identify the record you want to use. You must complete this field and the sequence number must fall within the range for the type of information you selected (T,C,B,F,A, or X). Valid ranges are:

- 1001 - 1006** (up to 6 title records)
- 2001 - 2004** (up to 4 every page footnotes)
- 2005 - 2100** (up to 96 last page footnote)
- 3001 - 3006** (up to 6 columns)
- 4001 - 9999** (for up to 5999 body and additional accounts records)
- 0000** (only one company's record)

**ACTION CODE <A/C/D>.** Type **A** (Add), **C** (Change), or **D** (Delete) a record. You must complete this field.

## AMF892—Report Writer File Maintenance (Title)

Use this display whenever you want to add, change, or delete a title record.

This display appears when you choose T (Title) on the Select display AMF891.

```

DATE **/**/**          REPORT WRITER FILE MAINTENANCE          *****      AMF892  **

STATEMENT CODE  *****
SEQUENCE NO    *****

PRINT DATE <Y/N>          A
PRINT CO NAME <Y/N>      A
TITLE CONTENT            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

F18 REFRESH SCREEN
F19 RETURN TO SELECT
    
```

### What to do

- To add or change a title, column, body, footnote, additional accounts, or a companies record, type the information requested. Press **Enter**. Go to display AMF891.

**Note:** When adding a statement format, remember to assign the sequence numbers in the order you want the lines to print on the report.

- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.

- To cancel what you have done on this display, use **F19**. Go to display AMF891.
- To delete a title, body, column, footnote, or additional accounts record, check the statement code and sequence number to make sure this is the record you want to delete. Press **Enter**. Go to display AMF891.
- To bypass the deletion of the record selected, use **F19**. Go to display AMF891.

## Function keys

F18 REFRESH SCREEN ignores anything you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores anything you typed in and shows you the Select display AMF891; no file updating occurs.

## Fields

**SEQUENCE NO (Sequence Number)**. The sequence number you entered on the Select display AMF891.

**Note:** The rest of the fields on this display are mutually exclusive. If you answer Y to **PRINT DATE**, you must answer N to **PRINT COMPANY NAME** and vice versa. If you want to complete **TITLE CONTENT**, you must answer N to **PRINT DATE** and **PRINT COMPANY NAME**.

**PRINT DATE <Y/N>**. Type Y to print the as of date on the statement as part of the title. If you answer Y, the date printed is the date you enter in the field **STATEMENT DATE** on the Financial Statement (Options) display (AMF101) when you are ready to print the report.

**PRINT CO NAME (Print Company Name) <Y/N>**. Type Y to print the company name in the title of the statement. Type N to omit the company name.

**TITLE CONTENT**. Type the words or phrases that will appear as the title on the report. Type the title exactly as you want it to print including punctuation and spaces between words. If you answered Y to either **PRINT DATE** or **PRINT COMPANY NAME**, do not complete this field.

**Note:** The fields above are centered when the financial statement is printed.

## AMF893—Report Writer File Maintenance (Column)

Use this display whenever you want to add, change, or delete a column record.

This display appears if you typed C (Column) on the Select display AMF891.

```

DATE **/**/**          REPORT WRITER FILE MAINTENANCE          *****      AMF893  **
STATEMENT CODE *****
SEQUENCE NO           *****

                                COLUMN CODE <00-24>  nn
HEADING LINE 1          aaaaaaaaaaA14
HEADING LINE 2          aaaaaaaaaaA14
CURRENT ACCOUNT SET    <1,2,3>  n
BUDGET ACCOUNT SET     <1,2,3>  n
LAST YEAR ACCOUNT SET  <1,2,3>  n
(1-ORIGINAL, 2-TRANSLATED, 3-MEASUREMENT)

                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT

```

### What to do

- To add or change a title, column, body, footnote, additional accounts, or a companies record, type the information requested. Press **Enter**. Go to display AMF891.

**Note:** When adding a statement format, remember to assign the sequence numbers in the order you want the lines to print on the report.

- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF891.
- To delete a title, body, column, footnote, or additional accounts record, check the statement code and sequence number to make sure this is the record you want to delete. Press **Enter**. Go to display AMF891.
- To bypass the deletion of the record selected, use **F19**. Go to display AMF891.

### Function keys

F18 REFRESH SCREEN ignores anything you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores anything you typed in and shows you the Select display AMF891; no file updating occurs.

## Fields

**STATEMENT CODE.** The statement code you entered on the Select display AMF891.

**SEQUENCE NO (Sequence Number).** The sequence number you entered on the Select display AMF891.

**COLUMN CODE <00-24>.** Type the code to show what information you want to print in each column of the statement. The columns print from left to right in order of their sequence numbers. For a three-column balance sheet, there should be only one column code (02, year-to-date) with no column heading descriptions. **PRINT COLUMN** (Body display, AMF894) specifies in which of three columns the amounts are to be printed. You must complete this field. Valid codes are:

- 00 Year-to-date balance for the previous period in the current year
- 01 Current period balance
- 02 Current year-to-date balance
- 03 Same period balance for last year
- 04 Year-to-date balance for last year
- 05 Budget amount for the current period
- 06 Budget amount for the year-to-date
- 07 Last year ending balance
- 08 Current period balance as a percent of current period base amount
- 09 Current year-to-date as a percent of the current year-to-date base amount
- 10 Same period balance last year as a percent of the same period last year base amount
- 11 Year-to-date balance for last year as a percent of year-to-date last year base amount
- 12 Budget amount for current period as a percent of period budget base amount
- 13 Budget amount year-to-date as a percent of budgeted year-to-date base amount
- 14 Last year ending balance as a percent of the last year ending base amount
- 15 Variance between current period balance and same period last year
- 16 Variance between the year-to-date balance and the year-to-date balance last year
- 17 Variance between the current period balance and the current period budget amount
- 18 Variance between year-to-date balance and the year-to-date budget amount
- 19 Percent of variance between current period balance and the same period last year
- 20 Percent of variance between year-to-date balance and year-to-date balance previous year
- 21 Percent of variance between current period balance and current period budget amount
- 22 Percent of variance between year-to-date balance and year-to-date budget amount

**23** Account number

**24** Blank column

**HEADING LINE 1.** Type the heading you want to print on the first line of the column. Be sure to type the heading exactly as you want it to print. The system does not center this line.

**HEADING LINE 2.** Type the heading you want to print on the second line of the column. Be sure to type the heading exactly as you want it to print. The system does not center this line.

**Note:** If you selected Multi-Currency Support during application tailoring, a company may have up to three sets of balances. For more information refer to Table 8-1.

**CURRENT ACCOUNT SET <1,2,3>.** Type **1**, **2**, or **3** to select the account set balances you want to use (original, translated, or measurement). If a Current account is required for calculating this column code amount, entry in this field is required. This field only appears if you chose Multi-Currency Support during application tailoring.

**BUDGET ACCOUNT SET <1,2,3>.** Type **1**, **2**, or **3** to select the account set balances you want to use (original, translated, or measurement). If a Budget account is required for calculating this column code amount, entry in this field is required. This field only appears if you chose Multi-Currency Support during application tailoring.

Table 8-1. Column Code/Account Set Code requirements

Column110	Current	Budget	Last Year
00	Required		
01	Required		
02	Required		
03			Required
04			Required
05		Required	
06		Required	
07			Required
08	Required		
09	Required		
10			Required
11			Required
12		Required	
13		Required	
14			Required
15	Required		Required
16	Required		Required
17	Required	Required	
18	Required	Required	
19	Required		Required
20	Required		Required
21	Required	Required	
22	Required	Required	
23*			
24*			

Note: Column codes 23 and 24 do not require Account Set Code entries. These are special use Column Codes.

**LAST YEAR ACCOUNT SET <1,2,3> (1-ORIGINAL, 2-TRANSLATED, 3-MEASUREMENT).** Type 1, 2, or 3 to select the account set balances you want to use (original, translated, or measurement). If a Last Year account is required for calculating this amount, entry in this field is required. This field only appears if you chose Multi-Currency Support during application tailoring.

## AMF894—Report Writer File Maintenance (Body)

Use this display to add, change, or delete information in the body record.

This display appears when you choose B (Body) on the Select display AMF891.

```

DATE **/**/**          REPORT WRITER FILE MAINTENANCE          *****      AMF894  **

STATEMENT CODE  ****
SEQUENCE NO     ****

TYPE OF LINE <H/D/T>      A          LINE DESCRIPTION aaaaaaaaaaaaaaaaaaaaaA25
USE ACCOUNT NAME <Y/N>    A          SPACES TO INDENT <0-4>          n
TOTAL LEVEL <1-9>        n          LINE SPACING <1-9>          n
NEW PAGE <Y/N>           A          NORMAL BALANCE <D/C>        A
PRINT COLUMN <0-3>       n          PERCENT CONTROL <S/P/B>     A
UNDERSCORE <0-2>        n          ZERO SUPPRESS <Y/N>        A
ACCOUNT 1              aaaaaaaaaaaaaA15 INCLUDE CODE <I/P/A/ >      A
ACCOUNT 2              aaaaaaaaaaaaaA15 PRINT CURRENCY SIGN <Y/N>   A
ACCOUNT TYPE <A/L/X/I/E> A          PRINT NORMAL BALANCE <Y/N>  A

                                           F18 REFRESH SCREEN
                                           F19 RETURN TO SELECT
    
```

### What to do

- To add or change a title, column, body, footnote, additional accounts, or a companies record, type the information requested. Press **Enter**. Go to display AMF891.
- **Note:** When adding a statement format, remember to assign the sequence numbers in the order you want the lines to print on the report.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF891.
- To delete a title, body, column, footnote, or additional accounts record, check the statement code and sequence number to make sure this is the record you want to delete. Press **Enter**. Go to display AMF891.
- To bypass the deletion of the record selected, use **F19**. Go to display AMF891.

### Function keys

F18 REFRESH SCREEN ignores anything you typed and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores anything you typed and shows you the Select display AMF891; no file updating occurs.

## 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.

**STATEMENT CODE.** The statement code you entered on the Select display AMF891.

**SEQUENCE NO (Sequence Number).** The sequence number you entered on the Select display AMF891.

**TYPE OF LINE <H/D/T>.** Type one of the following codes to identify the kind of body record you are defining. D (Detail) is the default for this field.

- H** Heading is used to describe the lines on the statement that follow it. No specific account information appears in a heading line.
- D** Detail is used to report balance information about a specific account or calculations from a range or list of accounts.
- T** Total is used to print the accumulated total from previous detail or total lines.

**LINE DESCRIPTION.** For a heading, type the heading description exactly as you want it to print on the statement, including punctuation and spaces. For a detail line, if you don't want the account description from the General Ledger file, type the description exactly as you want it to print. If you do want the account description from General Ledger for a detail line, do not complete this field. For a total line, type the exact wording you want to print on the statement. For example: Total current assets, Net sales, Total profit, and so on.

**USE ACCOUNT NAME <Y/N>.** For a detail line, type in Y to print the account description from General Ledger. In this case, **LINE DESCRIPTION** must be blank and **INCLUDE CODE** can only be P or blank. Use the default N if you entered something in **LINE DESCRIPTION**. A detail line should have an entry in **LINE DESCRIPTION** or answer Y to **USE ACCOUNT NAME**.

**SPACES TO INDENT <0-4>.** Type the number from one to four (1-4) to show the number of spaces to indent the line description or account name from the left margin, or use the default 0.

- 0** Do not indent this line description or account name.
- 1** Indent the line description or account name one space from the left margin.
- 2** Indent the line description or account name two spaces from the left margin.
- 3** Indent the line description or account name three spaces from the left margin.
- 4** Indent the line description or account name four spaces from the left margin.

**TOTAL LEVEL <1-9>.** For a total line, type in a number from one to nine to show which total level amount you want printed on this line. If you entered H (heading) or D (detail) for **TYPE OF LINE**, leave this field blank. Total levels 1 - 9 are:

- 1** Summarize all detail lines.
- 2** Summarize all level 1 totals.
- 3** Summarize all level 2 totals.
- 4** Summarize all level 3 totals.
- 5** Summarize all level 4 totals.
- 6** Summarize all level 5 totals.
- 7** Summarize all level 6 totals.

- 8 Summarize all level 7 totals.
- 9 Summarize all level 8 totals.

**LINE SPACING <1-9>**. Type a number from one to nine to indicate how many lines to skip before printing the next line. For example, if you entered 2, it means skip one line (or double space) between the previous print line and this line. Values from 1-9 are:

- 1 Print the line on the next available line space (single space); default
- 2 Skip one line (double space).
- 3 Skip two lines (triple space).
- 4 Skip three lines in between.
- 5 Skip four lines in between.
- 6 Skip five lines in between.
- 7 Skip six lines in between.
- 8 Skip seven lines in between.
- 9 Skip eight lines in between.

The default is 1.

**NEW PAGE <Y/N>**. Type **Y** to begin a new page with this line. Use the default **N** to print this line on the next available line on the statement.

**NORMAL BALANCE <D/C>**. For a detail or total line, type in **D** to show the normal balance for this account or total is a debit. Type in **C** to show the normal balance for this account or total is a credit. If the resulting amount is not the normal balance, it is identified on the report as such. If this is a heading line, leave this field blank.

**PRINT COLUMN <0-3>**. Do not complete this field unless you are defining a balance sheet. For a three-column balance sheet, type in a number from one to three to show whether the amount should print in the first, second, or third column of the balance sheet. Use the default 0 if this is not a three-column balance sheet.

**PERCENT CONTROL <S/P/B>**. For a D (detail) or T (total) line, type in one of the following codes:

- S** Do not print percent value.
- P** Print the percent value.
- B** Use the amounts on this detail or total line as a base for calculating percentages (usually sales).

For an H (heading) line, leave this field blank.

**UNDERSCORE <0-2>**. For a D (detail) or T (total) line, type in zero for no underscore, 1 to print one underscore for this balance or calculation, or 2 to print two underscores. Use the default zero if you specified H (heading).

**ZERO SUPPRESS <Y/N>**. For a D (detail) or T (total) line, type in **Y** when you do not want to print the line if all amounts are zero. Type **N** if you want to print the lines anyway, even though all amounts are zeros. If you specified an H (heading) line, leave this field blank.

**ACCOUNT 1 [?]**. For a detail line, **ACCOUNT 1** must be entered and can be any one of the following:

- The only account number you want reported on this line.
- The first (lowest) account number in a range of consecutive accounts.

- The first in a series of account numbers that you want to summarize and print on one line.

Account number 99999999999999 is not a valid entry. If you specified H (heading) or T (total) for line type, do not complete this field.

**INCLUDE CODE <I/P/A/>**. Use this field when the amount of a detail line represents more than one account. Type in one of the following codes:

- I** Summarize all General Ledger accounts in the range of **ACCOUNT 1** through **ACCOUNT 2** and print the result on one line.
- P** For each General Ledger account in the range of **ACCOUNT 1** through **ACCOUNT 2**, print the balance on a separate line.
- A** Summarize the specific General Ledger accounts listed in **ACCOUNT 1**, **ACCOUNT 2**, and in any additional account records, and print the result on one line.

If this detail line is only to print the balance of **ACCOUNT 1** on one line, leave the field blank. If you specified H (heading) or T (total) for line type, leave this field blank.

**Note:** If you use line type D (detail), and P for **INCLUDE CODE**, do not use B for PERCENT CONTROL.

**ACCOUNT 2 [?]**. For a detail line that prints only **ACCOUNT 1**, leave this field blank. For any other detail line, this field must be entered if **INCLUDE CODE** is I, P, or A and can be either:

- The last (highest) account number in a range that begins with **ACCOUNT 1**. If I or P is in the **INCLUDE CODE**, **ACCOUNT 2** must be greater than **ACCOUNT 1**.
- The second account in a series of accounts to be summarized on one line. Account number 99999999999999 is not a valid entry.

If you specified H (heading) or T (total) for line type, leave this field blank.

**PRINT CURRENCY SIGN <Y/N>**. Type **Y** to print a currency sign before the monetary amounts on this line. For a D (detail) or T (total) line, type **N** to omit printing the currency sign before the monetary amounts on this line. To avoid staggered currency signs on the report, you might want to print the currency sign on the first detail line and the last total line, detail lines only, or total lines only. If you specified H (heading) for line type, leave this field blank.

**ACCOUNT TYPE <A/L/X/I/E>**. For a detail or total line, type one of the following account codes to show the kind of account with which you are working. This field is used along with **COLUMN CODE** to determine what to print when the balance is other than normal. Valid account codes are:

- A** Asset
- L** Liability
- X** Owner's equity
- I** Income
- E** Expense

If you specified H (heading) for line type, leave this field blank.

**Note:** This field is required even for a total line that is the sum of detail lines of mixed account types. The system requires this information to tell what sign to print when the total is negative. Choose an account type that is what you expect the result

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to be. Or, determine what sign you want to print and choose the corresponding account type.

***PRINT NORMAL BALANCE <Y/N>***. Type **Y** to print the normal balance sign. Type **N** to suppress the printing of the normal balance sign. If you specified H (heading) for line type, leave this field blank.



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## Fields

**STATEMENT CODE.** The statement code you entered on the Select display AMF891.

**SEQUENCE NO (Sequence Number).** The sequence number you entered on the Select display AMF891.

**FOOTNOTE.** Type the description you want to use as a footnote on the financial statement. A footnote line with a sequence number of 2001 to 2004 will print at the bottom of each page of the financial statement, excluding the last (if it is a page of only footnotes). All of the footnotes with sequence numbers 2005 to 2100 print at the end of the report. Type each footnote record exactly as you want it to look. When they are printed, they appear as a block. If you want to indent the footnote, leave blank spaces at the beginning of the line.

## AMF896—Report Writer File Maintenance (Additional Accounts)

Use this display to add, change, or delete any Additional Accounts records.

This display appears when you choose A (Additional Accounts) on the Select display AMF891.

```

DATE **/**/**          REPORT WRITER FILE MAINTENANCE          *****          AMF896  **

STATEMENT CODE  ****
SEQUENCE NO    ****

ADDITIONAL ACCOUNT 1  aaaaaaaaaaaaaA15  ADDITIONAL ACCOUNT 2  aaaaaaaaaaaaaA15
ADDITIONAL ACCOUNT 3  aaaaaaaaaaaaaA15  ADDITIONAL ACCOUNT 4  aaaaaaaaaaaaaA15
ADDITIONAL ACCOUNT 5  aaaaaaaaaaaaaA15  ADDITIONAL ACCOUNT 6  aaaaaaaaaaaaaA15
ADDITIONAL ACCOUNT 7  aaaaaaaaaaaaaA15  ADDITIONAL ACCOUNT 8  aaaaaaaaaaaaaA15
ADDITIONAL ACCOUNT 9  aaaaaaaaaaaaaA15  ADDITIONAL ACCOUNT 10 aaaaaaaaaaaaaA15

```

```

F18 REFRESH SCREEN
F19 RETURN TO SELECT

```

## What to do

- To add or change a title, column, body, footnote, additional accounts, or a companies record, type the information requested. Press **Enter**. Go to display AMF891.

**Note:** When adding a statement format, remember to assign the sequence numbers in the order you want the lines to print on the report.

- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF891.

- To delete a title, body, column, footnote, or additional accounts record, check the statement code and sequence number to make sure this is the record you want to delete. Press **Enter**. Go to display AMF891.
- To bypass the deletion of the record selected, use **F19**. Go to display AMF891.

### **Function keys**

F18 REFRESH SCREEN ignores anything you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores anything you typed in and shows you the Select display AMF891; no file updating occurs.

### **Fields**

**STATEMENT CODE.** The statement code you entered on the Select display AMF891.

**SEQUENCE NO (Sequence Number).** The sequence number you entered on the Select display AMF891.

**ADDITIONAL ACCOUNT 1 (THROUGH 10).** Type the account number of the additional accounts you want to summarize on the preceding detail line on the financial statement. Be sure this record has a sequence number immediately following the body record you are summarizing. You must enter at least one additional account and the account number you enter cannot be 9999999999999999.

## AMF897—Report Writer File Maintenance (Companies)

Use this display to add or change a companies record in your financial statement. A Companies record is required for a statement. You cannot delete it using this option. The only way to delete a Companies record is to delete the entire statement format. You can do that by choosing option 3 (Delete Format) on the Report Writer File Maintenance menu (AMFM67).

This display appears when you choose X (Companies) on the Select display AMF891.

```

DATE **/**/**          REPORT WRITER FILE MAINTENANCE          *****      AMP897  **

STATEMENT CODE  ****                      ***** COMPANIES *****
SEQUENCE NO    ****

                                COMPANIES FOR WHICH THIS FINANCIAL STATEMENT APPLIES

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 or change a title, column, body, footnote, additional accounts, or a companies record, type the information requested. Press **Enter**. Go to display AMF891.
- **Note:** When adding a statement format, remember to assign the sequence numbers in the order you want the lines to print on the report.
- To see the display as it was before you typed anything in the fields, use **F18** and repeat the previous step.
- To cancel what you have done on this display, use **F19**. Go to display AMF891.
- To delete a title, body, column, footnote, or additional accounts record, check the statement code and sequence number to make sure this is the record you want to delete. Press **Enter**. Go to display AMF891.
- To bypass the deletion of the record selected, use **F19**. Go to display AMF891.

### Function keys

F18 REFRESH SCREEN ignores anything you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores anything you typed in and shows you the Select display AMF891; no file updating occurs.

## Fields

**STATEMENT CODE.** The statement code you entered on the Select display AMF891.

**SEQUENCE NO (Sequence Number).** The sequence number you entered on the Select display AMF891.

**COMPANIES FOR WHICH THIS FINANCIAL STATEMENT APPLIES.** You can use the same statement format for more than one company if their general ledger account numbers are used for the same purpose. Type the numbers of the companies that are allowed to use this format to print their financial statements. You must enter at least one company. Companies with different first fiscal months can use the same statement, but you must print a separate statement for each company. You cannot print a combined statement in this situation.

## AMF898—Report Writer File Maintenance (Status)

Use this display to see the status of the Report Writer file. This display shows the number of records you added or deleted during the current file maintenance session and the number of changes you made.

This display appears when you use **F24** on the Select display AMF891.

DATE **/**/**	REPORT WRITER FILE MAINTENANCE	STATUS	AMF898 **
SESSION STATUS			
RECORDS ADDED	*****	RECORDS DELETED	*****
RECORD CHANGES	*****		
ENTER TO CONTINUE F24 END OF JOB			

### What to do

- To return to the Report Writer File Maintenance (Select) display (AMF891), press **Enter**. The display AMF891 appears.
- To end the session, use **F24**. Go to menu AMFM67. The Report Writer File Maintenance report (AMF89) is scheduled for printing.

## Function keys

F24 END OF JOB ends processing and shows you the Report Writer File Maintenance menu (AMFM67).

## Fields

### **SESSION STATUS.**

**RECORDS ADDED:** The number of records you added during the session.

**RECORDS DELETED:** The number of records that you marked for deletion during the session.

**RECORD CHANGES:** The number of record changes you made during the session.

---

## Option 2. Edit Format (AMFM67)

Use this option to edit the format. The system checks the Report Writer file against the General Ledger Master file (GELMAS) in two edit phases:

- The first edit phase checks to see if all the accounts you used in the statement format are also in the General Ledger Master file (GELMAS) for each company that may use this format.
- The second edit phase checks to see if:
  - Any accounts are used more than once in the statement format.
  - Any accounts are not used at all.
  - All companies using the statement format have the same first fiscal period.

If the system finds no errors, it prints a Report Writer Validation Report (AMF13—Edit 1) or (AMF14—Edit 2) with a message telling you that the edit was successful. Otherwise:

- Edit 1 (AMF13) shows the accounts found during the first edit phase.
- Edit 2 (AMF14) shows the accounts found during the second edit phase or that the companies using the statement format do not have the same first fiscal periods. You can have more than one company using the same statement format with different first fiscal periods as long as you do not print a combined financial statement.

Use a Report Writer Validation Report (AMF13—Edit 1) or (AMF14—Edit 2) to verify the completeness of each format before you print the financial statement. If needed, correct any errors that may appear on the reports by updating the Report Writer file. Choose option 1 on the Report Writer File Maintenance menu (AMFM67) before you use the statement format.

**Note:** Anytime you change a body, additional account, or companies record using Report Writer File Maintenance, you must edit the format again before the system lets you use the statement format again.

**What information you need:**

- The company number
- The statement code.

**What reports are printed:**

- Report Writer Validation Report—Edit 1 (AMF13)
- Report Writer Validation Report—Edit 2 (AMF14).

**What forms you need:** None.

The basic steps to edit formats are listed below the display.

## AMF121—Report Writer Validation Edit (Options)

Use this display to edit the Report Writer file against the General Ledger file. Choose this option each time you perform file maintenance on a Body or Additional Accounts record or the Companies record for a statement format in the Report Writer file. The Report Writer Validation Report (Edit 1, AMF13 and Edit 2, AMF14) prints.

**Note:** The report shows: any accounts that do not exist in General Ledger, any accounts that are used more than once, or any accounts that are not used at all in the format. In addition, an error message prints on the report if all companies using 12 month accounting do not have the same first fiscal period.

This display appears when you choose option 2 (Edit Format) on the Report Writer File Maintenance menu (AMFM67).

```

DATE **/**/**          REPORT WRITER VALIDATION EDIT          OPTIONS          AMF121  **

                                COMPANY NUMBER          nn
                                STATEMENT CODE          aaA4

                                F24 CANCEL THE JOB

```

### What to do

- To edit the company number and statement code for the statement format you want, type the information requested and press **Enter**. Go to menu AMFM67.  
**Note:** You must edit each time you add, change, or delete a body or additional accounts record of the companies record.
- To edit all companies for this statement format, type **00** for **COMPANY NUMBER** and press **Enter**. The Report Writer Validation Reports—Edit 1 (AMF13) and Edit 2 (AMF14) are scheduled for printing. Go to menu AMFM67.
- To cancel the session, use **F24**. Go to menu AMFM67.

### Function keys

F24 CANCEL THE JOB ignores any information you typed and the Report Writer File Maintenance menu (AMFM67) appears again.



## What to do

- To choose the statement code for the statement format you want to delete, type the information requested and press **Enter**. The display AMF151 appears again.
- Check the title lines and warning message on the display and do one of the following:
  - To delete the format, use **F17**. This action deletes the entire format from the file. The display AMF151 appears again.
  - To cancel the job and end the session, use **F24**. Go to menu AMFM67.

## Function keys

**F17 ACCEPT WARNING** allows you to make sure you are deleting the correct statement format.

**F24 CANCEL THE JOB** ignores any information you typed and the Report Writer File Maintenance menu (AMFM67) appears again. Choose another option or return to the Main Menu (AMFM00).

## 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.

**STATEMENT CODE [?]**. Type the code that identifies the statement format you want to delete.

**TITLE**. The title lines for this statement code. Be sure this is the statement format you want to delete.



## What to do

- To copy an existing statement format to a new statement format, type the information requested and press **Enter**. The display AMF221 appears again.
- Check the title lines and warning message on the display and do one of the following:
  - To copy the format, use **F17**. This action copies the existing statement format to the new statement format. Go to menu AMFM67.
  - To cancel the job and end the session, use **F24**. Go to menu AMFM67.

## Function keys

F17 ACCEPT WARNING appears and issues a warning message that the old statement will be copied. Use **F17** to accept the warning and allow the system to copy the old statement to the new statement.

F24 CANCEL THE JOB ignores any information you typed and the Report Writer File Maintenance menu (AMFM67) appears 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.

**COPY FROM EXISTING STATEMENT CODE [?]**. Type the existing statement code of the statement to be copied. This is a required field.

**COPY TO NEW STATEMENT CODE**. Type the statement code of the new statement you want to create. This is a required field.

**RESEQUENCE STATEMENT <Y/N>**. Leave the default Y if you want to resequence the line numbers in the new statement or type in **N**.

**CHANGE TITLE**. Type the new title for the statement. Title records already defined in the Report Writer file can be used. The company and date are shown but cannot be changed on this display.

## Chapter 9. File Listings

When you choose option 7 on the Main Menu (AMFM00), the File Listings menu (AMFM70) appears. This menu gives you seven options for printing several different listings of the Financial Analysis master files. If IFM is installed, this menu is changed to process Fixed Asset options only, and options 1, 2, 5, and 7 go to disabled menus. To make this menu easier to use, you can change the task ID on the Main Menu to point to File Listings menu AMFM70A, on which the disabled options do not appear. For more information, see the Menu Maintenance chapter in the *CAS User's Guide*.

Option 1. Automatic Journal Entry (AMFM70).....	9-2
Option 2. Budget Preparation (AMFM70).....	9-5
Option 3. Depreciation Calendar (AMFM70).....	9-7
Option 4. Depreciation Table (AMFM70).....	9-8
Option 5. Financial Ratio (AMFM70).....	9-10
Option 6. Fixed Asset (AMFM70).....	9-12
Option 7. Report Writer (AMFM70).....	9-15

```

AMFM70                               Financial Analysis          *****
                                   File Listings

Type option or command; press Enter.

    1. Automatic Journal Entry
    2. Budget Preparation
    3. Depreciation Calendar
    4. Depreciation Table
    5. Financial Ratio
    6. Fixed Asset
    7. Report Writer

-----

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

**Option 1. Automatic Journal Entry.** Use this option to print a listing of the work field and automatic journal entry information you have in the file.

**Option 2. Budget Preparation.** Use this option to print a listing of the budget account and work field information you have in the file.

**Option 3. Depreciation Calendar.** Use this option to print a listing of the period beginning and ending dates for all the depreciation schedules you have in the file.

**Option 4. Depreciation Table.** Use this option to print a listing of all depreciation percent records for the depreciation methods and depreciable life information you have in the file.

**Option 5. Financial Ratio.** Use this option to print a listing of the ratio variable codes and associated general ledger account numbers you have in the file.

**Option 6. Fixed Asset.** Use this option to print a listing of the vintage account, asset header, and depreciation schedule information you have in the file.

**Option 7. Report Writer.** Use this option to print a listing of the statement formats you have in the file.

---

## Option 1. Automatic Journal Entry (AMFM70)

Use this option to show you all of the information you have defined for your recurring journal entries.

### Journal Entries

The Automatic Journal Entry file contains information about each of your automatic journal entries in two different modes—automatic journal entry and work field. You can have three kinds of records in automatic journal entry mode—description records, factor records, and distribution records. You can have two kinds of records in work field mode—description records and factor records.

You can print the Automatic Journal Entry File Listing (AMF91) at any time and then use the listing as a hard copy of all of the information in your file. You can choose to print all of the information in the file or some of it. To print only some of the information, you can request to print only:

- The automatic journal entry records, or some of them
- The work field records, or some of them
- The automatic journal entry and work field records with a certain frequency code.

The system prints the work field records first, followed by the automatic journal entry records. It prints each work field's or automatic journal entry's description record, followed by the associated factor records. The factor records are printed in sequence ID order, from the lowest to the highest.

The basic steps to do Automatic Journal Entry are listed below the display.

**What information you need:**

- The company number
- The beginning and ending work field IDs or auto entry IDs
- The frequency code.

**What reports are printed:** Automatic Journal Entry File Listing (AMF91).

**What forms you need:** None.

## AMF9A1—Automatic Journal Entry File Listing (Options)

Use this display to enter the print options for the Automatic Journal Entry File Listing (AMF91).

This display appears when you choose option 1 (Automatic Journal Entries) on the File Listings menu (AMFM70).

```
DATE **/**/**      AUTOMATIC JOURNAL ENTRY FILE LISTING      OPTIONS      AMF9A1  **

COMPANY NUMBER                nn

INCLUDE AUTO JNL ENTRIES <Y/N>      A
      BEGINNING AUTO ENTRY          aaaaaA7
      ENDING AUTO ENTRY              aaaaaA7

INCLUDE WORK FIELDS <Y/N>            A
      BEGINNING WORK FIELD          aaaaaA7
      ENDING WORK FIELD              aaaaaA7

FREQUENCY CODE                A2

                                F24 CANCEL THE JOB
```

### What to do

- To print the listing, type the information requested and press **Enter**. The system schedules the Automatic Journal Entry File Listing (AMF91) for printing. Go to menu AMFM70.
- To cancel the session, use **F24**. Go to menu AMFM70.

### Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMFM70) to appear again; no processing occurs.

### 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 company number that belongs to the auto journal entries and work fields you want to list. Leave the field blank to list all companies.

***INCLUDE AUTO JNL ENTRIES <Y/N> (Include Automatic Journal Entries).*** Leave the default Y to list auto journal entries or type **N** to omit them from the file listing.

**BEGINNING AUTO ENTRY**

**ENDING AUTO ENTRY [?]:** To show the range of auto entries, type the beginning and ending auto entries you want to list. Leave these fields blank to list all auto journal entries for the requested company.

***INCLUDE WORK FIELDS <Y/N>.*** Leave the default Y to list work fields or type in **N** to omit them from the file listing.

**BEGINNING WORK FIELD**

**ENDING WORK FIELD [?]:** To show the range of work fields, type the beginning and ending work fields you want to list from the file. Leave these fields blank to list all work fields for the requested company.

**Note:** You must choose either auto journal entries, or work fields, or both. You cannot type **N** in both fields.

***FREQUENCY CODE.*** To further limit your selection, type the code you assigned to these records. Only those auto journal entries and work fields with the selected frequency code will print. Leave this field blank to print all frequency codes.

---

## Option 2. Budget Preparation (AMFM70)

Use this option to see all of the information you have defined on the Budget Preparation File Listing (AMF92) for preparing your budgets.

The Budget Preparation file contains information about each of your budget accounts in two different modes—budget account and work field. You can have two kinds of records in both budget account and work field mode—description records and factor records.

You can print the Budget Preparation File Listing (AMF92) at any time and then use the listing as a hard copy of all of the information in your file. You can choose to print all of the information in the file or some of it. To print only some of the information, you can request to print only:

- The budget account records, or some of them
- The budget account and work field records within certain periods or months
- The work field records, or some of them.

The system prints the work field records first, followed by the budget account records. It prints each work field's or budget account's description record, followed by the associated factor records. The factor records are printed in sequence ID order, from the lowest to the highest.

**What information you need:**

- The company number
- The beginning and ending budget account and work field IDs
- The budget periods or months.

**What reports are printed:** Budget Preparation File Listing (AMF92).

**What forms you need:** None.

The basic steps to do Budget Preparation are listed below the display.

## AMF9B1—Budget Preparation File Listing (Options)

Use this display to choose the print options for the Budget Preparation File Listing (AMF92).

This display appears when you choose option 2 (Budget Preparation) on the File Listings menu (AMFM70).

```
DATE **/**/**      BUDGET PREPARATION FILE LISTING      OPTIONS      AMF9B1  **

COMPANY NUMBER                      nn

INCLUDE BUDGET ACCOUNTS <Y/N>      A
BEGINNING ACCOUNT                   nnnnnnnnnnnnnnnnn
ENDING ACCOUNT                       nnnnnnnnnnnnnnnnn

BEGINNING *****                   nn
ENDING *****                       nn

INCLUDE WORK FIELDS <Y/N>           A
BEGINNING WORK FIELD                aaaaaA7
ENDING WORK FIELD                    aaaaaA7

F24 CANCEL THE JOB
```

### What to do

- To print the listing, type the information requested and press **Enter**. The system schedules the Budget Preparation File Listing (AMF92) for printing. Go to menu AMFM70.
- To cancel the session, use **F24**. Go to menu AMFM70.

### Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMFM70) to appear; no processing occurs.

### Fields

See “AMF9A1—Automatic Journal Entry File Listing (Options)” on page 9-3 for a description of the fields on this display.

---

## Option 3. Depreciation Calendar (AMFM70)

Use this option to see all of the descriptive information, such as the period beginning and ending dates, you have defined for your depreciation schedules on the Depreciation Calendar File Listing (AMF97).

You can print the listing AMF97 at any time and then use the listing as a hard copy of all the information in your file. You can choose to print all of the information in the file or some of it. The Depreciation Calendar File Listing is printed in alphabetic order by depreciation schedule.

**What information you need:**

- The company number
- The beginning and ending depreciation schedule codes.

**What reports are printed:** Depreciation Calendar File Listing (AMF97).

**What forms you need:** None.

The basic steps to do Depreciation Calendar are listed below the display.

### AMF9C1—Depreciation Calendar File Listing (Options)

Use this display to enter the print options for the Depreciation Calendar File Listing (AMF97).

This display appears when you choose option 3 (Depreciation Calendar) on the File Listings menu (AMFM70).

```
DATE **/**/**      DEPRECIATION CALENDAR FILE LISTING      OPTIONS      AMF9C1  **  
  
COMPANY NUMBER                nn  
BEGINNING DEPRECIATION SCHEDULE      A  
ENDING DEPRECIATION SCHEDULE        A  
  
F24 CANCEL THE JOB
```

**What to do**

- To print the listing, type the information requested and press **Enter**. To print only some of the information, you request a beginning and ending depreciation

schedule. The system schedules the listing AMF97 for printing. Go to menu AMFM70.

- To cancel the session, use **F24**. Go to menu AMFM70.

### Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMFM70) to appear again; no processing occurs.

### Fields

**COMPANY NUMBER.** This field appears only if you requested multiple companies during application tailoring. If this field appears, type the company number associated with the schedules you want to list. Leave the field blank to print all companies.

**BEGINNING DEPRECIATION SCHEDULE**

**ENDING DEPRECIATION SCHEDULE.** To show a range of schedules, type the beginning and ending schedule codes from A to Z (B=Book; T=Tax) you want to list. Use the defaults (A-Z) to list all schedules in the file.

---

## Option 4. Depreciation Table (AMFM70)

Use this option to see the depreciation table record with the depreciable life and depreciation method you requested.

**What information you need:**

- The depreciation method of the Depreciation Table record
- The depreciable life of the Depreciation Table record.

**What reports are printed:** Depreciation Table File Listing (AMF7M).

**What forms you need:** None.

The basic steps to do Depreciation Table are listed below the display.

## AMF7L1—Depreciation Table File Listing (Options)

Use this display to enter the print options for the Depreciation Table File Listing (AMF7M).

This display appears when you choose option 4 (Depreciation Table) on the File Listings menu (AMFM70).

```
DATE **/**/**      DEPRECIATION TABLE FILE LISTING      OPTIONS      AMF7L1  **  
  
DEPRECIATION METHOD      aaaaaA7  
DEPRECIABLE LIFE        nn.n  
  
F24 CANCEL THE JOB
```

### What to do

- To print the listing, type the information requested and press **Enter**. If you did not enter a depreciable life, all depreciation table records for the method you requested are printed. The system schedules the listing AMF7M for printing. Go to menu AMFM70.
- To cancel the session, use **F24**. Go to menu AMFM70.

### Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMFM70) to appear; no processing occurs.

### Fields

**DEPRECIATION METHOD.** Type the depreciation method for the depreciation table record that you want to list. Leave this field blank to list all depreciation header records.

**DEPRECIABLE LIFE.** Type the depreciable life for the depreciation table record that you want to list. Leave this field blank to list all depreciation detail records.

## Option 5. Financial Ratio (AMFM70)

Use this option to see all of the ratio variable codes and associated general ledger account numbers you have defined in your Financial Ratio file.

You can print the Financial Ratio File Listing (AMF94) at any time and then use the listing as a hard copy of all the information in your file. The listing AMF94 is printed in alphabetic order by ratio variable code. You can choose to print all the information in the file or some of it.

### What information you need:

- The company number
- The beginning and ending ratio variable code

**What reports are printed:** Financial Ratio File Listing (AMF94).

**What forms you need:** None.

The basic steps to see financial ratios are listed below the display.

## AMF9D1—Financial Ratio File Listing (Options)

Use this display to enter the print options for the Financial Ratio File Listing (AMF94).

This display appears when you choose option 5 (Financial Ratio) on the File Listings menu (AMFM70).

```
DATE **/**/**          FINANCIAL RATIO FILE LISTING          OPTIONS    AMF9D1  **
                                     COMPANY NUMBER          nn
                                     BEGINNING RATIO VARIABLE CODE  aaA4
                                     ENDING RATIO VARIABLE CODE    aaA4

                                     F24 CANCEL THE JOB
```

### What to do

- To print the listing, type the information requested and press **Enter**. To print only some of the information, you request beginning and ending ratio variable codes. The system schedules the listing AMF94 for printing. Go to menu AMFM70.
- To cancel the session, use **F24**. Go to menu AMFM70.

## Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMFM70) 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 the company number associated with the ratio variable codes you want to list. Leave this field blank to list all companies.

***BEGINNING RATIO VARIABLE CODE***

***ENDING RATIO VARIABLE CODE.*** To show a range of ratio variable codes, type the beginning and ending ratio variable code you want to list. The associated general ledger account numbers for the codes you selected are listed. Use the defaults AP-TC to list all ratio variable codes in the file.

---

## Option 6. Fixed Asset (AMFM70)

Use this option to see all of the information you have defined for your fixed assets. The Fixed Asset file contains three types of information—vintage account records, asset header records, and depreciation schedule records.

You can print the Fixed Asset File Listing (AMF95) at any time and then use the listing as a hard copy of all the information in your file. You can choose to print all the information in the file or some of it. To print only some of the information, you request to print:

- The vintage account records, or some of them
- The asset header records, or some of them
- The depreciation schedule records, or some of them.

The system prints the Fixed Asset File Listing (AMF95) in sequence by depreciation schedule within serial number for the ranges you select. The vintage accounts and tax schedule records of the assets in the vintage account are printed at the end of the listing for each company.

**What information you need:**

- The company number
- The beginning and ending vintage accounts, asset headers, or depreciation schedule codes.

**What reports are printed:** Fixed Asset File Listing (AMF95).

**What forms you need:** None.

The basic steps to see fixed asset are listed below the display.

## AMF9E1—Fixed Asset File Listing (Options)

Use this display to enter the print options for the Fixed Asset File Listing (AMF95).

This display appears when you choose option 6 (Fixed Asset) on the File Listings menu (AMFM70).

```
DATE **/**/**          FIXED ASSET FILE LISTING          OPTIONS          AMF9E1  **

COMPANY NUMBER                nn

INCLUDE VINTAGE ACCOUNTS <Y/N>          A
BEGINNING VINTAGE ACCOUNT ID          nnn
ENDING VINTAGE ACCOUNT ID            nnn

INCLUDE ASSET HEADERS <Y/N>            A
BEGINNING SERIAL NUMBER              aaaaaaaaaaaaaA15
ENDING SERIAL NUMBER                 aaaaaaaaaaaaaA15

INCLUDE DEPRECIATION SCHEDULES <Y/N>    A
BEGINNING DEPRECIATION SCHEDULE        A
ENDING DEPRECIATION SCHEDULE           A

F24 CANCEL THE JOB
```

### What to do

- To print the listing, type the information requested and press **Enter**. The system schedules the listing AMF95 for printing. Go to menu AMFM70.
- To cancel the session, use **F24**. Go to menu AMFM70.

### Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMFM70) to appear again; no processing occurs.

## 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 the company number associated with the fixed assets you want to list. Leave the field blank to list all companies.

**INCLUDE VINTAGE ACCOUNTS <Y/N>.** Leave the default Y to list vintage accounts or type **N** to omit them from the file listing.

**BEGINNING VINTAGE ACCOUNT ID**

**ENDING VINTAGE ACCOUNT ID:** To show a range of vintage accounts, type the beginning and ending vintage account IDs you want to list. Leave these fields blank to list all vintage accounts in the file.

**INCLUDE ASSET HEADERS <Y/N>.** Leave the default Y to list the Asset Header records or type **N** to omit them from the file listing.

**BEGINNING SERIAL NUMBER**

**ENDING SERIAL NUMBER [?]:** To show a range of Asset Headers, type the beginning and ending serial numbers of the assets you want to list. If you entered a range of Vintage Accounts, the Asset Headers to be printed must be within the beginning and ending serial number range and the beginning and ending vintage account range. Leave these fields blank to list all asset header records in the file.

**Note:** The system will default with a percent for **BEGINNING SERIAL NUMBER** and 999999999999999 for **ENDING SERIAL NUMBER**. This will cause any serial numbers that begin with special characters to also print.

**INCLUDE DEPRECIATION SCHEDULES <Y/N>.** Leave the default Y to list the depreciation schedules or type **N** to omit them from the file listing.

**BEGINNING DEPRECIATION SCHEDULE**

**ENDING DEPRECIATION SCHEDULE.** To show a range of depreciation schedules, type the beginning and ending schedule codes (A-Z) you want to list. The schedules to be printed must be within the beginning and ending depreciation schedule range, within the beginning and ending serial number range (if entered), and also within the beginning and ending vintage account range (if entered). Leave these fields blank to list all depreciation schedules in the file.

---

## Option 7. Report Writer (AMFM70)

Use this option to see the title, footnote, column, body, additional account, and companies records you have defined for your financial statements. This listing is not a formatted statement but instead shows you the information for each statement format exactly as it appears in your Report Writer file.

You can print the Report Writer File Listing (AMF99) at any time and then use the listing as a hard copy of all the information in your Report Writer file. The records are on the listing in sequence number order within each statement code you request, from the lowest number to the highest number. The sequence numbers indicate the order in which the records are printed on a statement. For example, the title record for sequence number 1002 is printed before the title record for sequence number 1006.

**What information you need:**

- The statement code
- The beginning and ending sequence numbers.

**What reports are printed:** Report Writer File Listing (AMF99).

**What forms you need:** None.

The basic steps to see Report Writer settings are listed below the display.

### AMF9F1—Report Writer File Listing (Options)

Use this display to enter the print options for the Report Writer File Listing (AMF99).

This display appears when you choose option 7 on the File Listings menu (AMFM70).

DATE **/**/**	REPORT WRITER FILE LISTING	OPTIONS	AMF9F1 **
	STATEMENT CODE	aaA4	
	BEGINNING SEQUENCE NUMBER	nnnn	
	ENDING SEQUENCE NUMBER	nnnn	
F24 CANCEL THE JOB			

## What to do

- To print the listing, type the information requested and press **Enter**. The system schedules the listing AMF99 for printing. Go to menu AMFM70.
- To cancel the session, use **F24**. Go to menu AMFM70.

## Function keys

F24 CANCEL THE JOB causes the File Listings menu (AMFM70) to appear; no processing occurs.

## 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.

**STATEMENT CODE [?]**. Type in the statement code that identifies the format you want to list from the file. Leave this field blank to print all statement codes.

### **BEGINNING SEQUENCE NUMBER**

**ENDING SEQUENCE NUMBER**. To show a range of sequence numbers, type the beginning and ending sequence numbers you want to list. Use the defaults (0000-9999) to list all sequence numbers in the format. The following list shows the valid sequence number values:

<b>0000</b>	Companies
<b>1001-1006</b>	Titles
<b>2002-2100</b>	Footnotes
<b>3001-3006</b>	Columns
<b>4001-9999</b>	Body (includes use for Additional Accounts)

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## Automatic Journal Entry Factor (FA-02)

**Display AMF811**

\* Type of information <D/F> (A1) F  
 \* Company number (N2) --  
 \* Automatic journal entry ID (A7) -----  
 \* Sequence ID (N2) --  
 \* Action code <A/C/D> (A1) --  
 Work field mode <Y/N> (A1) --

**Display AMF815**

Operation condition (A2) --

**1st Operand**

Account number	Co	Bal	Bal	Bal		
Work field ID	no.	type	code	period/month		
(N15)	(N2)	<1/2/3>	<P/Y>	(N2)	(A7)	(N2)
-----	---	-	-	---	-----	---
Operation Calc method (A1)	--					

**2nd Operand**

Account number	Co	Bal	Bal	Bal		
Work field ID	no.	type	code	period/month		
(N15)	(N2)	<1/2/3>	<P/Y>	(N2)	(A7)	(N2)
-----	---	-	-	---	-----	---
Constant amount (M13.2)	---					

\* Indicates a required field

## Work Field Description/Factor (FA-03)

**Display AMF812**

\* Type of information <D/F> (A1) D

\* Company number (N2) --

\* Work field ID (A7) -----

Sequence ID (N2) --

\* Action code <A/C/D> (A1) -

Auto entry mode <Y/N> (A1) -

**Display AMF814**

\* Frequency code (A2) --

Description (A25) -----

**Display AMF812**

\* Type of information <D/F> (A1) F

\* Company number (N2) --

\* Work field ID (A7) -----

\* Sequence ID (N2) --

\* Action code <A/C/D> (A1) -

Auto entry mode <Y/N> (A1) -

**Display AMF816**

Operation condition (A2) --

**1st Operand**

Account number	Co	Bal	Bal	Bal		
Work field ID	no.	type	code	period/month		
(N15)	(N2)	<1/2/3>	<P/Y>	(N2)	(A7)	(N2)
-----	--	-	-	--	-----	--

Operation Calc method (A1) -

**2nd Operand**

Account number	Co	Bal	Bal	Bal		
Work field ID	no.	type	code	period/month		
(N15)	(N2)	<1/2/3>	<P/Y>	(N2)	(A7)	(N2)
-----	--	-	-	--	-----	--

Constant amount (N13.2) -----

\* Indicates a required field

## Budget Account Description/Factor (FA-04)

**Display AMF821**

\* Type of information <D/F> (A1) D

\* Company number (N2) --

\* Budget account (N15) -----

Period/month number (N2) --

Sequence ID (N2) --

\* Action code <A/C/D> (A1) -

Work field mode <Y/N> (A1) -

**Display AMF823**

\* Description (A25) -----

**Display AMF821**

\* Type of information <D/F> (A1) F

\* Company number (N2) --

\* Budget account (N15) -----

Period/month number (N2) --

\* Sequence ID (N2) --

\* Action code <A/C/D> (A1) -

Work field mode <Y/N> (A1) -

**Display AMF825**

**1st Operand**

Account number	Co no.	Bal type <1/2/3>	Bal code <P/Y>	Bal period/month		
Work field ID Seq ID (N15)	(N2)	(N1)	(A1)	(N2)	(A7)	(N2)
-----	--	-	-	--	-----	--

Operation Calc method (A1) -

**2nd Operand**

Account number	Co no.	Bal type <1/2/3>	Bal code <P/Y>	Bal period/month		
Work field ID Seq ID (N15)	(N2)	(N1)	(A1)	(N2)	(A7)	(N2)
-----	--	-	-	--	-----	--

Constant amount (N13.2) -----

\* Indicates a required field

## Work Field Description/Factor (FA-05)

**Display AMF822**

\* Type of information <D/F> (A1) D

\* Company number (N2) --

\* Work field ID (A7) -----

Sequence ID (N2) --

\* Action code <A/C/D> (A1) -

Budget mode <Y/N> (A1) -

**Display AMF824**

\* Description (A25) -----

**Display AMF822**

\* Type of information <D/F> (A1) F

\* Company number (N2) --

\* Work field ID (A7) -----

\* Sequence ID (N2) --

\* Action code <A/C/D> (A1) -

Budget mode <Y/N> (A1) -

**Display AMF826**

**1st Operand**

Account number		Co	Bal	Bal	Bal		
Work field ID	Seq ID	no.	type	code	period/month		
(N15)		(N2)	<1/2/3>	<P/Y>		(N2)	(A7)
-----		--	-	-	--	-----	--

Operation Calc method (A1) -

**2nd Operand**

Account number		Co	Bal	Bal	Bal		
Work field ID	Seq ID	no.	type	code	period/month		
(N15)		(N2)	<1/2/3>	<P/Y>		(N2)	(A7)
-----		--	-	-	--	-----	--

Constant amount (N13.2) -----

\* Indicates a required field

## Global Factor Changes (FA-06)

**Display AMF7D1**

\* Company number (N2)                   -- --  
 \* Beginning period/month (N2)       -- --  
 \* Ending period/month (N2)           -- --  
 Beginning account (N15)               -----  
 Ending account (N15)                 -----

**1st Operand**

Account number	Co	Bal	Bal	Bal		
Work field ID   Seq ID	no.	type	code	period/month		
(N15)	(N2)	<1/2/3>	<P/Y>	(N2)	(A7)	(N2)
-----	--	-	-	--	-----	--
Operation Calc method (A1)	--					

**2nd Operand**

Account number	Co	Bal	Bal	Bal		
Work field ID   Seq ID	no.	type	code	period/month		
(N15)	(N2)	<1/2/3>	<P/Y>	(N2)	(A7)	(N2)
-----	--	-	-	--	-----	--
Constant amount (N13.2)	--					

\* Indicates a required field

## Budget Account or Work Field Description (FA-07)

<p><b>Display AMF881</b></p> <p>* Type of information &lt;D/F&gt; (A1) 2</p> <p>* Company number (N2) --</p> <p>* Budget plan (A3) ---</p> <p>* Budget account (N15) -----</p> <p>Period/month number (N2) --</p> <p>Sequence ID (N2) --</p> <p>* Action code &lt;A/C/D&gt; (A1)</p> <p>Work field mode &lt;Y/N&gt; (A1) -</p>	<p>-OR-</p>	<p><b>Display AMF882</b></p> <p>* Type of information D &lt;DF&gt; (A1)</p> <p>* Company number (N2) --</p> <p>* Budget plan (A3) ---</p> <p>* Work field ID (A7) -----</p> <p>Sequence ID (N2) --</p> <p>* Action code &lt;A/C/D&gt; (A1)</p> <p>Budget mode &lt;Y/N&gt; (A1) -</p>																																																							
<p><b>Display AMF883/AMF884</b></p> <p>* Description (A25) -----</p>																																																									
<table border="0"> <thead> <tr> <th style="text-align: left;">Period/month number</th> <th style="text-align: left;">Amount (N15.2)</th> </tr> </thead> <tbody> <tr><td>1</td><td>-----</td></tr> <tr><td>2</td><td>-----</td></tr> <tr><td>3</td><td>-----</td></tr> <tr><td>4</td><td>-----</td></tr> <tr><td>5</td><td>-----</td></tr> <tr><td>6</td><td>-----</td></tr> <tr><td>7</td><td>-----</td></tr> <tr><td>8</td><td>-----</td></tr> <tr><td>9</td><td>-----</td></tr> <tr><td>10</td><td>-----</td></tr> <tr><td>11</td><td>-----</td></tr> <tr><td>12</td><td>-----</td></tr> <tr><td>13</td><td>-----</td></tr> </tbody> </table>	Period/month number	Amount (N15.2)	1	-----	2	-----	3	-----	4	-----	5	-----	6	-----	7	-----	8	-----	9	-----	10	-----	11	-----	12	-----	13	-----	<table border="0"> <thead> <tr> <th style="text-align: left;">Period/month number</th> <th style="text-align: left;">Amount (N15.2)</th> </tr> </thead> <tbody> <tr><td>1</td><td>-----</td></tr> <tr><td>2</td><td>-----</td></tr> <tr><td>3</td><td>-----</td></tr> <tr><td>4</td><td>-----</td></tr> <tr><td>5</td><td>-----</td></tr> <tr><td>6</td><td>-----</td></tr> <tr><td>7</td><td>-----</td></tr> <tr><td>8</td><td>-----</td></tr> <tr><td>9</td><td>-----</td></tr> <tr><td>10</td><td>-----</td></tr> <tr><td>11</td><td>-----</td></tr> <tr><td>12</td><td>-----</td></tr> <tr><td>13</td><td>-----</td></tr> </tbody> </table>	Period/month number	Amount (N15.2)	1	-----	2	-----	3	-----	4	-----	5	-----	6	-----	7	-----	8	-----	9	-----	10	-----	11	-----	12	-----	13	-----
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<p>* Indicates a required field</p>																																																									

## Budget Account or Work Field Factor (FA-08)

Display AMF881		-OR-	Display AMF882	
* Type of information <D/F> (A1)	F		* Type of information <D/F> (A1)	F
* Company number (N2)	--		* Company number (N2)	--
* Budget plan (A3)	---		* Budget plan (A3)	---
* Budget account (N15)	-----			
Periodmonth number (N2)	--		* Work field ID (A7)	----
* Sequence ID (N2)	--		* Sequence ID (N2)	--
* Action code <A/C/D> (A1)	-		* Action code <A/C/D> (A1)	-
Work field mode <Y/N> (A1)	-		Budget mode <Y/N> (A1)	-

**Display AMF885/AMF886**  
**1st Operand**

Account number	Co no.	Bal type <1/2/3>	Bal code <P/Y>	Bal period/month		
Work field ID (N15)		(N2)	(N1)	(A1)	(N2)	(A7) (N2)
-----		--	-	-	--	-----
Operation Calc method (A1)		-				

**2nd Operand**

Account number	Co no.	Bal type <1/2/3>	Bal code <P/Y>	Bal period/month		
Work field ID (N15)		(N2)	(N1)	(A1)	(N2)	(A7) (N2)
-----		--	-	-	--	-----
Constant amount (N13.2)		-----				

\* Indicates a required field



---

## Update Industry Averages (FA-10)

Display AMF181

\* Company number (N2)

--

Display AMF182

	Average (N4.1)	Use ratio <Y/N> (A1)
Accounts payable turnover	--- . -	-
Accounts receivable turnover	--- . -	-
Acid test ratio	--- . -	-
Average age of accounts payable	--- . -	-
Average age of accounts receivable	--- . -	-
Average age of inventory	--- . -	-
Current ratio	--- . -	-
Debt equity ratio	--- . -	-
Debt to total assets	--- . -	-
Debt to total capitalization	--- . -	-
Fixed asset utilization	--- . -	-
Fixed charge coverage	--- . -	-

\* Indicates a required field

## Update Industry Averages (FA-11)

Display AMF181

\* Company number (N2)

--

Display AMF183

	Average (N4.1)	Use ratio <Y/N> (A1)
Gross profit margin	---.---	-
Inventory turnover	---.---	-
Net profit margin	---.---	-
Net working capital to total assets	---.---	-
Operating expense ratio	---.---	-
Operating profit margin	---.---	-
Return on common stock equity	---.---	-
Return on equity	---.---	-
Return on investment	---.---	-
Times interest earned	---.---	-
Total asset turnover	---.---	-

\* Indicates a required field

## Fixed Asset Vintage Account (FA-12)

**Display AMF851**

```

*Type of information <V/A/S>      V
(A1)

*Company number                    --
(N2)

*Vintage account ID                ---
(N3)

Serial number                      -----
(A15)

Depreciation schedule              -
(A1)

*Action code <A/C/D>               -
(A1)

```

**Display AMF852**

```

*Activity code <A/F/N/E>          -
(A1)                               *Asset guideline class  -- . ---
(N5.3)

*Depreciation method              -----
(A7)                               *Vintage year          --
(N2)

*Depreciable life                 -- . -
(N3.1)                             *Type of vintage <N/U/R/E> -
(A1)

Number periods deprec             -----
(N4)

Current per deprec                -----
(13.2)
YTD accum deprec                  -----
(N13.2)

Partial period rate               . ---
(N3.3)                             Total accum deprec    -----
(N13.2)

```

\*Indicates a required field



## Fixed Asset Depreciation Schedule (FA-14)

**Display AMF851**

\*Type of information <V/A/S> S  
(A1)

\*Company number --  
(N2)

Vintage account ID ---  
(N3)

\*Serial number -----  
(A15)

\*Depreciation schedule -  
(A1)

\*Action code <A/C/D> -  
(A1)

**Display AMF854**

\*Activity code <A/R/F/N/E> -  
(A1)

\*Depreciation method ----- \*Depreciable life ---  
(A7) (N3.1)

Number periods deprc ----- \*Capitalized value -----  
(N4) (N13.2)

Current period deprc ----- YTD accum deprc -----  
(N13.2) (N13.2)

Total accum deprc ----- ITC percent <1-  
(N13.2) (N7.4)

ITC amount ----- Expense ded amount -----  
(N13.2) (N9.2)

Expense acctdr ----- Accum deprc acctcr -----  
(N15) (N15)

Estimated salvage value -----  
(N15)

Calc partial period rate <Y/N> -

Partial period rate -----  
(N3.3)

\*Indicates a required field

---

## Depreciation Calendar File Maintenance (FA-15)

**Display AMF871**

\* Company number (N2)            --  
\* Depreciation schedule (A1)        -  
\* Action code <A/C/D> (A1)        -

**Display AMF872**

\* Deprc sched description (A20)    -----  
\* Periods in year (N2)            --  
  Periods depreciated YTD (N2)    --

**Display AMF873**

Period number	* Beginning (M6)	* Ending (N6)
1	-----	-----
2	-----	-----
3	-----	-----
4	-----	-----
5	-----	-----
6	-----	-----
7	-----	-----
8	-----	-----
9	-----	-----
10	-----	-----
11	-----	-----
12	-----	-----
13	-----	-----

\* Indicates a required field

---

## Depreciation Table File Maintenance Header (FA-16)

Display AMF671

\* Type of information <H/D> (A1)     \_

\* Depreciation method (A7)           \_ \_ \_ \_ \_ \_ \_ \_

  Depreciable life (N3)               \_ \_ . \_

\* Action code <A/C/D> (A1)         \_

Display AMF672

  Description (A68)

-----

-----

\* Use salvage value in calculating depreciation <Y/N> (A1)     \_

\* Depreciate to estimated salvage value <Y/N> (A1)           \_

\* Partial period rate included in table percents <Y/N> (A1)   \_

\* Indicates a required field

## Depreciation Table File Maintenance Detail (FA-16)

**Display AMF671**

\* Type of information <H/D> (A1) \_  
 \* Depreciation method (A7) \_ \_ \_ \_ \_ \_ \_ \_  
 \* Depreciable life (N3.1) \_ \_ . \_ \_  
 \* Action code <A/C/D> (A1) \_

**Display AMF673**

Year (N5.3)	Pct								
1		2		3		4			
5									
6		7		8		9			
10									
11		12		13		14			
15									
16		17		18		19			
20									
21		22		23		24			
25									
26		27		28		29			
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31		32		33		34			
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36		37		38		39			
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41		42		43		44			
45									
46		47		48		49			
50									
51		52		53		54			
55									
56		57		58		59			
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61		62		63		64			
65									
66		67		68		69			
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71		72		73		74			
75									
76		77		78		79			
80									
81		82		83		84			
85									
86		87		88		89			
90									
91									

\* Indicates a required field

---

## Report Writer Title (FA-17)

Display AMF891

* Type of information <T/C/B/F/A/X> (A1)	T
* Statement code (A4)	-----
* Sequence number (N4)	1 0 0 1
* Action code <A/C/D> (A1)	-

Display AMF892

Print date <Y/N> (A1)	-
Print co name <Y/N> (A1)	-
Title content (A40)	-----
	-----

Display AMF891

* Type of information <T/C/B/F/A/X> (A1)	T
* Statement code (A4)	-----
* Sequence number (N4)	1 0 0 2
* Action code <A/C/D> (A1)	-

Display AMF892

Print date <Y/N> (A1)	-
Print co name <Y/N> (A1)	-
Title content (A40)	-----
	-----

\* Indicates a required field

---

## Report Writer Column (FA-20)

**Display AMF891**

* Type of information <T/C/B/F/A/X> (A1)	C
* Statement code (A4)	- - - -
* Sequence number (N4)	3 0 0 1
* Action code <A/C/D> (A1)	-

**Display AMF893**

* Column code <00-24> (N2)	- -
Heading line 1 (A14)	- - - - - - - - - - - - - - - -
Heading line 2 (A14)	- - - - - - - - - - - - - - - -
Current account set <1,2,3> (N1)	-
Budget account set <1,2,3> (N1)	-
Last Year account set <1,2,3> (N1)	-

**Display AMF891**

* Type of information <T/C/B/F/A/X> (A1)	C
* Statement code (A4)	- - - -
* Sequence number (N4)	3 0 0 2
* Action code <A/C/D> (A1)	-

**Display AMF893**

* Column code <00-24> (N2)	- -
Heading line 1 (A14)	- - - - - - - - - - - - - - - -
Heading line 2 (A14)	- - - - - - - - - - - - - - - -
Current account set <1,2,3> (N1)	-
Budget account set <1,2,3> (N1)	-
Last Year account set <1,2,3> (N1)	-

\* Indicates a required field

## Report Writer Body (FA-23)

**Display AMF891**

\* Type of information <T/C/B/F/A/X> (A1) B  
 \* Statement code (A4) - - - -  
 \* Sequence number (N4) - - - -  
 \* Action code <A/C/D> (A1) -

**Display AMF894**

Type of line <H/D/T> (A1) -  
 Line description (A25)  
 -----  
 Use account name <Y/N> (A1) -  
 Spaces to indent <0/1> (N1) -  
 Total level <1-9> (M1) -  
 Line spacing <1-9> (N1) -  
 New page <Y/N> (A1) -  
 Normal balance <Y/N> (A1) -  
 Print column <0-3> (M1) -  
  
 Percent control <S/P/B> (A1) -  
 Underscore <0-2> (N1) -  
 Zero suppress <0-2> (N1) -  
 Account 1 (N15) -----  
 Include code <I/P/A/ > (A1) -  
 Account 2 (N15) -----  
 Print currency sign <Y/N> (A1) -  
 Account type <A/L/X/I/E> (A1) -  
 Print normal balance <Y/N> (A1) -  
 \* Indicates a required field

---

## Report Writer Additional Account (FA-24)

**Display AMF891**

\* Type of information <T/C/B/F/A/X> (A1)    A  
\* Statement code (A4)                            - - - - -  
\* Sequence number (N4)                           - - - - -  
\* Action code <A/C/D> (A1)                     -

**Display AMF896**

\* Additional account 1 (M15) - - - - -  
Additional account 2 (M15) - - - - -  
Additional amount 3 (M15) - - - - -  
Additional amount 4 (M15) - - - - -  
Additional account 5 (M15) - - - - -  
Additional amount 6 (M15) - - - - -  
Additional amount 7 (M15) - - - - -  
Additional account 8 (M15) - - - - -  
Additional amount 9 (M15) - - - - -  
Additional amount 10 (M15) - - - - -

\* Indicates a required field

## Report Writer Footnote (FA-25)

**Display AMF891**

* Type of information <T/C/B/F/A/X> (A1)	F
* Statement code (A4)	-----
* Sequence number (N4)	-----
* Action code <A/C/D> (A1)	-

Display AMF895

Footnote (A60) -----  
-----

**Display AMF891\***

Type of information <T/C/B/F/A/X> (A1)	F
* Statement code (A4)	-----
* Sequence number (N4)	-----
* Action code <A/C/D> (A1)	-

**Display AMF895**

Footnote (A60) -----  
-----

\* Indicates a required field

---

## Report Writer Companies (FA-26)

**Display AMF891**

\* Type of information <T/C/B/F/A/X> (A1) X

\* Statement code (A4) ----

\* Sequence number (N4) 0 0 0 0

\* Action code <A/C/D> (A1) -

**Display AMF897**

\* Companies For Which This Financial Statement Applies

(N2)	(N2)	(N2)	(N2)	(N2)
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---

\* Indicates a required field

## Chapter 11. Report descriptions

This chapter contains samples of reports the Financial Analysis application produces. Depending on which functions you choose when you tailor the application to your company's need, you may not need some of the reports described. The Financial Analysis reports, in alphabetic order are:

Table 11-1. (Page 1 of 2) List of reports, sorted by report name

Report	ID	See page
Asset Depreciation Range Report	AMF31	11-4
Asset Retirement Register	AMF3G	11-6
Automatic Journal Entry Calculation Report	AMF61	11-8
Automatic Journal Entry File Listing	AMF91	11-11
Automatic Journal Entry File Maintenance	AMF81	11-13
Automatic Journal Entry Status Report	AMF62	11-15
Budget Calculation Status Report	AMF71	11-17
Budget Plan Comparison	AMF79	11-19
Budget Posting Status Report	AMF72	11-21
Budget Preparation File Listing	AMF92	11-22
Budget Preparation File Maintenance	AMF82	11-24
Budget Spreadsheet	AMF77	11-26
Budget Validation Report	AMF78	11-27
Budget Variance Report	AMF73	11-29
Depreciation Calendar File Listing	AMF97	11-31
Depreciation Calendar File Maintenance	AMF87	11-32
Depreciation Journal	AMF3C	11-34
Depreciation Register	AMF39	11-36
Depreciation Table File Listing	AMF7M	11-38
Depreciation Table File Maintenance	AMF67	11-39
Financial Ratio File Listing	AMF94	11-41
Financial Ratio File Maintenance	AMF84	11-42
Financial Ratio Report	AMF21	11-44
Fixed Asset Acquisitions—Report type 1	AMF34	11-48
Fixed Asset Acquisitions—Report type 2	AMF30	11-50
Fixed Asset File Listing	AMF95	11-53
Fixed Asset File Maintenance	AMF85	11-55
Fixed Asset Investment Tax Credit	AMF36	11-57
Fixed Asset Reset Depreciation Balances Register	AMF38	11-59
Fixed Asset Reset Depreciation Error Report	AMF3F	11-61
Fixed Assets by Activity Code	AMF32	11-62
Fixed Assets by Asset ID 1	AMF3S	11-63

Table 11-1. (Page 2 of 2) List of reports, sorted by report name

Report	ID	See page
Fixed Assets by Location Report–Detailed	AMF37	11-65
Fixed Assets by Location Report–Descriptions and IDs only	AMF37	11-68
Proposed Budget File Listing	AMF98	11-70
Proposed Budget File Maintenance	AMF88	11-72
Report Writer File Listing	AMF99	11-74
Report Writer File Maintenance	AMF89	11-76
Report Writer Financial Statement	AMF11	11-78
Report Writer Financial Statement–Alternate format	AMF12	11-82
Report Writer Validation Report–Edit 1	AMF13	11-86
Report Writer Validation Report–Edit 2	AMF14	11-87
Retired Assets Report	AMF35	11-89

Table 11-2. (Page 1 of 2) List of reports, sorted by report ID

ID	Report	See page
AMF11	Report Writer Financial Statement	11-78
AMF12	Report Writer Financial Statement–Alternate format	11-82
AMF13	Report Writer Validation Report–Edit 1	11-86
AMF21	Financial Ratio Report	11-44
AMF3C	Depreciation Journal	11-34
AMF3F	Fixed Asset Reset Depreciation Error Report	11-61
AMF3G	Asset Retirement Register	11-6
AMF3S	Fixed Assets by Asset ID 1	11-63
AMF30	Fixed Asset Acquisitions–Report type 2	11-50
AMF31	Asset Depreciation Range Report	11-4
AMF32	Fixed Assets by Activity Code	11-62
AMF34	Fixed Asset Acquisitions–Report type 1	11-48
AMF35	Retired Assets Report	11-89
AMF36	Fixed Asset Investment Tax Credit	11-57
AMF37	Fixed Assets by Location Report–Detailed	11-65
AMF37	Fixed Assets by Location Report–Descriptions and IDs only	11-68
AMF38	Fixed Asset Reset Depreciation Balances Register	11-59
AMF39	Depreciation Register	11-36
AMF61	Automatic Journal Entry Calculation Report	11-8
AMF62	Automatic Journal Entry Status Report	11-15
AMF67	Depreciation Table File Maintenance	11-39
AMF7M	Depreciation Table File Listing	11-38
AMF71	Budget Calculation Status Report	11-17
AMF72	Budget Posting Status Report	11-21

Table 11-2. (Page 2 of 2) List of reports, sorted by report ID

<b>ID</b>	<b>Report</b>	<b>See page</b>
AMF73	Budget Variance Report	11-29
AMF77	Budget Spreadsheet	11-26
AMF78	Budget Validation Report	11-27
AMF79	Budget Plan Comparison	11-19
AMF81	Automatic Journal Entry File Maintenance	11-13
AMF82	Budget Preparation File Maintenance	11-24
AMF84	Financial Ratio File Maintenance	11-42
AMF85	Fixed Asset File Maintenance	11-55
AMF87	Depreciation Calendar File Maintenance	11-32
AMF88	Proposed Budget File Maintenance	11-72
AMF89	Report Writer File Maintenance	11-76
AMF91	Automatic Journal Entry File Listing	11-11
AMF92	Budget Preparation File Listing	11-22
AMF94	Financial Ratio File Listing	11-41
AMF95	Fixed Asset File Listing	11-53
AMF97	Depreciation Calendar File Listing	11-31
AMF98	Proposed Budget File Listing	11-70
AMF99	Report Writer File Listing	11-74

## Asset Depreciation Range Report (AMF31)

BRIDGE DIST CO NO. 02		ASSET DEPRECIATION RANGE REPORT			DATE 12/07/
** TIME 10.06.00 PAGE 2 AMF31		(SCHEDULE T ONLY)			
PROFIT OR LOSS		CAPITALIZED VALUE	SELLING PRICE	ACCUM DEPRECIATION	ADJUSTED BOOK VALUE
COMPANY TOTALS		36,000.00	3,000.00	18945.75	17054.25
.00					

BRIDGE DIST CO NO. 02		ASSET DEPRECIATION RANGE REPORT			DATE 12/07/		
** TIME 10.06.00 PAGE 1 AMF31		(SCHEDULE T ONLY)					
VINTAGE ACCT/ SERIAL NUMBER/ ASSET DESCR	DEPRC METHOD/ C	A RET DATE	LIFE/ VALUE	CAPITALIZED PRICE	SELLING DEPRECIATION	ACCUM BOOK VALUE	ADJUSTED PROFIT OR LOSS
V-33.210-80-001 SL	A	5	18,000.00	3,000.00	12,000.00	6,000.00	
V1001	TOOLS	A		5,000.00	.00		
V1002	TOOLS	R	7/28/**	6,000.00	3,000.00		
V1003	TOOLS	A		7,000.00	.00		
V-00.110-80-004 150SL	A	10	18,000.00	.00	6,945.75	11,054.25	
V4001	SHRIVING	A		5,000.00	.00		

Use this report to see the vintage accounts you have defined and the assets assigned to each vintage account. The report is printed for each company you request by vintage account number and asset serial number within each vintage account, from the lowest to the highest.

The system prints the Asset Depreciation Range Report (AMF31) when you choose option 1 on the Fixed Asset Reports menu (AMFM43). Because the Asset Depreciation Range (ADR) election is for tax reporting purposes, only Schedule T (tax) is printed.

### Fields

**VINTAGE ACCT.** The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file.

**SERIAL NUMBER.** Each asset serial number, from the lowest to the highest, which belongs to the vintage account is printed after the vintage account number.

**DEPRC METHOD.** The code for the depreciation method which is assigned to the vintage account. This code is what you entered in Deprc method in the vintage account record of the Fixed Asset file.

**ASSET DESCR.** The description of each asset which belongs to the vintage account immediately follows the vintage account number. This is what you entered in Asset description in the fixed asset header record of the Fixed Asset file.

**AC (Activity code).** One of the following activity codes to show the status of the vintage account or asset:

<b>A</b>	Active
<b>F</b>	Fully depreciated
<b>N</b>	Nondepreciable
<b>E</b>	Expensed
<b>R</b>	Retired

**LIFE (Depreciable life).** The life in years for the depreciation method you selected.

**RET DATE (Retirement date).** The date the individual asset was taken out of service, if the asset is retired.

**CAPITALIZED VALUE.** The cost (unadjusted basis) of each asset when it was acquired. The capitalized value on the vintage account line is the total of all the assets in the vintage account.

**SELLING PRICE.** The amount of the actual salvage value of each retired asset. For a vintage account, the selling price is the total for all retired assets in the vintage account.

**ACCUM DEPRECIATION.** The amount of accumulated lifetime depreciation for the vintage account. This is the amount calculated for the group of assets belonging to the vintage. This amount also includes the total selling price for all retired assets.

**ADJUSTED BOOK VALUE.** The total base depreciable amount minus the total accumulated depreciation for the vintage account. This is the amount calculated for the group of assets belonging to the vintage.

**PROFIT OR LOSS.** The selling price of the retired assets in the vintage account minus the adjusted book value. This is the amount calculated for the group of assets belonging to the vintage. If this is a loss, it is not shown as such until the last asset in the vintage is retired. Instead, it is printed as a zero value.

**COMPANY TOTALS.** The vintage account totals for the company are printed on the last page.

---

## Asset Retirement Register (AMF3G)

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BRIDGE DIST CO NO. 02		ASSET RETIREMENT REGISTER			DATE 12/07/
**	TIME 10.03.14	PAGE 2	AMF3G		
REGISTER NO. 03					
ADJUSTED	D	CAPITALIZED	ACCRUED DEPRC/		
PROFIT OR LOSS	SELLING PRICE S	VALUE	ITC RECAPTURE		BOOK VALUE
COMPANY TOTALS	13,000.00 B	14,500.00	.00		14,348.96
1,348.96					

BRIDGE DIST CO NO. 02		ASSET RETIREMENT REGISTER			DATE 12/07/
**	TIME 10.03.14	PAGE 1	AMF3G		
REGISTER NO. 03					
VINTAGE ACCT/ ADJUSTED	CAP DATE/	D	CAPITALIZED	ACCRUED DEPRC/	
SERIAL NUMBER/ ASSET DESCR R LOSS	RET DATE	SELLING PRICE S	VALUE	ITC RECAPTURE	BOOK VALUE
4000	FORD F-150	1/01/			
**	13,000.00 B	14,500.00	.0	14,348.96	1,348.96-
		12/30/			
**	T	14,500.00	150.0	13,353.19	353.19
		1/01/**			

Use this report as an audit of all of the assets that you retire during the year as well as to help you update your asset accounts in General Ledger. You can also use this report to verify that the totals for accrued depreciation for Schedule B assets balance to the totals on the Depreciation Journal (AMF3C) which prints immediately after this report, if any partial period depreciation was calculated for Schedule B.

This report is printed each time you actually retire fixed assets, option 5 on the Fixed Asset Accounting menu (AMFM40). The assets are printed in serial number sequence, from the lowest to the highest, by company.

### Fields

**REGISTER NO.** Identifies this Asset Retirement Register. The system assigns the numbers by company, starting at 01 with the first Asset Retirement Register and increasing by 1 each time you print the register. When you reach register 99, the next register is 01.

**VINTAGE ACCT.** The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. If a retired asset belongs to a vintage account, the vintage account prints after the last schedule for the asset. Totals for the vintage account also print for information only.

**SERIAL NUMBER.** The serial number assigned to each asset, from the lowest to the highest, prints on the report.

**ASSET DESCR.** The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**CAP DATE (Capitalized date).** The date each asset was acquired (first placed in service).

**RET DATE (Retirement date).** The date the asset was taken out of service.

**SELLING PRICE.** The amount of the actual salvage value of the retired asset you entered on the Fixed Assets Retirement (Options) display (AMF3B1).

**DS (Depreciation schedule).** The code (from A to Z) that identifies the depreciation schedules used for this asset. When you retire an asset, it is retired from all depreciation schedules associated with it at the same time. Each depreciation schedule associated with the asset is printed on a separate line.

**CAPITALIZED VALUE.** The cost (unadjusted basis) of the asset when it was acquired.

**ACCRUED DEPRC (Accrued depreciation) .** The amount of depreciation accrued from the last time depreciation was calculated until the date of retirement. For Schedule B, this amount becomes the journal entry amount.

**ITC RECAPTURE.** The amount of Investment Tax Credit not taken for the asset because it was not in service for the required number of years. This amount prints only for assets on Schedule T (on the Schedule T line).

**ADJUSTED BOOK VALUE.** The total depreciable amount minus the total accumulated depreciation.

**PROFIT OR LOSS.** The selling price of the asset minus the adjusted book value.

If the asset is part of a vintage account, the combined Asset Guideline Class, vintage year, and vintage account ID prints as the last line for the asset. The total selling price, capitalized value, adjusted book value and profit or loss amounts are for the entire vintage account; not the individual asset being retired.

**COMPANY TOTALS.** The totals for the company and each schedule within the company are printed last.

## Automatic Journal Entry Calculation Report (AMF61)

---

```

NORTHCREEK IND. NO. 01 AUTOMATIC JOURNAL ENTRY CALCULATION REPORT DATE 12/18/
** TIME 14.08.20 PAGE 2 AMF61

FREQUENCY CODE MO POSTING DATE 11/30/** REVERSAL POSTING DATE 12/01/**
          POSTING PERIOD REVERSAL POSTING PERIOD

SEQ OPER CO BAL BAL BAL WORK SEQ CONSTANT
ID COND ACCOUNT NUMBER NO TYPE CODE MO FIELD ID AMOUNT
AMOUNT
AUTO ENTRY ID M02 TRANSFER EMPLOYMENT FEES REVERSAL N
1 FIRST OPERAND 6300 1 1 P
CALC METHOD M
SECOND OPERAND .25
.00000
.00
W AM-8200 ZERO AUTO JNL ENTRY AMOUNT CALCULATED

          DR/CR ACCOUNT D/C AMOUNT
DISTRIBUTION 7150 D .00
          6300 C .00

AUTO ENTRY ID M03 ACCRUED EXP - RAW MATRLS REVERSAL Y
1 FIRST OPERAND 1300 1 1 P
CALC METHOD M
SECOND OPERAND .45
92,572.73100

          DR/CR ACCOUNT D/C AMOUNT
DISTRIBUTION 1300 D 92,572.73
          2190 C 92,572.73

AUTO ENTRY ID M05 DISTRIBUTE HEAT & LIGHT REVERSAL N
1 FIRST OPERAND 6100 1 1 P
CALC METHOD
SECOND OPERAND
37,742.15000

          DR/CR ACCOUNT D/C AMOUNT
DISTRIBUTION 6110 C 37,742.15
          7601 D 3,019.37
          7602 D 3,019.37
          7603 D 3,019.38
          7604 D 3,019.37
          7605 D 3,019.37
          7606 D 3,019.37
          7607 D 3,019.37
          7608 D 3,019.38
          7609 D 3,019.37
          7610 D 2,641.95
          7611 D 2,641.95
          7612 D 2,641.95
          7613 D 2,641.95

TOTALS TOTAL DEBITS TOTAL CREDITS
          130,314.88 130,314.88

REVERSAL TOTALS 92,572.73 92,57 2.73

```

Use the Automatic Journal Entry Calculation Report (AMF61) to check the automatic journal entries to make sure the calculations are as you expected and the entries are the ones you want for this accounting period. Correct any errors that may appear on the report by updating the Automatic Journal Entry file (option 1 on the File Maintenance menu—AMFM60) before you create the automatic journal entries.

The Automatic Journal Entry Calculation Report (AMF61) is printed each time you calculate the automatic journal entries, using option 1 on the Automatic Journal Entries menu (AMFM10).

## Fields

**FREQUENCY CODE.** The frequency code you requested on the Calculate Automatic Journal Entries (Options) display (AMF601) appears in the upper left corner. The system calculates all automatic journal entries with that frequency code in the Automatic Journal Entry file.

### **POSTING DATE or PERIOD**

**REVERSAL POSTING DATE or PERIOD:.** The period number or date you requested on the Options display (AMF601) appears. If you answered Y to **CREATE AUTOMATIC REVERSAL ENTRIES**, the next period number or date also appears. These dates are the ones that are associated with each batch of automatic journal entries. The posting date is used for the regular Automatic Journal Entry batch; the reversal posting date is used for the reversal batch. In period accounting, the reversal posting date is the next period; in monthly accounting, it is the first day of the next month

**WORK FIELD.** The system calculates and prints work fields first, in work field ID order, from the lowest to the highest. The work field ID and the work field description appear as the first line for each work field the system calculates. Following this descriptive information is each factor record in sequence ID order associated with the work field.

**AUTO ENTRY ID.** The system calculates and prints automatic journal entries next. The system calculates and prints work fields first, in automatic journal entry ID order, from the lowest to the highest. The automatic journal entry ID, the reversal code, the operation condition, and the automatic journal entry description appear as the first line for each automatic journal entry the system calculates. Following this descriptive information is each factor record, in sequence ID order, associated with the automatic journal entry.

For a description of the fields for the factor records, see the field descriptions for form FA-02 in "Automatic Journal Entry Factor (FA-02)" on page 10-3.

**CALCULATION AMOUNT.** The system prints the intermediate calculation results for each work field or automatic journal entry factor record, in sequence ID order, so you can see how it determines the final result. Intermediate results are shown to five decimal positions, but the final amount is rounded to two. The final result appears with the last sequence ID for the work field or automatic journal entry.

**DR/CR ACCOUNT.** The system prints the account numbers you want to debit and credit as the last items for the work field or automatic journal entry. The letter D or C is printed as a suffix to each account number so you can tell if the account is to be debited or credited.

If you defined multiple distributions for the automatic journal entry, the major account appears first followed by the rest of the distribution accounts along with their calculated distribution amounts. The percentages you defined for each account number in the distribution record for this automatic journal entry are the basis for these amounts.

**TOTALS.** The system prints the total debits and credits for the automatic journal entry batch at the end of the report. The total debits and total credits should be the same.

**REVERSAL TOTALS.** If you defined any automatic journal entries as needing reversing entries for the next accounting period and you asked the system to calculate them on the Calculate Automatic Journal Entries (Options) display (AMF601), the total debits and total credits for the reversal batch appear.

---

## Automatic Journal Entry File Listing (AMF91)

---

Figure 11-1.

SEQ ID	OPER COND	ACCOUNT NUMBER	CO NO	BAL TYPE	BAL CODE	BAL MO	WORK FIELD	SEQ ID	CONSTANT AMOUNT
<p>NORTHCREEK IND. NO. 01      AUTOMATIC JOURNAL ENTRY FILE LISTING      DATE 12/18/</p> <p>** TIME 14.18.49 PAGE 2      AMF91</p>									
									OPE
R									
<p>AUTO ENTRY ID      MO2      TRANSFER EMPLOYMENT FEES      FREQ: MO      BYP: N</p> <p>REV: N      DIST: N</p>									
1	FIRST OPERAND		6300	1	1	P			
	CALC METHOD	M							
	SECOND OPERAND								.25
	AUTO JOURNAL		DR ACCOUNT		CR ACCOUNT				
			7150		6300				
<p>AUTO ENTRY ID      MO3      ACCRUED EXP -      FREQ: MO      BYP: N      REV: Y      DIST: N</p> <p>RAW MATRLS</p>									
1	FIRST OPERAND		1300	1	1	P			
	CALC METHOD	M							
	SECOND OPERAND								.45
	AUTO JOURNAL		DR ACCOUNT		CR ACCOUNT				
			1300		2190				
<p>AUTO ENTRY ID      MO4      SCRAP SALES INTO CR UNION      FREQ: MO      BYP: Y</p> <p>REV: N      DIST: N</p>									
1	FIRST OPERAND		4080	1	1	P			
	CALC METHOD								
	SECOND OPERAND								
	AUTO JOURNAL		DR ACCOUNT		CR ACCOUNT				
			1080		4080				
<p>AUTO ENTRY ID      MO5      DISTRIBUTE HEAT &amp; LIGHT      FREQ: MO      BYP: N</p> <p>REV: N      DIST: Y</p>									
	FIRST OPERAND								
	CALC METHOD								
	SECOND OPERAND								.15
	AUTO JOURNAL		DR ACCOUNT		CR ACCOUNT				
			7601		6110		8.00		
			7602				8.00		
			7603				8.00		
			7604				8.00		
			7605				8.00		
			7606				8.00		
			7607				8.00		
			7608				8.00		
			7609				8.00		
			7610				7.00		
			7611				7.00		
			7612				7.00		
			7613				7.00		

---

Use this report as a hard copy of all the information in your Automatic Journal Entry file.

This report is printed when you choose option 1 on the File Listing menu (AMFM70). Each automatic journal entry ID and work field ID's information in the Automatic Journal Entry file appears on the Automatic Journal Entry File Listing (AMF91).

## Fields

**SEQ ID.** The system prints any associated factor records after each work field or automatic journal entry description record. The factor records are printed in sequence ID order from the lowest to the highest. The sequence ID indicates the order in which the records are processed by the system for each automatic journal entry ID or work field ID.

**WORK FIELD ID.** The Automatic Journal Entry File Listing (AMF91) lists the information for the work field IDs first.

**AUTO ENTRY ID.** Information for the automatic journal entry IDs is printed next, starting on a new page.

**DESCRIPTION.** Each work field or automatic journal entry record printed shows you all of the information you have defined for that record. For a description of each field, see the Automatic Journal Entry file maintenance forms in "Prepare the Automatic Journal Entry File Maintenance forms" on page 2-8.

---

## Automatic Journal Entry File Maintenance (AMF81)

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```

** TIME 13.36.21 PAGE 2 AMF81 AUTO JOURNAL ENTRY FILE MAINTENANCE DATE 12/18/
TE 004 OPER
SESSION STATUS
RECORDS ADDED 1 RECORDS DELETED 0
RECORD CHANGES 2

```

---

```

** TIME 13.36.21 PAGE 1 AMF81 AUTO JOURNAL ENTRY FILE MAINTENANCE DATE 12/18/
004 OPER
***** DESCRIPTION RECORD *****
COMPANY NUMBER 1 AUTO JNL ENTRY ID MO2
*****
FREQUENCY CODE MO BYPASS CODE N REVERSAL CODE N
DEBIT ACCT NUMBER CREDIT ACCT NUMBER 4180 DISTRIBUTION CODE Y
DESCR DIST FREIGHT EXP TO DEPTS LAST MAINTENANCE DATE 12/06/**

COMPANY NUMBER 1 AUTO JNL ENTRY ID MO2
*****
FREQUENCY CODE MO BYPASS CODE N REVERSAL CODE N
DEBIT ACCT NUMBER CREDIT ACCT NUMBER 6300 DISTRIBUTION CODE Y
DESCR DIST EMPLOY FEES TO DEPTS LAST MAINTENANCE DATE 12/18/**
***** DISTRIBUTION RECORD *****
COMPANY NUMBER 1 AUTO JNL ENTRY ID MO2 DIST SEQ 1 FREQ CODE MO
*****
ACCOUNT NUMBER PERCENT
7601 18.00
7602 18.00
7603 14.00
7604 16.00
7605 16.00
7606 18.00
LAST MAINTENANCE DATE 12/18/**

***** FACTORS RECORD *****
COMPANY NUMBER 1 AUTO JNL ENTRY ID MO2 SEQUENCE ID 1 FREQ CODE MO
*****
OPERATION CONDITION NE FIRST ACCT NUMBER FIRST ACCT CO NUMBER
FIRST ACCT BAL TYPE FIRST ACCT BAL CODE FIRST ACCT BAL MONTH
FIRST WORK FIELD ID FIRST SEQUENCE ID CALCULATION METHOD
SECOND ACCT NUMBER 4180 SECOND ACCT CO NUMBER 1 SECOND ACCT BAL TYPE 1
SECOND ACCT BAL CODE P SECOND ACCT BAL MONTH 1- SECOND WORK FIELD ID
SECOND SEQUENCE ID CONSTANT AMOUNT LAST MAINTENANCE DATE 12/06/**

***** FACTORS RECORD *****
COMPANY NUMBER 1 AUTO JNL ENTRY ID MO2 SEQUENCE ID 1 FREQ CODE MO
*****
OPERATION CONDITION NE FIRST ACCT NUMBER FIRST ACCT CO NUMBER
FIRST ACCT BAL TYPE FIRST ACCT BAL CODE FIRST ACCT BAL MONTH
FIRST WORK FIELD ID FIRST SEQUENCE ID CALCULATION METHOD
SECOND ACCT NUMBER 6300 SECOND ACCT CO NUMBER 1 SECOND ACCT BAL TYPE 1
SECOND ACCT BAL CODE P SECOND ACCT BAL MONTH 1- SECOND WORK FIELD ID
SECOND SEQUENCE ID CONSTANT AMOUNT LAST MAINTENANCE DATE 12/18/**

```

---

Use this report as an audit trail of all the activity against the Automatic Journal Entry file in a file maintenance session.

This report is printed each time you enter the Automatic Journal Entry file, using option 1 on the File Maintenance menu (AMFM60).

## Fields

**UPDATE.** Each time you end an Automatic Journal Entry File Maintenance session, the system increments the update number by one and prints the number on the report so you can keep the changes in sequential order.

The report shows all records added and deleted as well as the before and after images of all records changed, if you selected the option for file maintenance reports during application tailoring. The last maintenance date is updated to the date of the report. The records are printed in the same sequence as you maintained them.

**BEFORE**

**AFTER**

**ADDED**

**DELETED.** A message appears on the report telling you that you added, changed (a before and after image), or deleted the record.

**SESSION STATUS.** Session totals are printed at the end of the report showing the number of records you added and deleted and the number of changes you made.

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## Automatic Journal Entry Status Report (AMF62)

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```

NORTHCREEK IND. NO. 01 AUTOMATIC JOURNAL ENTRY STATUS REPORT DATE 12/18/
** TIME 14.08.20 PAGE 1 AMF62

FREQUENCY CODE MO POSTING DATE 11/30/** REVERSAL POSTING DATE 12/01/**
POSTING PERIOD REVERSAL POSTING PERIOD

SEQ OPER CO BAL BAL BAL WORK SEQ CONSTANT
CALCULATION
ID COND ACCOUNT NUMBER NO TYPE CODE MO FIELD ID AMOUNT
AMOUNT
AUTO ENTRY ID M02 TRANSFER EMPLOYMENT FEES REVERSAL N
1 FIRST OPERAND
CALC METHOD
SECOND OPERAND

DR/CR ACCOUNT D/C AMOUNT
DISTRIBUTION 7150 D .00
6300 C .00

W AM-8200 ZERO AUTO JNL ENTRY AMOUNT CALCULATED

TOTALS TOTAL DEBITS TOTAL CREDITS
130,314.88 130,314.88

REVERSAL TOTALS 92,572.73 92,572.73

```

AUTOMATIC JOURNAL ENTRIES HAVE BEEN CREATED AND PASSED TO THE GENERAL LEDGER APPLICATION

---

Use the Automatic Journal Entry Status Report (AMF62) as an audit trail of the journal entries the system created and passed to General Ledger. You can use the totals to verify that the batch totals in General Ledger are correct. If this report shows any errors, you can go through General Ledger data entry to make the corrections before posting the batch.

The Automatic Journal Entry Status Report (AMF62) is printed each time you create the automatic journal entries, using option 2 on the Automatic Journal Entries menu (AMFM10).

### Fields

**FREQUENCY CODE.** The frequency code you requested on the Create Automatic Journal Entries (Options) display (AMF602) appears in the upper left corner. The system processes all automatic journal entries with that frequency code in the Automatic Journal Entry file.

### **POSTING DATE or PERIOD**

**REVERSAL POSTING DATE or PERIOD.** The period number or date you requested on the Options display (AMF602) appears. If you answered Y to **CREATE AUTOMATIC REVERSAL ENTRIES**, the next period number or date also appears. These dates are the ones that are associated with each batch of automatic journal entries. The posting date is used for the regular Automatic Journal Entry batch; the reversal posting date is used for the reversal batch. In period accounting, the reversal

posting date is the next period; in monthly accounting, it is the first day of the next month

**Note:** The following fields are printed only if errors are found.

**WORK FIELD.** Any work fields the system finds in error are printed first, in work field ID order, from the lowest to the highest. The work field ID and the work field description appear as the first line, followed by the factor record that caused the error. Any other records associated with the automatic journal entry after the one in error are printed next.

**AUTO ENTRY ID.** Any automatic journal entries the system finds in error are printed next, in automatic journal entry ID order, from the lowest to the highest. The automatic journal entry ID, the reversal code, the operation condition, and the automatic journal entry description appear as the first line, followed by the factor record that caused the error. Any other factor records associated with the automatic journal entry after the one in error are printed next.

**CALCULATION AMOUNT.** The system attempts to calculate and print the intermediate calculation results for each work field or automatic journal entry factor record in sequence ID order.

**DR/CR ACCOUNT.** The system prints the account numbers you want to debit and credit as the last items for the work field or automatic journal entry. The letter D or C is printed as a suffix to each account number so you can tell if the account is to be debited or credited.

If you defined multiple distributions for the automatic journal entry, the major account appears first followed by the rest of the distribution accounts along with their calculated distribution amounts. The percentages you defined for each account number in the distribution record for this automatic journal entry are the basis for these amounts.

**MESSAGE.** The appropriate error message appears on the report following the incorrect factor records.

**Note:** The following fields are printed if there are no errors.

**TOTALS.** The system prints the total debits and credits for the automatic journal entry batch, whether you have any errors or not. The total debits and total credits should be the same.

**REVERSAL TOTALS.** If you defined any automatic journal entries as needing reversing entries for the next accounting period and you asked the system to create them on the Create Automatic Journal Entries (Options) display (AMF602), the total debits and total credits for the reversal batch appear.

**MESSAGE.** If the job runs successfully, the last item on the report is a message telling you the system created the automatic journal entries and passed them to General Ledger.

# Budget Calculation Status Report (AMF71)

NORTHCREEK IND. NO. 01 BUDGET CALCULATION STATUS REPORT DATE 12/18/  
 \*\* TIME 17.53.03 PAGE 5 AMF71  
 BUDGET PLAN 85B DEPT EXPENSES - 2Q/\*\*  
 TOTAL DEBITS TOTAL CREDITS  
 TOTALS 171,068.00 .00

NORTHCREEK IND. NO. 01 BUDGET CALCULATION STATUS REPORT DATE 12/18/  
 \*\* TIME 17.53.03 PAGE 3 AMF71  
 BUDGET PLAN 85B DEPT EXPENSES - 2Q/\*\*

MO NO	SEQ ID	ACCOUNT NUMBER	CO NO	BAL TYPE	BAL CODE	BAL MO	WORK FIELD	SEQ ID	CONSTANT AMOUNT
	W AM-8118	7450		GELMAS ACCT NOT FOUND IN PROBUD					
	W AM-8118	7520		GELMAS ACCT NOT FOUND IN PROBUD					
	W AM-8118	7607		GELMAS ACCT NOT FOUND IN PROBUD					
BUDGET ACCOUNT NO.		7607		DEPT 7 EXPENSES					
00	10	FIRST OPERAND	7607	1	2	P			
		CALC METHOD	P						
		SECOND OPERAND							110.00
		MONTH	CALCULATION AMT						
	RESULT	02	.00						
		03	.00						
	E AM-8001	GENERAL LEDGER ACCOUNT NUMBER NOT FOUND							
	E AM-8110	FIRST OPERAND COULD NOT BE FOUND-- FURTHER CALCULATION TERMINATED							
	E AM-8117	ZERO RESULT CALCULATED							
	W AM-8119	7608		PROBUD ACCT NOT FOUND IN GELMAS					
BUDGET ACCOUNT NO.		7608		DEPT 8 EXPENSES					
00	10	FIRST OPERAND	7608	1	2	P			
		CALC METHOD	P						
		SECOND OPERAND							110.00
		MONTH	CALCULATION AMT						
	RESULT	02	.00						
		03	.00						
	E AM-8001	GENERAL LEDGER ACCOUNT NUMBER NOT FOUND							
	E AM-8110	FIRST OPERAND COULD NOT BE FOUND-- FURTHER CALCULATION TERMINATED							
	E AM-8117	ZERO RESULT CALCULATED							
	W AM-8119	7609		PROBUD ACCT NOT FOUND IN GELMAS					
BUDGET ACCOUNT NO.		7609		DEPT 9 EXPENSES					
00	10	FIRST OPERAND	7609	1	2	P			
		CALC METHOD	P						
		SECOND OPERAND							110.00
		MONTH	CALCULATION AMT						
	RESULT	02	.00						
		03	.00						
	E AM-8001	GENERAL LEDGER ACCOUNT NUMBER NOT FOUND							
	E AM-8110	FIRST OPERAND COULD NOT BE FOUND-- FURTHER CALCULATION TERMINATED							
	E AM-8117	ZERO RESULT CALCULATED							

Use this report to see if any error or warning messages occurred during calculation of the proposed budget.

The system schedules The Budget Calculation Status Report (AMF71) for printing when you choose option 5 on the Budget Preparation menu (AMFM20).

## Fields

**BUDGET PLAN.** The budget plan identification code and description appear in the upper left corner.

**Note:** The following fields appear only if errors are found during the calculations.

**WORK FIELD.** Any work field factors not calculated appear first. The report shows the work field ID and description along with the factor record causing the error or warning message. Any factor records for the work field following the one causing the error or warning also print in sequence ID order.

**BUDGET ACCOUNT NO.** The report shows any budget account factors not calculated after the work fields. It prints the budget account number and description along with the factor record causing the error or warning message. Any factor records for the budget account following the one causing the error or warning also print in sequence ID order.

For a description of each field in the factor record, see the Proposed Budget file maintenance forms in "Prepare the Budget Preparation File Maintenance forms" on page 2-22.

**CALCULATION AMT.** If there is a calculation amount printed for the factor in error, the system truncated the amount during calculation. If there is no calculation amount printed, you attempted to divide by zero.

**MESSAGE.** The appropriate error or warning message appears on the report following the work field or budget account factor that caused the error.

### **TOTAL DEBITS**

**TOTAL CREDITS.** The total debits and credits calculated for the proposed budget plan are printed last.

## Budget Plan Comparison (AMF79)

NORTHCREEK IND. NO. 01		BUDGET PLAN COMPARISON				DATE 12/18/	
**	TIME 17.54.37	PAGE 1	AMF79				
BUDGET PLAN 85B DEPT EXPENSES - 2Q/**		BUDGET PLAN 85C DEPT EXPENSES - 2Q/**					
** BUDGET PLAN 85E DEPT EXPENSES - 2Q/**							
ACCOUNT		MO	BUDGET PLAN				
BUDGET PLAN VARIANCE							
NUMBER	DESCRIPTION	NO	85B	85C	85E	85B TO 85C	85B TO 85E
E	85C TO 85E						
	7490	01	16,500	16,500	14,000	0	2,50
0	2,500						
	MISCELLANEOUS EXPENSE	02	16,500	16,500	14,500	0	2,00
0	2,000						
		03	16,500	16,500	15,000	0	1,50
0	1,500						
-	-----						
			49,500	49,500	43,500	0	6,00
0	6,000						
	7601	01	11,110	10,908	10,605	202	50
5	303						
	DEPT 1 EXPENSES	02	11,312	10,908	10,605	404	70
7	303						
		03	11,110	10,908	10,605	202	50
5	303						
-	-----						
			33,532	32,724	31,815	808	1,71
7	909						
	7602	01	11,220	11,016	10,710	204	51
0	306						
	DEPT 2 EXPENSES	02	11,424	11,016	10,710	408	71
4	306						
		03	11,220	11,016	10,710	204	51
0	306						
-	-----						
			33,864	33,048	32,130	816	1,73
4	918						
	7603	01	11,330	11,124	10,815	206	51
5	309						
	DEPT 3 EXPENSES	02	11,536	11,124	10,815	412	72
1	309						
		03	11,536	11,124	10,815	412	72
1	309						
-	-----						
			34,402	33,372	32,445	1,030	1,95
7	927						
	7604	01	11,440	11,232	10,920	208	52
0	312						
	DEPT 4 EXPENSES	02	11,648	11,232	10,920	416	72

Use this report to see how two or three proposed budget plans compare to each other. You can then determine which budget plan you want to use.

The system schedules the Budget Plan Comparison report (AMF79) for printing when you choose option 8 on the Budget Preparation menu (AMFM20).

### Fields

**BUDGET PLAN.** The budget plan identification codes and descriptions appear across the top of the comparison.

**ACCOUNT.** The report shows the account numbers and their descriptions for the accounts you requested, from the lowest to the highest.

**MO NO (Month or period number).** The report shows the periods or months (depending on your General Ledger accounting method) for each account number, from the lowest period number to the highest, or from the first fiscal month to the last.

**BUDGET PLAN.** The report shows the proposed budget amounts in the next three columns for each account and period or month requested. These amounts are whole currency amounts rounded up to the nearest whole amount. Each column heading shows the appropriate budget plan identification code for those budgets you requested for Budget Plan 1, Budget Plan 2, and Budget Plan 3 on the Budget Plan Comparison (Options) display (AMF7K1). If any of these calculated amounts are not their normal balance, the opposite sign, DR or CR, prints beside the amounts.

**BUDGET PLAN VARIANCE.** The next three columns show the differences in budget amounts for the each account and period or month requested. The first column shows the difference between the first budget plan and the second; the second column shows the difference between the first budget plan and the third; and the last column shows the difference between the second and the third budget plans. Again, if the amounts are not their normal balance, the opposite sign, DR or CR, prints beside the amounts.

**ACCOUNT TOTALS.** The report shows the account totals at the end of each account, along with the variances between the account totals.

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## Budget Posting Status Report (AMF72)

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NORTHCREEK IND.	NO. 01	BUDGET POSTING STATUS REPORT	DATE 12/19/
** TIME 10.28.51	PAGE 3	AMF72	
BUDGET PLAN 85B DEPT EXPENSES - 2Q/**			
BUDGET ACCOUNT NUMBER	BUDGET ACCOUNT DESCRIPTION		
E AM-8118	7420 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	7450 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	7510 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	7520 GELMAS ACCT NOT FOUND IN PROBUD		
7612 DEPT 12 EXPENSES			
W AM-8141 BUDGET VALUE POSTED IS ZERO			
E AM-8118	8010 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	8050 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	8080 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	8150 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	8210 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	9000 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	9020 GELMAS ACCT NOT FOUND IN PROBUD		
E AM-8118	9050 GELMAS ACCT NOT FOUND IN PROBUD		
TOTAL CREDITS			TOTAL DEBITS
TOTALS			86,052.00
	.00		

---

Use this report as an audit trail of the budget records updated in General Ledger and use this report to see the total debits and credits posted to General Ledger during posting of the proposed budget as well as to see if any negative or zero amounts were posted.

The system schedules the Budget Posting Status Report (AMF72) for printing each time you post a proposed budget plan to the General Ledger Master file, option 10 on the Budget Preparation menu (AMFM20).

### Fields

**BUDGET PLAN.** The budget plan identification code and description appear in the upper left corner.

**MESSAGE.** The report shows the budget account number and description along with the error message. This field appears only if errors were found during posting.

Appropriate warning messages appear showing the accounts to which negative or zero amounts were posted. This field appears only if errors were found during posting.

**TOTAL DEBITS.** The report shows the total debits posted to General Ledger for the proposed budget plan last. To see the individual budget amounts that were posted, see the Budget Spreadsheet (AMF77). You can also print a General Ledger File Listing to see the individual budget amounts.

**TOTAL CREDITS.** The report shows the total credits posted to General Ledger for the proposed budget plan last. To see the individual budget amounts that were posted, see the Budget Spreadsheet (AMF77). You can also print a General Ledger File Listing to see the individual budget amounts.

## Budget Preparation File Listing (AMF92)

NORTHCREEK IND. NO. 01		BUDGET PREPARATION FILE LISTING					DATE 12/18/				
** TIME 14.26.10 PAGE 1 AMF92											
MO NO	SEQ ID	ACCOUNT NUMBER	CO NO	BAL TYPE	BAL CODE	BAL MO	WORK FIELD	SEQ ID	CONSTANT AMOUNT		
R											OPF
BUDGET ACCT NO.		7490	MISCELLANEOUS EXPENSE								
01	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,500.00	
02	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,500.00	
03	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,500.00	
04	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,000.00	
05	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,000.00	
06	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,000.00	
BUDGET ACCT NO.		7510	DEPREC - OFFICE F & F								
07	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,000.00	
BUDGET ACCT NO.		7520	DEPRECIATION - AUTOS								
08	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,000.00	
BUDGET ACCT NO.		7600	DEPT 0 EXPENSES								
09	10	FIRST OPERAND CALC METHOD SECOND OPERAND								16,000.00	
BUDGET ACCT NO.		7601	DEPT 1 EXPENSES								
00	10	FIRST OPERAND CALC METHOD SECOND OPERAND	7601	1	2			P		110.00	
BUDGET ACCT NO.		7602	DEPT 2 EXPENSES								
00	10	FIRST OPERAND CALC METHOD SECOND OPERAND	7602	1	2			P		110.00	
BUDGET ACCT NO.		7603	DEPT 3 EXPENSES								
00	10	FIRST OPERAND CALC METHOD SECOND OPERAND	7603	1	2			P		110.00	

Use this report as a hard copy of all the information in your Budget Preparation file.

The system schedules the Budget Preparation File Listing (AMF92) for printing when you choose option 2 on the File Listing menu (AMFM70) or option 2 from the Budget Preparation File Maintenance menu (AMFM62). Each budget account number and work field ID's information in the Budget Preparation file appears on the Budget Preparation File Listing.

## Fields

**DESCRIPTION.** The Budget Preparation File Listing prints the information for the work field IDs first. Then the information is printed for the budget account IDs, starting on a new page.

**FACTOR RECORDS.** Printed after each work field or budget account number's description record are the associated factor records. The factor records print in sequence ID order from the lowest to the highest. The sequence ID indicates the order in which the records are processed for each budget account number or work field ID.

**RECORD DEFINES.** Each work field or budget account number record printed shows you all of the information you have defined for that record. For a description of each field, see the Budget Preparation file maintenance forms in "Prepare the Budget Preparation File Maintenance forms" on page 2-22.

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## Budget Preparation File Maintenance (AMF82)

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**	TIME 10.16.41	PAGE	2	AMF82	BUDGET PREPARATION FILE MAINTENANCE	DATE 11/28/	
ER	UPDATE	005					OP
		SESSION STATUS					
		RECORDS ADDED	1		RECORDS DELETED	1	
		RECORD CHANGES	1				

---

**	TIME 10.16.41	PAGE	1	AMF82	BUDGET PREPARATION FILE MAINTENANCE	DATE 11/28/	
ER	UPDATE	005					OP
***** FACTORS RECORD *****							
COMPANY NUMBER		2	WORK FIELD ID	JANASST	PERIOD NO	SEQUENCE ID	10
**** BEFORE ****							
FIRST ACCT NUMBER			FIRST ACCT CO NUMBER		FIRST ACCT BAL TYPE		
FIRST ACCT BAL CODE			FIRST ACCT BAL PERIOD		FIRST WORK FIELD ID		
FIRST SEQUENCE ID			CALCULATION METHOD		SECOND ACCT		
SECOND ACCT CO NUMBER			SECOND ACCT BAL TYPE		SECOND ACCT BAL CODE		
SECOND ACCT BAL MONTH			SECOND WORK FIELD ID		SECOND SEQUENCE ID		
CONSTANT AMOUNT	500.00				LAST MAINTENANCE DATE	10/10/**	
***** FACTORS RECORD *****							
COMPANY NUMBER		2	WORK FIELD ID	JANASST	PERIOD NO	SEQUENCE ID	10
**** AFTER ****							
FIRST ACCT NUMBER			FIRST ACCT CO NUMBER		FIRST ACCT BAL TYPE		
FIRST ACCT BAL CODE			FIRST ACCT BAL PERIOD		FIRST WORK FIELD ID		
FIRST SEQUENCE ID			CALCULATION METHOD		SECOND ACCT		
SECOND ACCT CO NUMBER			SECOND ACCT BAL TYPE		SECOND ACCT BAL CODE		
SECOND ACCT BAL MONTH			SECOND WORK FIELD ID		SECOND SEQUENCE ID		
CONSTANT AMOUNT	600.00				LAST MAINTENANCE DATE	11/28/**	
***** DESCRIPTION RECORD *****							
COMPANY NUMBER		2	BUDGET ACCOUNT	40			
**** DELETED ****							
DESCR	OTHER DIRECT LABOR				LAST MAINTENANCE DATE	11/26/**	
***** FACTORS RECORD *****							
COMPANY NUMBER		2	BUDGET ACCOUNT	1060	MONTH NO	11	SEQUENCE ID 10
**** ADDED ****							
FIRST ACCT NUMBER			FIRST ACCT CO NUMBER		FIRST ACCT BAL TYPE		
FIRST ACCT BAL CODE			FIRST ACCT BAL PERIOD		FIRST WORK FIELD ID		
FIRST SEQUENCE ID			CALCULATION METHOD		SECOND ACCT	4100	
SECOND ACCT CO NUMBER		2	SECOND ACCT BAL TYPE	1	SECOND ACCT BAL CODE		P
SECOND ACCT BAL MONTH	10		SECOND WORK FIELD ID		SECOND SEQUENCE ID		
CONSTANT AMOUNT					LAST MAINTENANCE DATE	11/28/**	

---

Use this report as an audit trail of all the activity against the Budget Preparation file in a file maintenance session.

The system schedules the Budget Preparation File Maintenance report (AMF82) for printing each time you enter the Budget Preparation file, using option 4 on the Budget Preparation File Maintenance menu (AMFM62). Each record for a work field ID or a budget account updated by Budget Preparation file maintenance appears on the Budget Preparation File Maintenance report (AMF82).

## Fields

**UPDATE.** Each time you end a Budget Preparation File Maintenance session, the update number is incremented by one and is printed on the report so you can keep the changes in sequential order.

The report shows all records added and deleted as well as the before and after images of the records changed, if you selected the option for file maintenance reports during Financial Analysis installation. The last maintenance date is updated to the date of the report. The records print in the same sequence as you update them.

**BEFORE**

**AFTER**

**ADDED**

**DELETED.** A message appears on the report telling you that you added, changed (a before and after image) or deleted a record.

**SESSION STATUS.** Totals for the session print at the end of the report showing the number of records you added and deleted, and the number of changes you made.

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## Budget Spreadsheet (AMF77)

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NORTHCREEK IND. NO. 01		BUDGET SPREADSHEET			DATE 12/18/**	TIME 17.54.21	PAGE 1	AMF77
BUDGET PLAN 85B DEPT EXPENSES - 2Q/**								
--ACCOUNT--		----- BUDGET MONTHS -----						
NUMBER	BUDGET	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	
DESCRIPTION	ACCOUNT							
	TOTAL							
	7490	16,500	16,500	16,500	16,500	16,500	16,500	
	99,000							
MISCELLANEOUS EXPENSE	7601	11,110	11,110	11,110	11,110	11,312	11,110	
	66,862							
DEPT 1 EXPENSES	7602	11,220	11,220	11,220	11,220	11,424	11,220	
	67,524							
DEPT 2 EXPENSES	7603	11,330	11,330	11,330	11,330	11,536	11,536	
	68,392							
DEPT 3 EXPENSES	7604	11,440	11,440	11,440	11,440	11,648	11,440	
	68,848							
DEPT 4 EXPENSES	7605	11,550	11,550	11,550	11,550	11,760	11,550	

---

Use the Budget Spreadsheet when you want to see the budget amounts for a plan laid out side by side. You can also use the spreadsheet when you do not want to compare budget amounts to any other budget plan or any current amounts in the General Ledger file. The system schedules the Budget Spreadsheet (AMF77) for printing when you choose option 7 on the Budget Preparation menu (AMFM20).

### Fields

**BUDGET PLAN.** The budget plan identification code and description appear in the upper left corner.

**ACCOUNT NUMBER DESCRIPTION.** The spreadsheet shows the account numbers and their descriptions for the accounts you requested, from the lowest to the highest.

**BUDGET MONTHS/PERIODS.** The report prints the proposed budget amounts across the page for each account and period or month requested. If you request the spreadsheet for the whole year, the budget accounts and amounts for the first half of the year—periods one through six or the first six months of your fiscal year—print first. Then the budget accounts print again for the last half of the year—periods seven through thirteen or the last six months of your fiscal year—along with their budget amounts. These amounts are whole currency amounts rounded up to the nearest whole amount. If any of these amounts are not their normal balance, the opposite sign, DR or CR, is printed beside the amount.

**BUDGET ACCOUNT TOTAL.** Totals for all periods or months on the page for each account print in the last column. The amounts printed are whole currency amounts rounded up to the nearest whole amount. If the spreadsheet is for the entire year, the account totals you see for the second half of the year include the amounts for the first half of the year. Again, if any of these totals are not their normal balance, the opposite sign, DR or CR, is printed beside the amount.

## Budget Validation Report (AMF78)

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BRIDGE DIST CO	NO. 02	BUDGET VALIDATION REPORT	DATE 11/28/
** TIME 13.48.03	PAGE 1	AMF78	

GENERAL LEDGER ACCOUNTS NOT FOUND IN BUDGET PREPARATION:	BUDGET PREPARATION ACCOUNTS NOT FOUND IN GENERAL LEDGER MASTER:
---	--

----- ACCOUNT -----	----- ACCOUNT -----
NUMBER    DESCRIPTION	NUMBER    DESCRIPTION
6320    ROYALTY EXPENSES	7614    DEPT 14 EXPENSES
	7615    DEPT 15 EXPENSES
7700    REPAIRS - COMPUTER	7616    DEPT 16 EXPENSES

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BRIDGE DIST CO	NO. 02	BUDGET VALIDATION REPORT	DATE 11/28/
** TIME 13.48.03	PAGE 1	AMF78	

GENERAL LEDGER ACCOUNTS NOT FOUND IN BUDGET PREPARATION:	BUDGET PREPARATION ACCOUNTS NOT FOUND IN GENERAL LEDGER MASTER:
---	--

----- ACCOUNT -----	----- ACCOUNT -----
NUMBER    DESCRIPTION	NUMBER    DESCRIPTION

EDIT SUCCESSFUL - ALL ACCOUNTS MATCH

---

Use the Budget Validation Report (AMF78) to check to see if all the accounts you used in the Budget Preparation file are also in the General Ledger Master (GELMAS) file, and if all the accounts with a budget record in the General Ledger Master file are also in the Budget Preparation file. It is not necessary that all accounts match in both files. If you want to make corrections as a result of the message explanations shown in the second report, update the Budget Preparation file (option 4 on the Budget Preparation File Maintenance menu—AMFM62) or update the General Ledger Master file (option 1 on the General Ledger File Maintenance menu—AMGM40) before you calculate the budget.

The system schedules the Budget Validation Report (AMF78) for printing when you edit the budget accounts, using option 3 on the Budget Preparation File Maintenance menu (AMFM62).

### Fields

**MESSAGE.** If no discrepancies are found, a message is printed telling you the edit was successful. If discrepancies are found, one of the following warning messages may print on your report:

**GENERAL LEDGER ACCOUNTS NOT FOUND IN BUDGET PREPARATION:**  
The number of the general ledger account, along with its description, that is in the General Ledger Master file but is not in the Budget Preparation file. When this happens, it may mean that new General Ledger budget records were added since

you initialized the budget accounts for this company. You may want to add the accounts to the Budget Preparation file.

**BUDGET PREPARATION ACCOUNTS NOT FOUND IN GENERAL LEDGER**

**MASTER:** The number of the general ledger account, along with its description, that is in the Budget Preparation file but is not in the General Ledger Master file. When this happens, it means that the accounts have been deleted from the General Ledger Master file since you initialized the budget accounts for this company. If the account is no longer in General Ledger, you may want to delete it from the Budget Preparation file also.

## Budget Variance Report (AMF73)

NORTHCREEK IND. NO. 01		BUDGET VARIANCE REPORT		DATE 12/06/			
** TIME 13.28.59 PAGE 1 AMF73							
BUDGET PLAN 85B DEPT EXPENSES - 2Q/**							
% PROPOSED -							
BUDGET TO -							
----- ACCOUNT -----	MO	PROPOSED	----- CURRENT -----	---			
CURRENT --							
NUMBER/							
DESCRIPTION	NO	BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL	ADJUSTME
NTS							
115.74	7490 MISCELLANEOUS EXPENSE	01	16,500	12,000		14,256	137.50
		02	16,500	12,000		8,475	137.50
194.69		03	16,500	12,000		11,694	137.50
141.10							
	ACCOUNT TOTALS						
106.29	7601 DEPT 1 EXPENSES	01	11,110	10,100		10,453	110.00
		02	11,312	10,100		11,363	112.00
99.55		03	11,110	10,100		8,791	110.00
126.38							
	ACCOUNT TOTALS		33,532	30,300		30,607	110.67
109.56	7602 DEPT 2 EXPENSES	01	11,220	10,200		99,654	110.00
11.26		02	11,424	10,200		10,724	112.00
106.53		03	11,220	10,200		13,855	110.00
80.98							
	ACCOUNT TOTALS		33,864	30,600		124,233	110.67
27.26	7603 DEPT 3 EXPENSES	01	11,330	10,300		11,241	110.00
100.79		02	11,536	10,300		9,736	112.00
118.49		03	11,536	10,300		10,742	112.00
107.39							
	ACCOUNT TOTALS		34,402	30,900		31,719	111.33
108.46							

Use this report to see how a proposed budget plan compares to the current budget account amounts and the actual account balances in the General Ledger file.

The system schedules the Budget Variance Report (AMF73) for printing when you choose option 6 on the Budget Preparation menu (AMFM20).

### Fields

**BUDGET PLAN.** The budget plan identification code and description appear in the upper left corner.

**ACCOUNT NUMBER/DESCRIPTION.** The report shows the account numbers and their descriptions for the budget accounts you requested, from the lowest to the highest.

**MO NO (Month or period number).** The months or periods (depending on your General Ledger accounting method) are printed for each account number, from the lowest period number to the highest, or from the first fiscal month to the last.

**PROPOSED BUDGET.** The report shows the proposed budget amounts in the next column for each account and period or month requested. These amounts are whole currency amounts rounded up to the nearest whole amount. If any of these calculated amounts are not their normal balance, the opposite sign, DR or CR, prints beside the amounts.

**CURRENT.** The next two columns contain the current budget amounts and the actual account balances from the General Ledger file for comparison to the proposed budget amounts. These amounts are whole currency amounts rounded up to the nearest whole amount. Again, if any of these amounts are not their normal balance, the opposite sign, DR or CR, prints beside the amounts.

**% PROPOSED BUDGET TO CURRENT.** The percentages of the proposed budget amounts to the current budget amounts and the actual account balances are printed in the next two columns. The report notes, with an asterisk, any percentages exceeding the maximum percentage variance specified during application tailoring.

**ADJUSTMENTS.** This column is for noting any adjustments you want to make to the proposed budget plan. Pay particular attention to the variance columns and note any that seem to be out of line.

**ACCOUNT TOTALS.** The report shows account totals at the end of each account, for each amount and variance described above.

---

## Depreciation Calendar File Listing (AMF97)

---

DEPRECIATION SCHEDULE	DEPRC SCHED DESCRIPTION	PERIODS IN YEAR	PERIODS DEPRC YTD	PERIOD NUMBER	BEGINNING	ENDING
<div style="display: flex; justify-content: space-between; font-size: small; margin-bottom: 10px;"> <span>BRIDGE DIST CO NO. 02 DEPRECIATION CALENDAR FILE LISTING DATE 11/28/</span> <span>** TIME 16.43.37 PAGE 1 AMF97</span> </div>						
R						
A	SEMI ANNUAL CALENDAR	2	1	01	10/01/**	3/31/**
				02	4/01/**	9/30/**
				03	0/00/00	0/00/00
				04	0/00/00	0/00/00
				05	0/00/00	0/00/00
				06	0/00/00	0/00/00
				07	0/00/00	0/00/00
				08	0/00/00	0/00/00
				09	0/00/00	0/00/00
				10	0/00/00	0/00/00
				11	0/00/00	0/00/00
				12	0/00/00	0/00/00
				13	0/00/00	0/00/00
B	BOOK (INTERNAL)	12	9	01	10/01/**	10/31/**
				02	11/01/**	11/30/**
				03	12/01/**	12/31/**
				04	1/01/**	1/31/**
				05	2/01/**	2/29/**
				06	3/01/**	3/31/**
				07	4/01/**	4/30/**
				08	5/01/**	5/31/**
				09	6/01/**	6/30/**
				10	7/01/**	7/31/**
				11	8/01/**	8/31/**
				12	9/01/**	9/30/**
				13	0/00/00	0/00/00
T	FEDERAL TAX	1	0	01	10/01/**	9/30/**
				02	0/00/00	0/00/00
				03	0/00/00	0/00/00
				04	0/00/00	0/00/00
				05	0/00/00	0/00/00
				06	0/00/00	0/00/00
				07	0/00/00	0/00/00
				08	0/00/00	0/00/00
				09	0/00/00	0/00/00
				10	0/00/00	0/00/00
				11	0/00/00	0/00/00
				12	0/00/00	0/00/00
				13	0/00/00	0/00/00

---

Use this report as a hard copy of all the information in your Depreciation Calendar file.

The system prints this report when you choose option 3 on the File Listing menu (AMFM70). Each depreciation schedule's descriptive information in the Depreciation Calendar file appears on the Depreciation Calendar File Listing (AMF97).

### Fields

**DEPRECIATION SCHEDULE.** The Depreciation Calendar File Listing prints alphabetically by depreciation schedule.

Each depreciation schedule record printed shows you all of the information you have defined for that record. For a description of each field, refer to "Prepare the Depreciation Calendar File Maintenance form" on page 2-48.

## Depreciation Calendar File Maintenance (AMF87)

Figure 11-2.

DEPRECIATION CALENDAR FILE MAINTENANCE				DATE 12/06/
**	TIME 15.55.54	PAGE 2	AMF87	
R	UPDATE 002			OPE
	SESSION STATUS			
	RECORDS ADDED	1	RECORDS DELETED	0
	RECORD CHANGES	1		

DEPRECIATION CALENDAR FILE MAINTENANCE				DATE 12/06/
**	TIME 15.55.54	PAGE 1	AMF87	
R	UPDATE 002			OPE
COMPANY NUMBER	3	DEPRECIATION SCHEDULE	T	LAST MAINTENANCE DATE 12/06/
**	**** ADDED ****			
PERIODS IN YEAR	1	PERIODS DEPRECIATED YTD	0	
DEPRC SCHED DESCRIPTION		FEDERAL TAX		
PERIOD NUMBER		BEGINNING		ENDING
01		10/01/**		9/30/**
02		0/00/00		0/00/00
03		0/00/00		0/00/00
04		0/00/00		0/00/00
05		0/00/00		0/00/00
06		0/00/00		0/00/00
07		0/00/00		0/00/00
08		0/00/00		0/00/00
09		0/00/00		0/00/00
10		0/00/00		0/00/00
11		0/00/00		0/00/00
12		0/00/00		0/00/00
13		0/00/00		0/00/00
COMPANY NUMBER	1	DEPRECIATION SCHEDULE	B	LAST MAINTENANCE DATE 05/24/
**	**** BEFORE ****			
PERIODS IN YEAR	12	PERIODS DEPRECIATED YTD	6	
DEPRC SCHED DESCRIPTION		BOOK (INTERNAL)		
PERIOD NUMBER		BEGINNING		ENDING
01		10/01/**		10/31/**
02		11/01/**		11/30/**
03		12/01/**		12/31/**
04		1/01/**		1/31/**
05		2/01/**		2/29/**
06		3/01/**		3/31/**
07		4/01/**		4/30/**
08		5/01/**		5/31/**
09		6/01/**		6/30/**
10		7/01/**		7/31/**
11		8/01/**		8/31/**
12		9/01/**		9/30/**
13		0/00/00		0/00/00
COMPANY NUMBER	1	DEPRECIATION SCHEDULE	B	LAST MAINTENANCE DATE 12/06/
**	**** AFTER ****			
PERIODS IN YEAR	12	PERIODS DEPRECIATED YTD	7	
DEPRC SCHED DESCRIPTION		BOOK (INTERNAL)		
PERIOD NUMBER		BEGINNING		ENDING
01		10/01/**		10/31/**
02		11/01/**		11/30/**
03		12/01/**		12/31/**
04		1/01/**		1/31/**
05		2/01/**		2/29/**
06		3/01/**		3/31/**
07		4/01/**		4/30/**
08		5/01/**		5/31/**
09		6/01/**		6/30/**
10		7/01/**		7/31/**
11		8/01/**		8/31/**
12		9/01/**		9/30/**
13		0/00/00		0/00/00

Use this report as an audit trail of all the activity against the Depreciation Calendar file in a file maintenance session.

The system prints this report each time you enter the Depreciation Calendar file, option 3 on the File Maintenance menu (AMFM60). Each depreciation schedule calendar record updated by Depreciation Calendar file maintenance appears on the Depreciation Calendar File Maintenance report (AMF87).

## Fields

**UPDATE.** Each time you end a Depreciation Calendar File Maintenance session, the system increments the update number by one and prints it on the report so you can keep the changes in sequential order.

The report shows all records added and deleted as well as the before and after images of the records changed, if you selected the option for file maintenance reports during Financial Analysis installation. The last maintenance date is updated to the date of the report. The records are printed in the same sequence as they were updated.

**BEFORE**

**AFTER**

**ADDED**

**DELETED.** A message appears on the report telling you that you added, changed (a before and after image), or deleted a record.

**SESSION STATUS.** Totals for the session are printed at the end of the report showing the number of records added and deleted and the number of changes you made.

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## Depreciation Journal (AMF3C)

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BRIDGE DIST CO NO. 02		DEPRECIATION JOURNAL		DATE 12/07/
**	TIME 9.28.11	PAGE 1	AMF3C	
JOURNAL NO. 00000		FOR PERIOD ENDING 1/31/**		
JOURNAL	TRANSACTION	SERIAL	-----GENERAL LEDGER DEBIT-----	
GENERAL LEDGER CREDIT-----				-----
REFERENCE	SOURCE	NUMBER	ACCOUNT	ACCOUNT
	AMOUNT		AMOUNT	
GJ00005-00001	DR-00	1000	102555	171.88
GJ00005-00002	DR-			
00	1000			104888
GJ00005-00003	DR-00	2000	102555	169.79
GJ00005-00004	DR-			
00	2000			104888
GJ00005-00005	DR-00	3000	102555	159.38
GJ00005-00006	DR-			
00	3000			104888
GJ00005-00007	DR-00	4000	102555	151.04
GJ00005-00008	DR-			
00	4000			104888
GJ00005-00009	DR-00	5000	102555	169.79
GJ00005-00010	DR-			
00	5000			104888
				169.79

---

Use this report as an audit of the depreciation journal entries from Financial Analysis to General Ledger. Journal totals printed at the end of the report can be used to balance to the associated Depreciation Register (AMF39) or Asset Retirement Register (AMF3G). These totals can be used as a control once the journal has been posted to the Temporary General Ledger file in General Ledger.

This report is printed each time you calculate period depreciation for Schedule B assets (option 2 on the Fixed Asset Accounting menu—AMFM40) or retire a fixed asset, (option 5 on the Fixed Asset Accounting menu). The assets are printed in serial number sequence, from the lowest to the highest.

If IFM is installed or interfacing, this report shows UNITS and NATURES instead of DEBITS, CREDITS, or ACCOUNT.

### Fields

**JOURNAL NO.** . Identifies this Depreciation Journal. The system assigns the numbers, starting at 01 with the first Depreciation Journal and increasing by 1 each time you print the journal. When you reach register 99, the next journal is 01.

**Note:** Journal 00 means that you answered 1 (for print only) to the **SELECT OPTION FOR DEPRECIATION REGISTER AND DEPRECIATION JOURNAL** prompt on the Depreciation Calculation (Options) display (AMF3E1) and no journal number was assigned.

**FOR PERIOD ENDING.** The period ending date you entered in the Depreciation Calendar file for this accounting period. This date is passed to General Ledger as the posting date.

**JOURNAL REFERENCE.** A reference number supplied from the General Ledger in the format GJxxxxx-yyyyy (GJ00001-00001), for example) for each line within a journal as follows:

- GJ (for General Journal) are always the first two characters.
- xxxxx is a sequential number, assigned by General Ledger, indicating the number of this journal for the company. This number is the same as the number in the **JOURNAL NO.** field. Each time a new journal is run by General Ledger or Financial Analysis for a company, the number is incremented by 1 and then saved. Therefore, the number shows the sequence for all general journals associated with a company, not just the sequence for the Depreciation Journal. You cannot change this number. It is maintained by the General Ledger and Financial Analysis applications.
- yyyyy is the line number within this journal. For each journal the line number begins with 00001 and is incremented by 1 for each line printed.

**TRANSACTION SOURCE.** Identifies the transaction source. When the entry comes from option 2 (Calculate Period Depreciation), the first two characters are DR (Depreciation Register) followed by the two-digit depreciation register number assigned by the system. When the entry comes from option 5 (Retire Fixed Assets), the first two characters are RR (Retirement Register) followed by the two-digit retirement register number assigned by the system.

**SERIAL NUMBER.** The serial number assigned to the asset for which depreciation was calculated.

**GENERAL LEDGER DEBIT.** The General Ledger account number and debit amount to be posted to the General Ledger.

**GENERAL LEDGER CREDIT.** The General Ledger account number and credit amount to be posted to the General Ledger.

**Note:** Note: When this journal comes from option 2 (Calculate Period Depreciation), the debit and credit amounts are the normal period depreciation journal amounts for the assets. When this journal comes from option 5 (Retire Fixed Assets), these debit and credit amounts are the accrued depreciation amounts calculated since the last time period depreciation was calculated.

**JOURNAL TOTALS.** The total debit and credit amounts to be applied to the General Ledger for this journal. When the journal entries are posted to General Ledger, **TRANSACTIONS HAVE BEEN POSTED** appears under the journal totals.

## Depreciation Register (AMF39)

Figure 11-3.

BRIDGE DIST CO NO. 02	DEPRECIATION REGISTER		DATE 12/07/
** TIME 9.27.01 PAGE 2 AMF39			
REGISTER NO. 00	FOR PERIOD ENDING 12/31/**		ACCUM DEPRC
ACCU	VALUE	PERIOD	CURR YEAR
DEPRECIATION		DEPRECIATION	
9,237.50	COMPANY TOTALS	78,900.00	9,237.50
		9,237.50	9,237.50

BRIDGE DIST CO NO. 02	DEPRECIATION REGISTER		DATE 12/07/
** TIME 9.27.01 PAGE 1 AMF39			
REGISTER NO. 00	FOR PERIOD ENDING 12/31/**		ACCUM DEPRC
DEPRC SCHED	CAPITALIZED DEPR	PERIOD	CURR YEAR
T - FEDERAL TAX	VALUE LIFE	DEPRECIATION	DEPRECIA
VINTAGE ACCT/	A DEPRC		
ACCUM SERIAL NUMBER/ ASSET DESCR/ TION	C METHOD		
1000 FORD F-250	SL	16,500.00 8.0	1,937.50
2000 FORD F-250	SL	16,300.00 8.0	1,912.50
3000 FORD F-	A		

Use this register as an important part of your company's audit trail. It is your record throughout the year of how much depreciation was calculated.

The system prints the Depreciation Register (AMF39) each time you calculate period depreciation (option 2 on the Fixed Asset Accounting menu—AMFM40). The Depreciation Register shows you the depreciation amounts calculated for each of your assets for each period and schedule.

### Fields

**REGISTER NO.** Identifies this Depreciation Register. The system assigns the numbers for each company you have installed, starting at 01 with the first Depreciation Register and increasing by 1 each time you print the register. When you reach register 99, the next register is 01.

**Note:** Register 00 means that you answered 1 (for print only) to the **SELECT OPTION FOR DEPRECIATION REGISTER AND DEPRECIATION JOURNAL** field on the Depreciation Calculation (Options) display (AMF3E1) and no register number was assigned.

**FOR PERIOD ENDING.** The period ending date from the Depreciation Calendar file for this depreciation period.

**DEPRC SCHED (Depreciation schedule).** A letter from A to Z that identifies the depreciation schedule you asked to calculate depreciation for on the Depreciation Calculation (Options) display (AMF3E1). The depreciation schedule description also prints beside the code.

**VINTAGE ACCT.** The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. If you are calculating Schedule T depreciation, the vintage accounts print after all of the asset serial numbers are printed.

**SERIAL NUMBER.** Each asset serial number, from the lowest to the highest, prints for each asset on the schedule.

**ASSET DESCR.** The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**AC (Activity code).** One of the following activity codes to show the status of the vintage account or asset:

<b>A</b>	Active
<b>F</b>	Fully depreciated
<b>N</b>	Nondepreciable
<b>E</b>	Expensed
<b>R</b>	Retired

**DEPRC METHOD (Depreciation method).** The code that shows which depreciation method is assigned to the asset or vintage account. This code is what you entered in Deprc method in the depreciation schedule or vintage account record in the Fixed Asset file.

**CAPITALIZED VALUE.** The cost (unadjusted basis) of each asset when it was acquired. The capitalized value on the VINTAGE ACCOUNT line is the total for all the assets in the vintage account.

**DEPR LIFE (Depreciable life).** The life in years for the depreciation method you selected.

**PERIOD DEPRECIATION.** The amount of depreciation calculated for the current period for each asset. For a vintage account, this is the amount calculated for the group of assets belonging to the vintage.

**ACCUM DEPRC CURR YEAR (Accumulated depreciation for the current year).**

The amount of accumulated depreciation so far this year for each asset using the depreciation method assigned. For a vintage account, this is the amount calculated for the group of assets belonging to the vintage.

**ACCUM DEPRECIATION (Accumulated depreciation).** The amount of accumulated depreciation over the lifetime of each asset or vintage account. For a vintage account, this is the amount calculated for the group of assets belonging to the vintage and includes the total selling price for any retired assets in the vintage.

**COMPANY TOTALS.** The totals for the company for the capitalized value and new depreciation amounts print on the last page.

---

## Depreciation Table File Listing (AMF7M)

---

```

DEPRECIATION TABLE FILE LISTING                                DATE 06/15/
** TIME 15.55.54 PAGE      1 AMF7M

OPER

*** HEADER ***
METHOD SL
STRAIGHT LINE

USE SALVAGE VALUE IN CALCULATING DEPRECIATION <Y/N>?          Y
DEPRECIATE TO ESTIMATED SALVAGE VALUE <Y/N>?                 N
PARTIAL PERIOD RATE INCLUDED IN TABLE PERCENTS <Y/N>?       N
LAST MAINTENANCE 11/15/**

*** DETAIL ***
METHOD SL              LIFE 3.0                                TOTAL PCT 100.000

YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT  YEAR  PCT
 1 33.333  2 33.333  3 33.334  4 .000  5 .000  6 .000  7 .000
 8 .000  9 .000 10 .000 11 .000 12 .000 13 .000 14 .000
15 .000 16 .000 17 .000 18 .000 19 .000 20 .000 21 .000
22 .000 23 .000 24 .000 25 .000 26 .000 27 .000 28 .000
29 .000 30 .000 31 .000 32 .000 33 .000 34 .000 35 .000
36 .000 37 .000 38 .000 39 .000 40 .000 41 .000 42 .000
43 .000 44 .000 45 .000 46 .000 47 .000 48 .000 49 .000
50 .000 51 .000 52 .000 53 .000 54 .000 55 .000 56 .000
57 .000 58 .000 59 .000 60 .000 61 .000 62 .000 63 .000
64 .000 65 .000 66 .000 67 .000 68 .000 69 .000 70 .000
71 .000 72 .000 73 .000 74 .000 75 .000 76 .000 77 .000
78 .000 79 .000 80 .000 81 .000 82 .000 83 .000 84 .000
85 .000 86 .000 87 .000 88 .000 89 .000 90 .000 91 .000
LAST MAINTENANCE 11/15/**

```

Use this report as a hard copy of all the information in your Depreciation Table file.

The system prints the Depreciation Table File Listing (AMF7M) when you choose option 4 from the File Listing menu (AMFM70). The report lists the depreciable life of each asset, the depreciation method used, the depreciation percentage rates and the description.

### Fields

**METHOD.** The depreciation method entered for the depreciation table record you want to maintain. If the field is left blank, all depreciation table records are listed.

**TABLE DESCRIPTION.** The word or phrase (up to 68 characters) that describes the depreciation table record selected.

**LAST MAINTENANCE.** The last maintenance date is updated to the date of the report.

**LIFE.** The life in years for the depreciation method you selected.

## Depreciation Table File Maintenance (AMF67)

Figure 11-4.

DEPRECIATION TABLE FILE MAINTENANCE													DATE 06/15/			
** TIME 15.55.54 PAGE 2 AMF67																
OPER UPDATE 003																
SESSION STATUS																
RECORDS ADDED 1 RECORDS DELETED 1																
RECORD CHANGES 1																
DEPRECIATION TABLE FILE MAINTENANCE													DATE 06/15/**	TIME 15.55.54	PAGE 1	AMF67
													OPER	UPDATE 003		
**** BEFORE ****																
*** HEADER ***																
METHOD SL																
STRAIGHT LINE																
USE SALVAGE VALUE IN CALCULATING DEPRECIATION <Y/N>? Y																
DEPRECIATE TO ESTIMATED SALVAGE VALUE <Y/N>? N																
PARTIAL PERIOD RATE INCLUDED IN TABLE PERCENTS <Y/N>? N																
LAST MAINTENANCE 11/15/**																
**** AFTER ****																
*** HEADER ***																
METHOD SL																
STRAIGHT LINE																
USE SALVAGE VALUE IN CALCULATING DEPRECIATION <Y/N>? N																
DEPRECIATE TO ESTIMATED SALVAGE VALUE <Y/N>? N																
PARTIAL PERIOD RATE INCLUDED IN TABLE PERCENTS <Y/N>? N																
LAST MAINTENANCE 7/11/**																
**** DELETED ****																
*** DETAIL ***																
METHOD SL LIFE 3.0 TOTAL PCT 100.000																
YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT			
1	33.333	2	33.333	3	33.334	4	.000	5	.000	6	.000	7	.000			
8	.000	9	.000	10	.000	11	.000	12	.000	13	.000	14	.000			
15	.000	16	.000	17	.000	18	.000	19	.000	20	.000	21	.000			
22	.000	23	.000	24	.000	25	.000	26	.000	27	.000	28	.000			
29	.000	30	.000	31	.000	32	.000	33	.000	34	.000	35	.000			
36	.000	37	.000	38	.000	39	.000	40	.000	41	.000	42	.000			
43	.000	44	.000	45	.000	46	.000	47	.000	48	.000	49	.000			
50	.000	51	.000	52	.000	53	.000	54	.000	55	.000	56	.000			
57	.000	58	.000	59	.000	60	.000	61	.000	62	.000	63	.000			
64	.000	65	.000	66	.000	67	.000	68	.000	69	.000	70	.000			
71	.000	72	.000	73	.000	74	.000	75	.000	76	.000	77	.000			
78	.000	79	.000	80	.000	81	.000	82	.000	83	.000	84	.000			
85	.000	86	.000	87	.000	88	.000	89	.000	90	.000	91	.000			
LAST MAINTENANCE 11/15/**																
**** ADDED ****																
*** DETAIL ***																
METHOD SL LIFE 3.0 TOTAL PCT 100.000																
YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT	YEAR	PCT			
1	33.333	2	33.333	3	33.334	4	.000	5	.000	6	.000	7	.000			
8	.000	9	.000	10	.000	11	.000	12	.000	13	.000	14	.000			
15	.000	16	.000	17	.000	18	.000	19	.000	20	.000	21	.000			
22	.000	23	.000	24	.000	25	.000	26	.000	27	.000	28	.000			
29	.000	30	.000	31	.000	32	.000	33	.000	34	.000	35	.000			
36	.000	37	.000	38	.000	39	.000	40	.000	41	.000	42	.000			
43	.000	44	.000	45	.000	46	.000	47	.000	48	.000	49	.000			
50	.000	51	.000	52	.000	53	.000	54	.000	55	.000	56	.000			
57	.000	58	.000	59	.000	60	.000	61	.000	62	.000	63	.000			
64	.000	65	.000	66	.000	67	.000	68	.000	69	.000	70	.000			
71	.000	72	.000	73	.000	74	.000	75	.000	76	.000	77	.000			
78	.000	79	.000	80	.000	81	.000	82	.000	83	.000	84	.000			
85	.000	86	.000	87	.000	88	.000	89	.000	90	.000	91	.000			
LAST MAINTENANCE 7/11/**																

Use this report as an audit trail of all the activity against the Depreciation Table file in a file maintenance session.

The system prints this report when you choose option 4 on the File Maintenance menu (AMFM60). The report shows all added or deleted records, as well as the before and after images of all changed records.

## Fields

**METHOD.** The depreciation method entered for the depreciation percent record you selected.

**TABLE DESCRIPTION.** The word or phrase (up to 68 characters) that describes the depreciation table record selected.

**BEFORE**

**AFTER**

**ADDED**

**DELETED.** A message appears on the report telling you that you added, changed, (a before and after image), or deleted the record.

**LAST MAINTENANCE.** The last maintenance date is updated to the date of the report.

**LIFE.** The life in years for the depreciation method you selected.

**SESSION STATUS.** Totals for the session are printed at the end of the report showing the number of records you added and deleted and the number of changes you made.

---

## Financial Ratio File Listing (AMF94)

---

GATEWAY MFG. CO NO. 03		FINANCIAL RATIO FILE LISTING		DATE 11/28/	
** TIME 9.29.16 PAGE 4 AMF94				OPE	
RATIO VARIABLE CODE		SEQUENCE NUMBER	GENERAL LEDGER ACCOUNTS		
-----			-----		
LTL		1	2550	2300	
OA	1780	1	1590	1270	1260
			1790		
OE		1	5040		
OI		1	8050		
OPE		1	7030	7010	7040
PD		1	5040		
PPE		1	1460	1490	
PSE		1	3000		
PUR		1	4100		
SA		1	4000	4050	
TC	3200	1	3000	3040	3010
			3100		

---

Use this report as a hard copy of all the information in your Financial Ratio file.

The system prints this report when you choose option 5 on the File Listing menu (AMFM70). Each ratio variable code's information in the Financial Ratio file appears on the Financial Ratio File Listing.

### Fields

**RATIO VARIABLE CODE.** The Financial Ratio File Listing prints alphabetically by ratio variable code.

**SEQUENCE NUMBER.** Each ratio variable code record is identified by a sequence number you assign during file maintenance. It is especially useful when you need more than one record to define a ratio variable.

**GENERAL LEDGER ACCOUNTS.** Each ratio variable code record printed shows you all of the General Ledger accounts you have defined for that record.

---

## Financial Ratio File Maintenance (AMF84)

---

Figure 11-5.

FINANCIAL RATIO FILE MAINTENANCE					DATE 11/28/
**	TIME 10.37.13	PAGE 2	AMF84		
ER	UPDATE 003				OP
	SESSION STATUS				
	RECORDS ADDED	1	RECORDS DELETED	1	
	RECORD CHANGES	2			

---

FINANCIAL RATIO FILE MAINTENANCE					DATE 11/28/
**	TIME 10.37.13	PAGE 1	AMF84		
ER	UPDATE 003				OP
COMPANY NUMBER	RATIO	VARIABLE CODE	SEQUENCE NUMBER	LAST MAINTENANCE DATE	
2		INT	2	11/28/**	
	-----	GENERAL LEDGER ACCOUNTS	-----	-----	
	4100	7255	1340	4050	
**** BEFORE ****					
COMPANY NUMBER	RATIO	VARIABLE CODE	SEQUENCE NUMBER	LAST MAINTENANCE DATE	
2		INT	1	10/10/**	
	-----	GENERAL LEDGER ACCOUNTS	-----	-----	
	8010				
**** AFTER ****					
COMPANY NUMBER	RATIO	VARIABLE CODE	SEQUENCE NUMBER	LAST MAINTENANCE DATE	
2		INT	1	11/28/**	
	-----	GENERAL LEDGER ACCOUNTS	-----	-----	
	8010	4100	7255	1340	
4050					
**** BEFORE ****					
COMPANY NUMBER	RATIO	VARIABLE CODE	SEQUENCE NUMBER	LAST MAINTENANCE DATE	
2		OA	1	10/10/**	
	-----	GENERAL LEDGER ACCOUNTS	-----	-----	
	1460				
**** AFTER ****					
COMPANY NUMBER	RATIO	VARIABLE CODE	SEQUENCE NUMBER	LAST MAINTENANCE DATE	
2		OA	1	11/28/**	
	-----	GENERAL LEDGER ACCOUNTS	-----	-----	
	1460	1560	4210		
**** ADDED ****					
COMPANY NUMBER	RATIO	VARIABLE CODE	SEQUENCE NUMBER	LAST MAINTENANCE DATE	
2		TC	1	11/28/**	
	-----	GENERAL LEDGER ACCOUNTS	-----	-----	
	3000	3040	3200		

---

Use this report as an audit trail of all the activity against the Financial Ratio file in a file maintenance session.

The system prints this report each time you enter the Financial Ratio file, option 5 on the File Maintenance menu (AMFM60).

### Fields

**UPDATE.** Each time you end a Financial Ratio File Maintenance session, the system increments the update number by one and prints it on the report so you can keep the changes in sequential order.

The reports shows all records added and deleted as well as the before and after images of all records changed, if you selected the option for file maintenance reports during Financial Analysis installation. The last maintenance date is updated to the date of the report. The records print in the same sequence as you maintain them.

***BEFORE***

***AFTER***

***ADDED***

***DELETED.*** A message appears on the report telling you that you added, changed (a before and after image), or deleted the record.

***SESSION STATUS.*** The system prints totals for the session at the end of the report showing the number of records added and deleted and the number of changes you made.

# Financial Ratio Report (AMF21)

Figure 11-6.

GATEWAY MFG. CO NO. 03		FINANCIAL RATIO REPORT	DATE 12/17/
** TIME 10.43.05 PAGE 2 AMF21		THROUGH MONTH 12	
ORIGINAL BALANCES			
RATIO VARIABLE		CURRENT VALUE	
-----		-----	
ACCOUNTS PAYABLE		48,979,000.00	
ACCOUNTS RECEIVABLE		127,851,000.00	
AVERAGE ACCOUNTS PAYABLE		9,853,166.67	
AVERAGE ACCOUNTS RECEIVABLE		12,836,750.00	
AVERAGE INVENTORY		9,321,000.00	
COMMON STOCK EQUITY		12,471,000.00	
COST OF GOODS SOLD		110,008,000.00	
CURRENT ASSETS		27,761,000.00	
CURRENT LIABILITIES		18,481,000.00	
EARNINGS AVAILABLE FOR COMMON		764,000.00	
EARNINGS BEFORE INTEREST AND TAXES		3,357,000.00	
GROSS PROFIT		17,582,000.00	
INCOME TAXES		338,000.00	
INTEREST EXPENSES		2,114,000.00	
INVENTORY		9,940,000.00	
LEASE PAYMENTS		1,476,000.00	
LONG TERM LIABILITIES		9,400,000.00	
NET FIXED ASSETS		10,467,000.00	
NET PROFIT AFTER TAXES		764,000.00	
NET SALES		127,590,000.00	
NET WORKING CAPITAL		9,280,000.00	
OPERATING EXPENSES		15,076,000.00	
OTHER ASSETS		2,124,000.00	
OTHER EXPENSES		.00	
OTHER INCOME		851,000.00	
PREFERRED STOCK DIVIDENDS		.00	
PREFERRED STOCK EQUITY		.00	
PRE-PAID EXPENSES		988,000.00	
PURCHASES		48,979,000.00	
QUICK ASSETS		17,283,000.00	
STOCKHOLDER'S EQUITY		12,471,000.00	
TOTAL ASSETS		40,352,000.00	
TOTAL CAPITALIZATION		12,471,000.00	
TOTAL LIABILITIES		27,881,000.00	

GATEWAY MFG. CO NO. 03		FINANCIAL RATIO REPORT						DATE 12/17/	
** TIME 10.43.05 PAGE 1 AMF21		THROUGH MONTH 12						ORIGINAL BALANCES	
RATIO NAME		DEC	NOV	OCT	COMPANY	VALUE			IN
DUSTRY AVERAGE					SEP	AUG	JUL	LAST YEAR	
-----									--
<b>ACTIVITY RATIOS</b>									
ACCOUNTS PAYABLE TURNOVER -									
TIMES	5.0	5.0	4.4	4.1	3.7	3.3	7.1	5.1	
ACCOUNTS RECEIVABLE TURNOVER -									
TIMES	9.9	9.1	8.4	7.6	6.8	5.9	9.1	8.5	
AVERAGE AGE OF ACCOUNTS PAYABLE -									
DAYS	72.4	72.0	81.8	87.8	97.3	109.1	50.7	66.6	
AVERAGE AGE OF ACCOUNTS RECEIVABLE -									
DAYS	36.2	39.7	42.7	47.2	52.9	60.6	39.5	42.4	
AVERAGE AGE OF INVENTORY -									
DAYS	30.5	30.9	31.2	30.5	30.5	30.4	30.4	28.8	
FIXED ASSET UTILIZATION -									
TIMES	12.2	12.6	12.5	13.0	12.9	12.8	12.7	11.9	
INVENTORY TURNOVER -									
TIMES		11.8	11.7	11.5	11.8	11.8	11.8	11.9	12.5
TOTAL ASSET TURNOVER -									
TIMES		3.2	3.2	3.2	3.3	3.3	3.3	3.1	3.1
<b>LEVERAGE RATIOS</b>									
DEBT EQUITY RATIO -									
%	75.4	75.7	76.5	77.4	76.1	76.1	65.8	72.0	
DEBT TO TOTAL ASSETS -									
%	69.1	69.6	70.2	69.7	69.4	68.7	66.3	67.1	
DEBT TO TOTAL CAPITALIZATION -									
%	75.4	32.0	32.6	32.9	32.4	33.0	27.8	30.8	
FIXED CHARGE COVERAGE -									
TIMES	.9	1.0	1.0	1.1	1.0	1.2	.7	1.1	
TIMES INTEREST EARNED -									
TIMES	1.6	1.6	1.4	1.3	1.1	1.1	1.3	1.7	
<b>LIQUIDITY RATIOS</b>									
ACID TEST RATIO -									
RATIO		.9	.9	.8	.9	.9	.9	1.0	.8
CURRENT RATIO -									
RATIO		1.5	1.5	1.5	1.5	1.5	1.5	1.6	1.4
NET WORKING CAPITAL TO TOTAL ASSETS -									
RATIO	.2	.2	.2	.2	.2	.2	.3	.3	

Use this report to monitor your company's financial progress.

The system prints the Financial Ratio Report (AMF21) when you choose option 2 on the Financial Ratios menu (AMFM30).

## Fields

**PERIOD/MONTH.** The period or month you requested on the Financial Ratios Report (Options) display (AMF201) is part of the title. Additionally, the fourth line of the title shows the account balances you selected (original, translated, or measurement).

**RATIO NAME.** The financial ratios print in alphabetic order within each of the four categories: activity, leverage, liquidity, or profitability. You can print up to 23 financial ratios, depending on the ones your company uses. Ratios where you answered Y in the Use ratio field on the Update Industry Average (Change) displays AMF182 and AMF183 print on the report. After each ratio name is the unit of measure in which the ratio value is expressed. For example, the Accounts Payable Turnover is 5.6 times this month.

**COMPANY VALUE (Current month).** The financial ratio value calculated through the period or month requested. The period number or month name appears as the column heading. The system adds the balance for each account assigned to a ratio variable code from the General Ledger file. The system then substitutes each ratio variable total in the ratio formulas to calculate the ratios defined by your company. Refer to “Understand the Financial Ratios feature” on page 2-28 for a description of the ratio formulas.

If a company value is blank for a financial ratio in **COMPANY VALUE (Current month)**, **COMPANY VALUE (Prior five months)**, or **LAST YEAR**, it means one of two things:

- The general ledger account numbers for the ratio variable codes used by the ratio formula have not been set up in the Financial Ratio file.
- There are no balances in the general ledger accounts (in the General Ledger Master file) for the ratio variable codes used by the ratio formula.

**COMPANY VALUE (Prior five months).** The financial ratio values calculated for the five periods or months before the current one. The period numbers or month names appear as the column headings. These ratios print if you answered Y to Include prior 5 periods/months ratios on the Financial Ratio Report (Options) display (AMF201). These ratios show you if any trends are developing in your company.

**LAST YEAR.** The financial ratio value calculated through the same period or month last year. Last year’s ratios print if you answered Y to Include last year ratios on the Financial Ratio Report (Options) display (AMF201). The comparison to last year’s ratios shows you how the business looked at the same time last year.

**INDUSTRY AVERAGE.** The industry averages for the financial ratios calculated. These values print if you answered Y to Print industry averages on the Financial Ratio Report (Options) display (AMF201) and if you defined them on the Update Industry Averages (Change) displays (AMF182 and AMF183). If you answered N, neither the column heading nor any industry averages print. These values show you how your company’s performance compares to your competitors.

**RATIO VARIABLE.** All of the ratio variables used by the all of ratio formulas you defined for your company print in alphabetic order. If you are printing all 23 financial ratios, the system uses 34 ratio variables. You defined 22 of these ratio variables in the Financial Ratio file. The system calculates the other 12 ratio variables from the 22 ratio variables and financial ratio formulas you define. If you are not using all ratios, there are some variables you did not define for your company. The system does not print these variables on your report; it only prints the variables required by the ratio formulas you defined.

**CURRENT VALUE.** The totals for the ratio variables through the requested period or month. These are the variable values used in the formulas to calculate your company’s ratio value for this period or month. The system totals each general ledger account assigned to the ratio variable and substitutes each total in the ratio formulas to calculate the financial ratios defined for your company. When the system needs a user-defined ratio variable that does not exist in the Financial Ratio file, it uses a value of zero in the calculation. However, the missing variable does not print on this list; you see only the variables that you defined in the Financial Ratio file and the 12 calculated variables.

If there is a variable missing that you need for a formula, use Financial Ratio File Maintenance to enter the appropriate account numbers. If you do not want the ratio

calculated and printed on your report, choose option 1 (Update Industry Averages) on the Financial Ratios menu (AMFM30) and change your answer to Use ratio to N for the ratio.

## Fixed Asset Acquisitions (AMF34—Report type 1)

Figure 11-7.

BRIDGE DIST CO NO. 02		FIXED ASSET ACQUISITIONS		DATE 12/07/
** TIME 9.48.25	PAGE 2	AMF34		
ITC AMOUNT/ EXPENSE AMOUNT	ESTIMATED D SALVAGE S		CAPITALIZED VALUE	ACCUMULATED DEPRECIATION
COMPANY TOTALS	.00 B 5,000.00 T		78,900.00 78,900.00	.00 .00
5,000.00				

BRIDGE DIST CO NO. 02		FIXED ASSET ACQUISITIONS		DATE 12/07/	
** TIME 9.48.25	PAGE 1	AMF34			
VINTAGE ACCT/ AMOUNT/ SERIAL NUMBER/ ASSET DESCR CAP DATE AMOUNT	ESTIMATED D DEPRC SALVAGE S METHOD	DEPRC LIFE	CAPITALIZED VALUE	ACCUMULATED DEPRECIATION	ITC EXPENSE
1000 FORD F- 250 1,000.00	1/01/** 1,000.00 T SL	.00 B SL 8.0	8.0 16,500.00	16,500.00	.00
2000 FORD F- 250 1,000.00	1/01/** 1,000.00 T SL	.00 B SL 8.0	8.0 16,300.00	16,300.00	.00
3000 FORD F- 150	1/01/** 1,000.00 T SL	.00 B SL 8.0	8.0 15,300.00	15,300.00	.00

Use the report to see what assets you acquired during the year. The report is also helpful when you update your asset accounts in General Ledger.

The system prints the Fixed Asset Acquisitions report (AMF34—Report type 1) when you selected the report in asset serial sequence and when you chose option 3 on the Fixed Asset Reports menu (AMFM43). The report shows you all of the fixed assets you acquired during the year you requested.

### Fields

**VINTAGE ACCT.** The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. The vintage accounts are printed after all of the asset serial numbers are printed.

**SERIAL NUMBER.** The serial number assigned to each asset, from the lowest to the highest, that was acquired in the requested year is printed on the report.

**ASSET DESCR.** The description of each asset from the Asset description field in the fixed asset header record of the Fixed Asset file.

**CAP DATE (Capitalized date).** The date each asset was acquired (first placed in service). The year from this date is considered the capitalized year.

**ESTIMATED SALVAGE.** The expected value of each asset when you expect to dispose of it. For a vintage account, this is the total of all the assets in the vintage account.

**DS (Depreciation schedule).** A letter from A to Z identifying the depreciation schedule to which the asset serial number or vintage account belongs.

**DEPRC METHOD (Depreciation method).** The code that shows, by schedule, which depreciation method is assigned to the asset or vintage account. This code is what you entered in Deprc method in the depreciation schedule or vintage account record of the Fixed Asset file.

**DEPRC LIFE (Depreciable life).** The life in years for the depreciation method you selected.

**CAPITALIZED VALUE.** The cost (unadjusted basis) of each asset when it was acquired. The capitalized value on the vintage account line is the total of all the assets in the vintage account.

**ACCUMULATED DEPRECIATION.** The amount of accumulated depreciation over the lifetime of each asset or vintage account. For a vintage account, this is the amount calculated for the group of assets belonging to the vintage and includes the total selling price for any retired assets in the vintage.

**ITC AMOUNT.** The Investment Tax Credit amount calculated for the asset.

**EXPENSE AMOUNT.** The part of the cost of qualifying property treated as an expense rather than a capital expenditure for an asset.

**Note:** ITC AMOUNT and EXPENSE AMOUNT appear only for Schedule T assets. If an asset has both ITC AMOUNT and EXPENSE AMOUNT, the ITC AMOUNT is printed on the same line as the schedule information. The EXPENSE AMOUNT is printed on the next line.

**COMPANY TOTALS.** The yearly totals for the company for each depreciation schedule are printed last.

## Fixed Asset Acquisitions (AMF30—Report type 2)

Figure 11-8.

BRIDGE DIST CO NO. 02	FIXED ASSET ACQUISITIONS	DATE 12/07/
** TIME 9.49.16 PAGE 2 AMF30	1/01/** - 12/31/**	
4TH QUARTER	D 1ST QUARTER	2ND QUARTER 3RD QUARTER
DEPRECIATION	VALUE S DEPRECIATION	DEPRECIATION DEPRECIATION
QUARTERLY TOTALS	78,900.00 B 2,458.73	2,467.93 2,467.93
2,467.93	78,900.00 T 2,302.91	2,311.53 2,311.53
2,311.53		
BRIDGE DIST CO NO. 02	FIXED ASSET ACQUISITIONS	DATE 12/07/
** TIME 9.49.16 PAGE 3 AMF30	1/01/** - 12/31/**	
4TH QUARTER	D 1ST QUARTER	2ND QUARTER 3RD QUARTER
% TOT CAP VAL	S % TOT CAP VAL	% TOT CAP VAL % TOT CAP VAL
QUARTERLY PERCENTAGES	B 3.11	3.12 3.12
3.12	T 2.91	2.92 2.92
2.92		
BRIDGE DIST CO NO. 02	FIXED ASSET ACQUISITIONS	DATE 12/07/
** TIME 9.49.16 PAGE 4 AMF30	1/01/** - 12/31/**	
ITC AMOUNT/	ESTIMATED D	CAPITALIZED ACCUMULATED

BRIDGE DIST CO		NO. 02		FIXED ASSET ACQUISITIONS				DATE 12/07/	
** TIME	9.49.16	PAGE	1	1/01/** - 12/31/**					
VINTAGE ACCT/				ESTIMATED D	DEPRC	CAPITALIZED QTR	QUARTERLY	ITC A	
MOUNT/ SERIAL NUMBER/ ASSET DESCRIPTION	CAP DATE	SALVAGE S	METHOD	LIFE	VALUE	#	DEPRECIATION	EXPENSE A	
1000 **		1/01/							
FORD F- 250	.00 B SL	8.0	16,500.00	1	514.18				
						2	516.11		
1							3	516.1	
1							4	516.1	
2			1,000.00	T SL	8.0	16,500.00	1	483.0	
3							2	484.8	
3							3	484.8	
3	1,000.00						4	484.8	
2000 **		1/01/							
FORD F- 250	.00 B SL	8.0	16,300.00	1	507.95				
						2	509.85		
5							3	509.8	
5							4	509.8	
9			1,000.00	T SL	8.0	16,300.00	1	476.7	
7							2	478.5	
7							3	478.5	
7	1,000.00						4	478.5	
3000 **		1/01/							
FORD F- 150	.00 B SL	8.0	15,300.00	1	476.79				
						2	478.57		
7							3	478.5	
7							4	478.5	
2			1,000.00	T SL	8.0	15,300.00	1	445.6	
							2	447.2	
							9		

Use the report to see what assets you acquired during the year. The report is also helpful when you update your asset accounts in General Ledger.

The system prints the Fixed Asset Acquisitions report (AMF30—Report type 2) when you selected the report in a quarterly format and when you chose option 3 on the Fixed Asset Reports menu (AMFM43). The report shows you the assets acquired and the quarterly totals for the year you requested.

### Fields

**VINTAGE ACCT.** The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. The vintage accounts are printed after all of the asset serial numbers are printed.

**SERIAL NUMBER.** The serial number assigned to each asset, from the lowest to the highest, that was acquired in the requested year is printed on the report.

**ASSET DESCRIPTION.** The description of each asset from the Asset description field in the fixed asset header record of the Fixed Asset file.

**CAP DATE (Capitalized date).** The date each asset was acquired (first placed in service). The year from this date is considered the capitalized year.

**ESTIMATED SALVAGE.** The expected value of each asset when you expect to dispose of it. For a vintage account, this is the total of all the assets in the vintage account.

**DS (Depreciation schedule).** A letter from A to Z identifying the depreciation schedule to which the asset serial number or vintage account belongs.

**DEPRC METHOD (Depreciation method).** The code that shows, by schedule, which depreciation method is assigned to the asset or vintage account. This code is what you entered in Deprc method in the depreciation schedule or vintage account record of the Fixed Asset file.

**DEPRC LIFE (Depreciable life).** The life in years for the depreciation method you selected.

**CAPITALIZED VALUE.** The cost (unadjusted basis) of each asset when it was acquired. The capitalized value on the vintage account line is the total of all the assets in the vintage account.

**QTR # (Quarter number).** The quarter of the year requested.

**QUARTERLY DEPRECIATION.** The quarterly depreciation for the year selected.

**ITC AMOUNT.** The Investment Tax Credit amount calculated for the asset.

**EXPENSE AMOUNT.** The part of the cost of qualifying property treated as an expense rather than a capital expenditure for an asset.

**Note:** ITC AMOUNT and EXPENSE AMOUNT appear only for Schedule T assets. If an asset has both ITC AMOUNT and EXPENSE AMOUNT, the ITC AMOUNT is printed on the same line as the schedule information. The EXPENSE AMOUNT is printed on the next line.

**QUARTERLY TOTALS.** The totals for each quarter of the year selected.

**QUARTERLY PERCENTAGES.** The percentage of the total capitalized value for each quarter.

**COMPANY TOTALS.** The yearly totals for the company for each depreciation schedule are printed last.

## Fixed Asset File Listing (AMF95)

BRIDGE DIST CO NO. 02		FIXED ASSET FILE LISTING		DATE 12/07/	
** TIME	9.25.42	PAGE	1	AMF95	
** ASSET HEADER RECORD **					
SERIAL NUMBER	1000	REF VINTAGE ACT ID	0	ASSET ID 1	DELIVERY TRUCK
ASSET ID 2	TRUCK	TYPE OF ASSET	N	PREVIOUS SERIAL NO.	
CAPITALIZED DATE	1/01/**	LOCATION	GARAG	RETIREMENT DATE	0/
00/00					
ASSET DESCR	FORD F-250	SELLING PRICE		.00	
** DEPRECIATION SCHEDULE RECORD **					
VINTAGE ACCOUNT ID	0	SERIAL NUMBER	1000	DEPRC SCHEDULE CODE	
B					
ACTIVITY CODE	A	DEPRCIATION METHOD	SL	DEPRECIABLE LIFE	
8.0					
CAP VALUE	16,500.00	CUR PERIOD DEPRC	.00	ITC PERCENT	.0
000					
EST SALVAGE	.00	YTD ACCUM DEPRC	.00	ITC AMOUNT	
.00					
EXPENSE DED AMOUNT	.00	TOT ACCUM DEPRC	.00	EXPENSE ACCT-	
DR	102555				
PARTIAL PERIOD RATE	.000	NUMBER PERIODS DEPRC	96	ACCUM DEPRC ACCT-	
CR	104888				
** VINTAGE ACCOUNT RECORD **					
VINTAGE ACCOUNT ID	1	ASSET GUIDELINE CLASS	10.000	VINTAGE YEAR	
80					
ACTIVITY CODE	A	DEPRECIATION METHOD	SL	DEPRECIABLE LIFE	
6.0					
TYPE OF VINTAGE	N	CUR PERIOD DEPRC	.00	NUMBER PERIODS DEPRC	
1					
PARTIAL PERIOD RATE	.000	YTD ACCUM DEPRC	.00	TOT ACCUM DEPRC	
.00					
** ASSET HEADER RECORD **					
SERIAL NUMBER	100	REF VINTAGE ACT ID	1	ASSET ID 1	ADJUSTABLE WRENCH
ASSET ID 2	WRENCH	TYPE OF ASSET	N	PREVIOUS SERIAL NO.	
CAPITALIZED DATE	1/01/**	LOCATION	TROOM	RETIREMENT DATE	0/
00/00					
ASSET DESCR	1 IN ADJ WRENCH	SELLING PRICE			
.00					
** DEPRECIATION SCHEDULE RECORD **					
VINTAGE ACCOUNT ID	0	SERIAL NUMBER	150	DEPRC SCHEDULE CODE	
B					
ACTIVITY CODE	A	DEPRCIATION METHOD	SL	DEPRECIABLE LIFE	1
0.0					
CAP VALUE	27.50	CUR PERIOD DEPRC	.00	ITC PERCENT	.0
000					
EST SALVAGE	.00	YTD ACCUM DEPRC	.00	ITC AMOUNT	

Use this report as a hard copy of all the information in your Fixed Asset file.

If IFM is installed or interfacing, this report shows UNITS and NATURES instead of DEBITS, CREDITS, or ACCOUNT.

The system prints this report when you choose option 6 on the File Listing menu (AMFM70). Each vintage account record, asset header record, or depreciation schedule record in the Fixed Asset file appears on the Fixed Asset File Listing (AMF95).

### Fields

**ASSET HEADER RECORD.** The Fixed Asset File Listing (AMF95) is printed in sequence by depreciation schedule within each asset serial number.

**DEPRECIATION SCHEDULE RECORD.** Each vintage account record, asset header record, or depreciation schedule record printed shows you all of the information you

have defined for that record. For a description of each field except **DEPRECIABLE BASE**, "Prepare the Fixed Asset File Maintenance forms" on page 2-48. For an explanation of how the system calculates the DEPRECIABLE BASE, see Appendix E. "Assigning general ledger account numbers".

**VINTAGE ACCOUNT RECORD.** The vintage account records are printed at the end of the report with each vintage asset's tax schedule.

## Fixed Asset File Maintenance report (AMF85)

Figure 11-9.

** TIME 16.00.44 PAGE 2 AMF85		FIXED ASSET FILE MAINTENANCE		DATE 12/06/	
ER	UPDATE 005				OP
	SESSION STATUS				
	RECORDS ADDED	1	RECORDS DELETED	1	
	RECORD CHANGES	1			

** TIME 16.00.44 PAGE 1 AMF85		FIXED ASSET FILE MAINTENANCE		DATE 12/06/	
ER	UPDATE 005				OP
** VINTAGE ACCOUNT RECORD **					
COMPANY NUMBER	2	VINTAGE ACCOUNT ID	3	ASSET GUIDELINE CLASS	00.1
20 **** BEFORE ****					
VINTAGE YEAR	80	DEPRECIATION METHOD	DDB	DEPRECIABLE LIFE	5
.0					
ACTIVITY CODE	F	CUR PERIOD DEPRC	.00	NUMBER PERIODS DEPRC	
4					
TYPE OF VINTAGE	N	YTD ACCUM DEPRC	.00	LAST MAINTENANCE DATE	9/24/
**					
PARTIAL PERIOD RATE	.000	TOT ACCUM DEPRC	9,846.40		
** VINTAGE ACCOUNT RECORD **					
COMPANY NUMBER	2	VINTAGE ACCOUNT ID	3	ASSET GUIDELINE CLASS	00.1
20 **** AFTER ****					
VINTAGE YEAR	80	DEPRECIATION METHOD	DDB	DEPRECIABLE LIFE	5
.0					
ACTIVITY CODE	F	CUR PERIOD DEPRC	.00	NUMBER PERIODS DEPRC	
4					
TYPE OF VINTAGE	N	YTD ACCUM DEPRC	.00	LAST MAINTENANCE DATE	9/24/
**					
PARTIAL PERIOD RATE	.000	TOT ACCUM DEPRC	9,846.40		
** ASSET HEADER RECORD **					
COMPANY NUMBER	2	SERIAL NUMBER	CT1003	REF VINTAGE ACCT ID	
0 **** ADDED ****					
ASSET ID 1	890-				
MOD23998 ASSET ID 2		PROJ 2 ASSET DESCR	LGE. DELIVERY TRUCK		
TYPE OF ASSET	N	PREV SERIAL NO	LOCATION		GA
RG					
CAPITALIZED DATE	10/01/**	RETIREMENT DATE	0/00/**	LAST MAINTENANCE DATE	12/06/
**					
SELLING PRICE	.00				
** DEPRECIATION SCHEDULE RECORD **					
COMPANY NUMBER	2	VINTAGE ACCOUNT ID	3	SERIAL NUMBER	V10
01**** DELETED ****					
DEPRC SCHED CODE	B	DEPRECIATION METHOD	SL	DEPRECIABLE LIFE	3

If IFM is installed or interfacing, this report shows UNITS and NATURES instead of DEBITS, CREDITS, or ACCOUNT.

The system prints this report each time you enter the Fixed Asset file, option 6 on the File Maintenance menu (AMFM60). Each vintage account record, asset header record, or depreciation schedule record updated by Fixed Asset file maintenance appears on the Fixed Asset File Maintenance report (AMF85).

Use this report as an audit trail of all the activity against the Fixed Asset file in a file maintenance session.

## Fields

**UPDATE.** Each time you end a Fixed Asset File Maintenance session, the system increments the update number by one and prints it on the report so you can keep the changes in sequential order.

The report shows all records added and deleted as well as the before and after images of the records changed, if you selected the option for file maintenance reports during Financial Analysis installation. The last maintenance date is updated to the date of the report. The records are printed in the same sequence as they were updated.

**BEFORE**

**AFTER**

**ADDED**

**DELETED.** A message appears on the report telling you that you added, changed (a before and after image), or deleted a record.

**SESSION STATUS.** Totals for the session are printed at the end of the report showing the number of records added and deleted and the number of changes you made.

---

## Fixed Asset Investment Tax Credit (AMF36)

---

Figure 11-10.

BRIDGE DIST CO NO. 02		FIXED ASSET INVESTMENT TAX CREDIT				DATE 12/07/			
** TIME 9.22.34 PAGE 2 AMF36		(SCHEDULE T ONLY)							
VINTAGE ACCT/		ASSET DEPRC		CAPITALIZED	EXPENSE	ACCUM DEPRC	ITC		
A									
SERIAL NUMBER/	ASSET DESCR	TYPE	LIFE	CAP DATE	VALUE	DEDUCTION	CURRENT YEAR	PERCENT	ITC AMO
UNT C									
COMPANY TOTALS					78,900.00		.00		.00
5,000.00									
TOTAL NEW ASSETS, DEPREC LIFE - 3						.00			
TOTAL NEW ASSETS, DEPREC LIFE - 5						.00			
TOTAL NEW ASSETS, DEPREC LIFE - OTH					78,900.00				
TOTAL NEW ASSETS					78,900.00				
TOTAL USED ASSETS, DEPREC LIFE - 3						.00			
TOTAL USED ASSETS, DEPREC LIFE - 5						.00			
TOTAL USED ASSETS, DEPREC LIFE - OTH						.00			
TOTAL USED ASSETS						.00			
LIMITATION PER COMPANY PER YEAR					125,000.00				

BRIDGE DIST CO NO. 02		FIXED ASSET INVESTMENT TAX CREDIT				DATE 12/07/			
** TIME 9.22.34 PAGE 1 AMF36		(SCHEDULE T ONLY)							
VINTAGE ACCT/		ASSET DEPRC		CAPITALIZED	EXPENSE	ACCUM DEPRC	ITC		
A									
SERIAL NUMBER/	ASSET DESCR	TYPE	LIFE	CAP DATE	VALUE	DEDUCTION	CURRENT YEAR	PERCENT	ITC AMO
UNT C									
1000		N	8.0	1/01/**					
2000		N	8.0	1/01/**					
3000		N	8.0	1/01/**					
4000		N	8.0	1/01/**					

Use this report to assist you in preparing your tax returns.

The system prints the Fixed Asset Investment Tax Credit report (AMF36) when you choose option 5 on the Fixed Asset Reports menu (AMFM43). Because Investment Tax Credit is for tax reporting purposes only, this report prints for only Schedule T (tax) assets.

### Fields

**VINTAGE ACCT.** The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. The vintage accounts are printed after all of the asset serial numbers are printed.

**SERIAL NUMBER.** The serial number assigned to each asset, from the lowest to the highest, that has an ITC amount is printed on the report.

**ASSET DESCR.** The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**ASSET TYPE.** One of the following codes to show the property type of the asset serial number:

<b>N</b>	New
<b>U</b>	Used
<b>R</b>	Real
<b>E</b>	Exception to Real (that is, elevators and escalators)

**DEPRC LIFE (Depreciable life).** The life in years for the depreciation method you selected.

**CAP DATE (Capitalized date).** The date each asset was acquired (first placed in service).

**CAPITALIZED VALUE.** The cost (unadjusted basis) of each asset when it was acquired.

**EXPENSE DEDUCTION .** The part of the cost of qualifying property treated as an expense rather than a capital expenditure for an asset.

**ACCUM DEPRC CURRENT YEAR (Accumulated depreciation for the current year).** The amount of accumulated depreciation for the current year for each asset.

**ITC PERCENT.** The Investment Tax Credit percentage used in calculating the Investment Tax Credit for an asset.

**ITC AMOUNT.** The Investment Tax Credit amount calculated for the asset.

**AC (Activity code).** One of the following activity codes to show the status of the asset:

<b>A</b>	Active
<b>F</b>	Fully depreciated
<b>N</b>	Nondepreciable
<b>E</b>	Expensed
<b>R</b>	Retired

**COMPANY TOTALS.** The totals for the company are printed on the last page.

**TOTAL NEW ASSETS**

**TOTAL USED ASSETS.** Three totals are printed for both new and used assets—the total capitalized value of assets with a depreciable life of 3, 5, and other. The sum of the capitalized values for all three depreciable life values are printed as TOTAL NEW ASSETS or TOTAL USED ASSETS

**LIMITATION PER COMPANY PER YEAR.** The limitation to the amount of Investment Tax Credit that can be taken for used assets in a given year prints. If the report is for one year, two lines are printed—the government limitation and the amount of used assets that exceeds the limit.

---

## Fixed Asset Reset Depreciation Balance Register (AMF38)

---

VINTAGE ACCT/ SERIAL NUMBER	ASSET DESCRIPTION	D S	ACCUM DEPRC FOR CURRENT YEAR WAS	A C
BRIDGE DIST CO NO. 02 FIXED ASSET RESET DEPRECIATION BALANCE REGISTER DATE 12/31/				
** TIME 15.34.17 PAGE 1 AMF38				
V-33.210-80-001		T	6,000.00	A
V-00.270-79-002		T	1,874.97	A
V-00.120-80-003		T	2,038.40	A
V-00.110-80-004		T	1,658.14	A
CT1001	HALF TON TRUCK	T	5,988.00	A
CT1002	DELIVERY TRUCK	T	8,550.00	A
CT1003	LGE. DELIVERY TRUCK	T	24,000.00	A
CT1004	MED. DELIVERY TRUCK	T	.00	R
CT2001	MOLDING APPARATUS	T	9,250.00	A
CT2002	PUNCHING MACHINE	T	9,000.00	A
CT2003	MINI-SMELTER	T	26,250.00	A
CT2004	CONVEYOR	T	9,716.09	R
CT3001	STAMPING MACHINE	T	8,730.00	A
CT3002	PUNCHING MACHINE	T	5,700.00	A
CT3003	MICRO-DEBURRER	T	18,240.00	A
CT3004	CONVEYOR	T	.00	R
CT4001	PORTABLE GENERATOR	T	9,000.00	A
CT4002	SPARE PUNCHING MACH.	T	5,400.00	A
CT4003	OVERHEAD CRANE	T	15,225.00	A
CT4004	CAD/CAM SYSTEM	T	7,200.00	A
CT5001	COMPUTER HARDWARE	T	5,981.61	A
CT5002	PERSONAL COMPUTER	T	6,000.00	A
CT5003	COPYING MACHINE	T	3,990.00	A
CT6001	PINE ST. PLANT (#1)	T	9,000.00	A
CT6002	ELM ST. PLANT (#2)	T	5,510.00	A
CT6003	MAIN OFFICE & GARAGE	T	3,400.00	A
CT7001	FORKLIFT	T	1,200.00	A
CT7002	HVY DUTY FORKLIFT	T	1,200.00	A
CT7003	PORTABLE STORAGE HUT	T	420.00	A
CT7004	LARGE PORT. STORAGE	T	304.74	A
T1000	EXECUTIVE FURNITURE	T	.00	E
T2000	WELDING DEVICE	T	.00	R
T3000	RECEPTION AREA FURN.	T	.00	F
T3424	BOARDROOM FURNITURE	T	1,322.93	A
T6000	FOREMEN'S FURNITURE	T	731.50	A
T7500	GENERAL FURNITURE	T	3,325.00	A
COMPANY TOTALS				
ACTIVE RECORDS	152			
TOTAL RECORDS	156			

---

Use this register as an important part of your company's audit trail. It shows you all of your assets and their total depreciation for the year before you set their balances back to zero to begin a new year. Because setting the balances back to zero flags retired assets for deletion, this report also serves as your last record of retired assets for the year.

The system prints the Fixed Asset Reset Depreciation Balances Register (AMF38) if no errors are found when you reset the depreciation balances (option 4 on the Fixed Asset Accounting menu—AMFM40). It is a permanent record of how your Fixed Asset file looked at the end of each year.

## Fields

**VINTAGE ACCT** . The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file.

**SERIAL NUMBER**. The serial number assigned to each asset, from the lowest to the highest, is printed.

**ASSET DESCRIPTION**. The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**DS (Depreciation schedule)**. A letter from A to Z that identifies the depreciation schedule. If the asset is assigned to more than one schedule, each schedule and its related information is printed on a separate line.

**ACCUM DEPRC FOR CURR YEAR WAS (Accumulated depreciation for the current year was)**. The amount, by schedule, of accumulated depreciation this year for each asset. For a vintage account, this is the amount calculated for the group of assets belonging to the vintage.

**AC (Activity code)**. One of the following activity codes to show the status of the vintage account or asset:

<b>A</b>	Active
<b>F</b>	Fully depreciated
<b>N</b>	Nondepreciable
<b>E</b>	Expensed
<b>R</b>	Retired

**COMPANY TOTALS**. The company totals show you the number of active records and the number of records in the Fixed Asset file for that company.

---

## Fixed Asset Reset Depreciation Error Report (AMF3F)

---

---

```
BRIDGE DIST CO      NO. 02      FIXED ASSET RESET DEPRECIATION ERROR REPORT      DATE 9/30/
** TIME 17.19.01  PAGE   1  AMF3F

E AM-8074 A - SCHEDULE STILL HAS PERIODS NOT DEPRC
E AM-8074 B - SCHEDULE STILL HAS PERIODS NOT DEPRC
E AM-8074 T - SCHEDULE STILL HAS PERIODS NOT DEPRC
```

---

Use the Fixed Asset Reset Depreciation Error Report (AMF3F) to see which depreciation schedules still need to have depreciation calculated for remaining periods of the current year. If you requested to reset the depreciation balances for all of your depreciation schedules, you must depreciate the schedules shown on this report (choose option 2 on the Fixed Asset Accounting menu—AMFM40) before you can reset the depreciation balances for all schedules. Or, you can reset those depreciation schedules with no errors.

The system prints the Fixed Asset Reset Depreciation Error Report (AMF3F) only if errors are found when you reset the depreciation balances, using option 4 on the Fixed Asset Accounting menu (AMFM40).

### Fields

**MESSAGE.** The error message telling you which depreciation schedule has not had all periods depreciated during the year.

---

## Fixed Assets by Activity Code (AMF32)

---

BRIDGE DIST CO		NO. 02	FIXED ASSETS BY ACTIVITY CODE			DATE 11/29/
**	TIME 17.25.15	PAGE 1	AMF32			
DEPRECIATION SCHEDULE T FEDERAL TAX						
COMPANY TOTALS						
ACT CODE	ACTIVITY DESCRIPTION	NUMBER ASSETS	CAPITALIZED VALUE	ACCUMULATED DEPRECIATION	ESTIMATED SALVAGE	ITC AMOUNT
A	ACTIVE	37	1,353,500.00	276,160.51	56,000.00	86,910.00
E	EXPENSED	1	1,000.00	.00	.00	.00
F	FULLY DEPRECIATED	1	8,000.00	7,500.00	500.00	.00
N	NON-DEPRECIABLE	0	.00	.00	.00	.00
R	RETIRED	5	272,000.00	75,907.00	1,000.00	21,640.00

---

Use this summary report to see how many assets you have in each of the five activity code categories for your depreciation schedules.

The system prints the Fixed Assets by Activity Code report (AMF32) when you choose option 2 on the Fixed Asset Reports menu (AMFM43).

### Fields

**DEPRECIATION SCHEDULE.** Identifies the depreciation schedule you asked to print on the Fixed Assets by Activity Code (Options) display (AMF3N1). The depreciation schedule description is also printed after the depreciation schedule code.

#### ACT CODE

**ACTIVITY DESCRIPTION.** The following activity codes and its matching description to show the status of the assets:

<b>A</b>	Active
<b>E</b>	Expensed
<b>F</b>	Fully depreciated
<b>N</b>	Nondepreciable
<b>R</b>	Retired

**NUMBER ASSETS.** The total number of assets in each activity code category.

**CAPITALIZED VALUE.** For each activity code category, the total cost (unadjusted basis) of all of the assets when they were acquired.

**ACCUMULATED DEPRECIATION.** For each activity code category, the total amount of accumulated lifetime depreciation for all the assets.

**ESTIMATED SALVAGE.** For each activity code category, the total expected value of all of the assets when you expect to dispose of them.

**ITC AMOUNT.** For each activity code category, the total Investment Tax Credit amount calculated for all of the assets. An amount appears for Schedule T (tax) only; otherwise, a zero appears.

## Fixed Assets by Asset ID 1 (AMF3S)

Figure 11-11.

BRIDGE DIST CO		NO. 02	FIXED ASSETS BY ASSET ID 1				DATE 7/01/	
**	TIME 15.44.17	PAGE 4	AMF3S					
ACCUMULATED							D	CAPITALIZED
DEPRECIATION							S	VALUE
COMPANY TOTALS							A	1,336,500.00
370,507.24							B	1,336,500.00

BRIDGE DIST CO		NO. 02	FIXED ASSETS BY ASSET ID 1				DATE 7/01/
**	TIME 15.44.17	PAGE 1	AMF3S				
ASSET ID 1	DEPRC	VINTAGE ACCT/ SERIAL NUMBER	D DEPRC PER ASSET DESCRIPTION	CAPITALIZED LIFE	CAP DATE	ACCUMULATED S METHOD DEPRC	VALUE
CERT34692-DC		CT4003	OVERHEAD CRANE	5.0	11/01/		
** A 150	4	125,000.00	71,078.00	5.0		B 150 32	125,000.00
	75,835.85			5.0		T 150 1	100,000.00
	49,250.00						
CRAFTSMAN RY345		T1000	EXECUTIVE FURNITURE	10.0	4/01/		
** A SL	0	1,000.00	.00	10.0		B SL 0	1,000.00
	.00			10.0		T SL 0	1,000.00
	.00						
IBM36-84		CT5001	COMPUTER HARDWARE	12.0	6/01/		
** A 150SL	0	36,000.00	.00	12.0		B 150SL 1	36,000.00
	375.00			12.0		T ALTA 0	38,000.00
	.00						
LAB-349SDW		V3003	PHONE EQUIPMENT	10.0	10/01/		
** T DDB		7,000.00					
		V-00.120-80-003					
LOT 81A4		T3424	BOARDROOM FURNITURE	7.0	10/01/		
** A 150SL	5	10,000.00	4,488.20	7.0		B 150SL 33	10,000.00
	4,818.92			7.0		T 150SL 2	10,000.00
	3,826.76						
MOD3409-REG84		CT4001	PORTABLE GENERATOR	5.0	6/01/		
** A 150	0	36,000.00	.00	5.0		B 150 1	36,000.00
	900.00			3.0		T ACRS 0	36,000.00
	.00						
MOD3498-83		CT7001	FORKLIFT	15.0	9/01/		
** A SL	1	10,000.00	369.45	15.0		B SL 10	10,000.00
	527.79			15.0		T ACRS 1	10,000.00
	100.00						
NV-CCW35-963		CT3003	MICRO-DEBURRER	5.0	11/01/		
** A DDB	4	125,000.00	87,002.00	5.0		B DDB 32	125,000.00
	91,751.81			5.0		T DDB 1	125,000.00
	74,400.00						
ORD5647-MOD4359E		CT2002	PUNCHING MACHINE	5.0	9/01/		
** A SYD	0	60,000.00	.00	5.0		B SYD 0	60,000.00
	.00			5.0		T ACRS 0	60,000.00
	.00						
PC-84-AW2395		CT5002	PERSONAL COMPUTER	12.0	4/01/		
** A 150SL	0	60,000.00	.00	12.0		B 150SL 3	60,000.00
	1,875.00			12.0		T ACRS 0	40,000.00

Use this report to see descriptive and depreciation information about your assets when you need the assets listed by their Asset ID 1.

The system prints the Fixed Assets by Asset ID 1 report (AMF3S) when you choose option 7 on the Fixed Asset Reports menu (AMFM43). The report shows you all of the assets and their depreciation schedules in sequence by Asset ID 1, instead of the asset serial number.

## Fields

**ASSET ID 1.** The number or description you assigned to uniquely identify the asset for further identification.

### **VINTAGE ACCT**

**SERIAL NUMBER:.** The serial number or vintage account number assigned to each asset which uniquely identifies it. The vintage account number is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. If an asset belongs to a vintage account, the vintage account is printed for information purposes only after the asset's schedules.

**ASSET DESCRIPTION.** The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**DEPRC LIFE (Depreciable life).** The life in years for the depreciation method you selected.

**CAP DATE (Capitalized date).** The date the asset was acquired (first placed in service).

**DS (Depreciation schedule).** A letter from A to Z that identifies the depreciation schedule used by the asset. If the asset is assigned to more than one schedule, each schedule and related information is printed on a separate line.

**DEPRC METHOD (Depreciation method).** A code that shows, by schedule, which depreciation method is assigned to the asset. This code is what you entered in Deprc method in the depreciation schedule record in the Fixed Asset file.

**PER DEPRC (Periods depreciated).** The number of periods that have already been depreciated for the entire life of each asset on each schedule.

**CAPITALIZED VALUE.** The cost (unadjusted basis), by schedule, of each asset when it was acquired.

**ACCUMULATED DEPRECIATION.** The amount of accumulated depreciation over the lifetime of each asset.

**COMPANY TOTALS.** The totals for the company are printed, by schedule, on the last page.

## Fixed Assets by Location Report (AMF37)—Detailed

Figure 11-12.

BRIDGE DIST CO		NO. 02	FIXED ASSETS BY LOCATION REPORT		DATE 7/01/
**	TIME 17.27.18	PAGE 4	AMF37		
COMPANY TOTALS					
VINTAGE ACCUMULATED ACCOUNT DEPRECIATION			D	CAPITALIZED	ADJUSTED
			S	VALUE	BOOK VALUE
	370,507.24		A	1,336,500.00	945,492.76
	414,424.65		B	1,336,500.00	901,575.35
	283,660.51		T	1,362,500.00	973,974.49
V-33,210-80-					
001			T	18,000.00	6,000.00
					12.00

BRIDGE DIST CO		NO. 02	FIXED ASSETS BY LOCATION REPORT				DATE 7/01/	
**	TIME 17.27.18	PAGE 1	AMF37					
VINTAGE ACCT/		DEPRC	D A DEPRC	CAPITALIZED PER		ADJUSTED		ACCUMULA
TED	SERIAL NUMBER	ASSET DESCRIPTION	LIFE CAP DATE	S C METHOD	VALUE	DEPRC	BOOK VALUE	
DEPRECIATION								
LOCATION								
BLDG								
CT6001	PINE ST. PLANT (#1)	25.0	6/01/					
** A A	DDBSL	36,000.00	0	36,000.00	.00			
				B A	36,000.00	1		35,760.00
	240.00			T A	36,000.00	0		36,000.00
	.00							
CT6002	ELM ST. PLANT (#2)	25.0	8/01/					
** A A	DDBSL	60,000.00	0	60,000.00	.00			
				B A	60,000.00	0		60,000.00
	.00			T A	60,000.00	0		55,100.00
	.00							
CT6003	MAIN OFFICE & GARAGE	30.0	4/01/					
** A A	DDBSL	35,000.00	0	35,000.00	.00			
				B A	35,000.00	3		34,416.38
	583.62			T A	35,000.00	0		34,000.00
	.00							
	BLDG LOCATION TOTALS			A	131,000.00			131,000.00
	.00			B	131,000.00			130,176.38
	823.62			T	131,000.00			125,100.00
	.00							
LOCATION								
GARG								
CT1001	HALF TON TRUCK	3.0	4/01/					
** A A	SL	37,000.00	0	36,000.00	.00			
				B A	37,000.00	3		33,000.00
	3,000.00			T A	37,000.00	0		36,000.00
	.00							
CT1002	DELIVERY TRUCK	5.0	7/01/					
** A A	SL	60,000.00	0	60,000.00	.00			
				B A	60,000.00	0		60,000.00
	.00			T A	60,000.00	0		57,000.00
	.00							
CT1003	LGE. DELIVERY TRUCK	5.0	10/01/					
** A A	SL	125,000.00	7	36,000.00	84,000.00			
				B A	125,000.00	45		30,000.00
	90,000.00			T A	125,000.00	3		48,000.00
	72,000.00							
V1003	TOOLS	5.0	10/01/**	T A	7,000.00			
V-33.210-80-001								
V2003	HANDCARTS & DOLLYS	8.0	7/01/**	T A	7,000.00			
V-00.270-79-002								
	GARG LOCATION TOTALS			A	222,000.00			132,000.00
	84,000.00			B	222,000.00			123,000.00

Use this report to see where your assets are. If you want an inventory list without the associated detail for each asset, request a report with only the assets' descriptions and IDs by answering Y to the Description & ID's only field on the Fixed Assets by Location Report (Options) display (AMF3L1).

The system prints the Fixed Assets by Location Report (AMF37) when you choose option 6 on the Fixed Asset Reports menu (AMFM43). The report shows you all of the assets and their depreciation schedule information according to the location code of each asset.

## Fields

**VINTAGE ACCT** . The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. If an asset belongs to a vintage account, the vintage account is printed for information purposes only after the asset's Schedule T line.

**SERIAL NUMBER**. Each asset serial number is printed, from the lowest to the highest, within each location code.

**ASSET DESCRIPTION**. The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**DEPRC LIFE (Depreciable life)**. The life in years for the depreciation method you selected.

**CAP DATE (Capitalized date)**. The date each asset was acquired (first placed in service).

**DS (Depreciation schedule)**. A letter from A to Z that identifies the depreciation schedule used by the asset. If the asset is assigned to more than one schedule, each schedule and related information is printed on a separate line.

**AC (Activity code)**. One of the following codes to show the status of the asset on each schedule:

<b>A</b>	Active
<b>F</b>	Fully depreciated
<b>N</b>	Nondepreciable
<b>E</b>	Expensed
<b>R</b>	Retired

**DEPRC METHOD (Depreciation method)**. A code that shows, by schedule, which depreciation method is assigned to the asset. This code is what you entered in Deprc method in the depreciation schedule record in the Fixed Asset file.

**CAPITALIZED VALUE**. The cost (unadjusted basis), by schedule, of each asset when it was acquired.

**PER DEPRC (Periods depreciated)**. The number of periods that have already been depreciated for the entire life of each asset on each schedule.

**ADJUSTED BOOK VALUE**. The total depreciable amount minus the total accumulated depreciation for an asset on each schedule.

**ACCUMULATED DEPRECIATION**. The amount of accumulated depreciation over the lifetime of each asset.

**LOCATION**. The code assigned to identify the location of the asset.

**LOCATION TOTALS**. The totals are printed, by schedule, for each location code.

**COMPANY TOTALS**. The totals for the company are printed, by schedule, on the last page. Each vintage account is printed with amounts for the vintage as a whole for information purposes.

## Fixed Assets by Location Report (AMF37)—Descriptions and IDs only

BRIDGE DIST CO		NO. 02	FIXED ASSETS BY LOCATION REPORT		DATE 11/29/
** TIME 17.27.39		PAGE 1	AMF37		
SERIAL NUMBER	ASSET DESCRIPTION	ASSET ID 1	ASSET ID 2		
LOCATION					
BLDG					
CT6001	PINE ST. PLANT (#1)				
CT6002	ELM ST. PLANT (#2)				
CT6003	MAIN OFFICE & GARAGE				
LOCATION					
GARG					
CT1001	HALF TON TRUCK	9-14325-AR		PROJ 1	
CT1002	DELIVERY TRUCK	R1-KJEN9900264		PROJ 2	
CT1003	LGE. DELIVERY TRUCK	890-MOD23998		PROJ 1	
V1003	TOOLS			PROJ 1	
V2003	HANDCARTS & DOLLYS			PROJ 4	
LOCATION					
OFF					
CT5001	COMPUTER HARDWARE	IBM36-84		DEPT A	
CT5002	PERSONAL COMPUTER	PC-84-AW2395		DEPT B	
CT5003	COPYING MACHINE	P340-CS-YR84		DEPT A	
T1000	EXECUTIVE FURNITURE	CRAFTSMAN RY345		DEPT B	
T3000	RECEPTION AREA FURN.			DEPT A	
T3424	BOARDROOM FURNITURE	LOT 81A4		DEPT A	
V3001	PHONE EQUIPMENT	BELL-23859-XX		PROJ 1	
V4001	SHELVING			PROJ 3	
LOCATION					
PLNT1					
CT2001	MOLDING APPARATUS	98435-LL		PROJ 2	
CT2002	PUNCHING MACHINE	ORD5647-MOD4359E		PROJ 3	
CT2003	MINI-SMELTER				
CT4001	PORTABLE GENERATOR	MOD3409-REG84		PROJ 3	
CT4002	SPARE PUNCHING MACH.	X934-ER3810		PROJ 4	
CT4003	OVERHEAD CRANE	CERT34692-DC		PROJ 1	
CT4004	CAD/CAM SYSTEM	CAD3476920-82		DEPT A	
CT7002	HVY DUTY FORKLIFT	REST3492340		PROJ 2	
CT7004	LARGE PORT. STORAGE			PROJ 3	
T7500	GENERAL FURNITURE			DEPT C	
V1001	TOOLS			PROJ 3	
V2001	HANDCARTS & DOLLYS			PROJ 3	
V3002	PHONE EQUIPMENT	BELL-3485429-XY		PROJ 2	
V4002	SHELVING				
LOCATION					
PLNT2					
CT3001	STAMPING MACHINE	6452-84		PROJ 3	
CT3002	PUNCHING MACHINE	BR347-ER5		PROJ 4	

Use this report to see where your assets are. If you want to see the associated detail for each asset, request a detailed report by answering N to the Description & ID's only field on the Fixed Assets by Location Report (Options) display (AMF3L1).

The system prints the Fixed Assets by Location Report (AMF37) when you choose option 6 on the Fixed Asset Reports menu (AMFM43). The report shows you all of the assets with only their descriptions and Asset IDs 1 and 2.

## Fields

**SERIAL NUMBER.** Each asset serial number is printed, from the lowest to the highest, within each location code.

**LOCATION.** The code assigned to identify the location of the asset.

**ASSET DESCRIPTION.** The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**ASSET ID 1.** The number or description you assigned to uniquely identify the asset for further identification.

**ASSET ID 2.** The number or description you assigned to the group of assets for further identification.

## Proposed Budget File Listing (AMF98)

NORTHCREEK IND. NO. 01		PROPOSED BUDGET FILE LISTING						DATE 12/18/	
**	TIME 14.42.22	PAGE 1	AMF98						OP
ER									
BUDGET PLAN 85B DEPT EXPENSES - 2Q/**									
MO NO	SEQ ID	ACCOUNT NUMBER	CO NO	BAL TYPE	BAL CODE	BAL MO	WORK FIELD	SEQ ID	CONSTANT AMOUNT
BUDGET ACCT NO.		7410	MISCELLANEOUS EXPENSE						
	BUDGET AMOUNT	1		17,000.00	2	16,500.00	3		16,500.00 4
	.00	5		.00	6	.00	7		.00 8
	.00	9		.00	10	.00	11		.00 12
	.00								
	CALC AMOUNT	1		17,000.00	2	17,000.00	3		17,000.00 4
	.00	5		.00	6	.00	7		.00 8
	.00	9		.00	10	.00	11		.00 12
	.00								
00	10	FIRST OPERAND							
	CALC METHOD								
	SECOND OPERAND								17,000.00
	CALC AMOUNT	16,500.00							
02	10	FIRST OPERAND							
	CALC METHOD								
	SECOND OPERAND								16,500.00
	CALC AMOUNT	16,500.00							
03	10	FIRST OPERAND							
	CALC METHOD								
	SECOND OPERAND								16,500.00
BUDGET ACCT NO.		7601	DEPT 1 EXPENSES						
	BUDGET AMOUNT	1		11,110.00	2	11,110.00	3		11,110.00 4
	.00	5		.00	6	.00	7		.00 8
	.00								

Use this report as a hard copy of all the information in your Proposed Budget file.

The system schedules the Proposed Budget File Listing (AMF98) for printing when you choose option 3 on the Budget Preparation menu (AMFM20). Each budget account number and work field ID's information in the Proposed Budget file for the budget plan appears on the Proposed Budget File Listing.

### Fields

**BUDGET PLAN.** The budget plan's identification code and description appear at the top of The Proposed Budget File Listing (AMF98). The Proposed Budget File Listing (AMF98) prints the information for the work field IDs first.

**MO NO (Month or period number).** The months or periods (depending on your General Ledger accounting method) print after each work field or budget account number's description record, from the lowest period number to the highest.

**SEQ ID.** Then the factor records print in sequence ID order from the lowest to the highest. The sequence ID indicates the order in which the records are processed for each budget account number or work field ID.

**BUDGET ACCT NO.** Then the information is printed for the budget account IDs, starting on a new page.

**DESCRIPTION.** Each work field or budget account number record printed shows you all of the information you have defined for that record. For a description of each field, see the Proposed Budget file maintenance forms in "Prepare the Budget Preparation File Maintenance forms" on page 2-22.

## Proposed Budget File Maintenance (AMF88)

Figure 11-13.

** TIME 14.51.10 PAGE 2 AMF88				PROPOSED BUDGET FILE MAINTENANCE	DATE 12/18/	OP
ER UPDATE 006						
	SESSION STATUS					
	RECORDS ADDED	2	RECORDS DELETED	1		
	RECORD CHANGES	1				

** TIME 14.51.10 PAGE 1 AMF88				PROPOSED BUDGET FILE MAINTENANCE	DATE 12/18/	OP
ER UPDATE 006						
***** DESCRIPTION RECORD *****						
COMPANY NUMBER	1	WORK FIELD ID		DEPTEXP	BUDGET PLAN	85B
**** ADDED ****						
DESCR	TOTAL DEPT EXPENSES				LAST MAINTENANCE DATE	12/18/**
MONTH NO	BUDGET AMOUNT	MONTH NO		BUDGET AMOUNT	MONTH NO	BUDGET AMOUNT
01	.00	02		.00	03	.00
04	.00	05		.00	06	.00
07	.00	08		.00	09	.00
10	.00	11		.00	12	.00
***** FACTORS RECORD *****						
COMPANY NUMBER	1	WORK FIELD ID		DEPTEXP	BUDGET PLAN	85B
**** ADDED ****						
FIRST ACCT	7601	FIRST ACCT CO NUMBER		1		
FIRST ACCT BAL TYPE	1	FIRST ACCT BAL CODE		P	FIRST ACCT BAL MONTH	
FIRST WORK FIELD ID		FIRST SEQUENCE ID			CALCULATION METHOD	R
SECOND ACCT	7613	SECOND ACCT CO NUMBER		1	SECOND ACCT BAL TYPE	1
SECOND ACCT BAL CODE	P	SECOND ACCT BAL MONTH			SECOND WORK FIELD ID	
SECOND SEQUENCE ID		CONSTANT AMOUNT			LAST MAINTENANCE DATE	12/18/**
***** DESCRIPTION RECORD *****						
COMPANY NUMBER	1	BUDGET ACCOUNT		7614	BUDGET PLAN	85B
**** DELETED ****						
DESCR	DEPT. 14 EXPENSES				LAST MAINTENANCE DATE	12/07/**
MONTH NO	BUDGET AMOUNT	MONTH NO		BUDGET AMOUNT	MONTH NO	BUDGET AMOUNT
01	11,154.00	02		11,154.00	03	11,154.00
04	.00	05		.00	06	.00
07	.00	08		.00	09	.00
10	.00	11		.00	12	.00
***** FACTORS RECORD *****						
COMPANY NUMBER	1	BUDGET ACCOUNT		7612	BUDGET PLAN	85B
**** BEFORE ****						
FIRST ACCT	7612	FIRST ACCT CO NUMBER		1		
FIRST ACCT BAL TYPE	2	FIRST ACCT BAL CODE		P	FIRST ACCT BAL MONTH	
FIRST WORK FIELD ID		FIRST SEQUENCE ID			CALCULATION METHOD	P
SECOND ACCT		SECOND ACCT CO NUMBER			SECOND ACCT BAL TYPE	
SECOND ACCT BAL CODE		SECOND ACCT BAL MONTH			SECOND WORK FIELD ID	
SECOND SEQUENCE ID		CONSTANT AMOUNT		120.00	LAST MAINTENANCE DATE	12/07/**
***** FACTORS RECORD *****						
COMPANY NUMBER	1	BUDGET ACCOUNT		7612	BUDGET PLAN	85B
**** AFTER ****						
FIRST ACCT	7612	FIRST ACCT CO NUMBER		1		
FIRST ACCT BAL TYPE	2	FIRST ACCT BAL CODE		P	FIRST ACCT BAL MONTH	
FIRST WORK FIELD ID		FIRST SEQUENCE ID			CALCULATION METHOD	
SECOND ACCT		SECOND ACCT CO NUMBER			SECOND ACCT BAL TYPE	
SECOND ACCT BAL CODE		SECOND ACCT BAL MONTH			SECOND WORK FIELD ID	
SECOND SEQUENCE ID		CONSTANT AMOUNT		115.00	LAST MAINTENANCE DATE	12/18/**

Use this report as an audit trail of all the activity against the Proposed Budget file in a file maintenance session.

The Proposed Budget File Maintenance report (AMF88) is printed each time you enter the Proposed Budget file, using option 2 on the Budget Preparation menu (AMFM20). Each record for a work field ID or a budget account updated by Proposed

Budget file maintenance appears on the Proposed Budget File Maintenance report (AMF88).

## Fields

**UPDATE.** Each time you end a Proposed Budget File Maintenance session, the system increments the update number by one and is printed on the report so you can keep the changes in sequential order.

**DESCRIPTION RECORD.** The report shows all records added and deleted as well as the before and after images of the records changed, if you selected the option for file maintenance reports during Financial Analysis installation. The last maintenance date is updated to the date of the report. The records are printed in the same sequence as you update them.

**BEFORE**

**AFTER**

**ADDED**

**DELETED.** A message appears on the report, telling you that you added, changed (before and after), or deleted a record.

**SESSION STATUS.** Totals for the session are printed at the end of the report showing the number of records you added and deleted and the number of changes you made.



## Fields

**STATEMENT CODE.** The statement code you requested appears at the top of the Report Writer File Listing (AMF99).

**SEQ NO (Sequence number).** The Report Writer File Listing prints sequence number 0000 first showing you the companies using this statement code.

**SEQ NO (Sequence number).** Sequence numbers 1001 through 1006 show you the title records for this financial statement.

**SEQ NO (Sequence number).** Sequence numbers 2001 through 2100 show you the footnote records for this financial statement.

**SEQ NO (Sequence number).** Sequence numbers 3001 through 3006 show you the column records for this financial statement.

**SEQ NO (Sequence number).** Sequence numbers 4001 through 9999 show you the body records (including additional accounts) for this financial statement.

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## Report Writer File Maintenance (AMF89)

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Figure 11-14.

		REPORT WRITER FILE MAINTENANCE			DATE 12/17/	
**	TIME 11.06.19	PAGE 2	AFM89			
ER	UPDATE 001					OP
	SESSION STATUS					
	RECORDS ADDED		5	RECORDS DELETED	0	
	RECORD CHANGES		1			

---

		REPORT WRITER FILE MAINTENANCE			DATE 12/17/	
**	TIME 11.06.19	PAGE 1	AMF89			
ER	UPDATE 001					OP
**** COMPANIES ****						
STATEMENT CODE		BAL1	SEQUENCE NUMBER	0000	LAST MAINTENANCE DATE	9/27/
**	**** BEFORE ****					
COMPANIES	3					
**** COMPANIES ****						
STATEMENT CODE		BAL1	SEQUENCE NUMBER	0000	LAST MAINTENANCE DATE	12/17/
**	**** AFTER ****					
COMPANIES	3 4					
**** TITLE ****						
STATEMENT CODE		BAL1	SEQUENCE NUMBER	1006	LAST MAINTENANCE DATE	12/17/
**	**** ADDED ****					
TITLE CONTENT			NORTHCREEK IND. SALES QUOTAS	PRINT DATE	N	PRINT COMPANY NAME N
**** COLUMN ****						
STATEMENT CODE		BAL1	SEQUENCE NUMBER	3006	LAST MAINTENANCE DATE	12/17/
**	**** ADDED ****					
COLUMN CODE		01	HEADING LINE 1	CURRENT	HEADING LINE 2	PERIOD
CURRENT ACCOUNT SET		1	BUDGET ACCOUNT SET	0	LAST YEAR ACCOUNT SET	0
**** BODY ****						
STATEMENT CODE		BAL1	SEQUENCE NUMBER	5500	LAST MAINTENANCE DATE	12/17/
**	**** ADDED ****					
TYPE OF LINE		D	LINE DESC			
USE ACCOUNT NAME		Y	SPACES TO INDENT	1	TOTAL LEVEL	0
LINE SPACING		1	NEW PAGE	N	NORMAL BALANCE	D
PRINT COLUMN		0	PERCENT CONTROL	S	UNDERScore	0
ZERO SUPPRESS		Y	ACCOUNT 1	1565	INCLUDE CODE	
ACCOUNT 2			PRINT CURRENCY SIGN	Y	ACCOUNT TYPE	A
PRINT NORMAL BALANCE		Y				
STATEMENT CODE		BAL1	SEQUENCE NUMBER	2001	LAST MAINTENANCE DATE	12/17/
**	**** ADDED ****					

---

FOOTNOTE SEE LAST PAGE FOR NOTES

Use this report as an audit trail of all the activity against the Report Writer file in a file maintenance session.

The system prints this report each time you enter the Report Writer file, option 1 from the Report Writer File Maintenance menu (AMFM67). Each title record, footnote record, column record, body record, additional account record, and companies record updated by Report Writer file maintenance appears on the Report Writer File Maintenance report (AMF89). The original or translated account balances will also be printed if you chose Multi-Currency Support during application tailoring.

## Fields

**UPDATE.** Each time you end a Report Writer File Maintenance session, the system increments the update number by one and prints it on the report so you can keep the changes in sequential order.

The report shows all records added and deleted as well as the before and after images of any records changed if you selected the option for file maintenance reports during Financial Analysis installation. The last maintenance date is updated to the date of the report. The records are printed in the same sequence as you maintain them.

**BEFORE**

**AFTER**

**ADDED**

**DELETED.** A message appears on the report, telling you that you added, changed (before and after), or deleted a record.

**SESSION STATUS.** Totals for the session are printed at the end of the report showing the number of records you added and deleted and the number of changes you made.

**Report Writer Financial Statement (AMF11)**

Figure 11-15.

BRIDGE AND GATEWAY COMBINED COMPARATIVE INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 19**			
	CURRENT PERIOD	SAME PERIOD LAST YEAR	INCREASE-I DECREASE-D
TOTAL COST OF GOODS SOLD	\$ 9,936,000.00		\$ 55,502,000.00
	-----	8,469,000.00	-----
,000.00	\$		\$ 49,404
	-----		-----
		\$ 1,467,000.00I	\$
6,098,000.00I			-----
	-----		-----
GROSS PROFIT	\$ 1,463,000.32		\$ 21,051,000.21
	-----	806,000.00	-----
,000.00	\$		\$ 6,286
	-----		-----
		\$ 657,000.32I	\$
14,765,000.21I			-----
	-----		-----
SEE LAST PAGE FOR NOTES		PAGE 2	

BRIDGE AND GATEWAY COMBINED COMPARATIVE INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 19**				
		CURRENT PERIOD	SAME PERIOD LAST YEAR	CURRENT YEAR-TO-DATE PREVIOUS YEAR-TO-DATE
I		INCREASE-I		INCREASE-
D		DECREASE-D		DECREASE-
GROSS SALES	\$	11,469,000.32	\$ 9,331,000.00	\$ 76,864,000.21
000.00		\$	2,138,000.32I	\$ 56,055,
20,809,000.21I				\$
LESS RETURNS & ALLOWANCES		70,000.00DR	56,000.00DR	311,000.00DR
000.00DR				365,
54,000.00D			14,000.00I	
-----				
NET SALES	\$	11,399,000.32CR	\$ 9,275,000.00CR	\$ 76,553,000.21CR
000.00CR		\$	2,124,000.32I	\$ 55,690,
20,863,000.21I				\$
COST OF GOODS SOLD				
DIRECT COSTS				
PURCHASES - RAW MATERIAL	\$	4,346,000.00DR	\$ 3,821,000.00DR	\$ 25,756,000.00DR
000.00DR		\$	525,000.00I	\$ 22,875,
2,881,000.00I				\$
INVENTORY CHANGE		113,000.00	10,000.00CR	144,000.00CR
000.00CR				323,
179,000.00I			123,000.00I	
-----				
RAW MATERIAL USED	\$	4,459,000.00	\$ 3,811,000.00	\$ 25,612,000.00
000.00		\$	648,000.00I	\$ 22,552,
3,060,000.00I				\$
DIRECT LABOR		2,979,000.00	1,985,000.00	15,750,000.00
000.00				11,696,
4,054,000.00I			994,000.00I	
-----				
TOTAL DIRECT COSTS	\$	7,438,000.00	\$ 5,796,000.00	\$ 41,362,000.00
000.00		\$	1,642,000.00I	\$ 34,248,
7,114,000.00I				\$
INDIRECT COSTS				
INDIRECT LABOR	\$	1,566,000.00	\$ 1,754,000.00	\$ 8,546,000.00
000.00		\$	188,000.00D	\$ 9,877,
1,331,000.00D				\$
MANUFACTURING OVERHEAD		827,000.00	856,000.00	4,864,000.00
000.00				4,906,

Use the Report Writer Financial Statement to see your own company's period or year-to-date balances, comparisons, and variances for the current, budget, and last year records in General Ledger.

You design your own financial statements in the Report Writer file. A Report Writer format (also called a statement format) tells the system what kind of information you want on a financial statement and how you want it to look. You define one statement format for each kind of financial statement you want. You can define balance sheets,

income statements, expense reports, budget reports, or any financial report using information from the General Ledger Master file.

The system prints the Report Writer Financial Statement (AMF11) when you choose option 5 on the Main Menu (AMFM00).

For further information on how to define your company's financial statements, refer to "Prepare the Report Writer File Maintenance forms" on page 2-57.

## Fields

**TITLE RECORD.** The sample Comparative Income Statement (AMF11) shows four title records defined; three with Title content defined as shown, and the last one with Print date defined as Y. Then, when the system prints the date, it uses the date you enter in Statement date on the Options display (AMF101). If this is a combined report, the system uses the company name you enter in Company name (for combined report) on the second Options display (AMF102). If this is a report for only one company, it uses the company name you entered during application tailoring.

**CURRENT PERIOD.** The first column (Sequence number 3001) record's Column code is 01. This tells the system to use the current period balance from the General Ledger Master file for each account appearing in the first column of the Comparative Income Statement. Heading line 1 is CURRENT; Heading line 2 is PERIOD.

**CURRENT YEAR-TO-DATE.** The fourth column (Sequence number 3004) record's Column code is 02. This tells the system to use the current year-to-date balance from the General Ledger Master file for each account appearing in the fourth column of the Comparative Income Statement. Heading line 1 is CURRENT; Heading line 2 is YEAR-TO-DATE.

**SAME PERIOD LAST YEAR.** The second column (Sequence number 3002) record's Column code is 03. This tells the system to use the same period balance from last year from the General Ledger Master file for each account appearing in the second column of the Comparative Income Statement. Heading line 1 is SAME PERIOD; Heading line 2 is LAST YEAR.

**PREVIOUS YEAR-TO-DATE.** The fifth column (Sequence number 3005) record's Column code is 04. This tells the system to use the same year-to-date balance from last year from the General Ledger Master file for each account appearing in the fifth column of the Comparative Income Statement. Heading line 1 is PREVIOUS; Heading line 2 is YEAR-TO-DATE.

**INCREASE—I/DECREASE—D.** The third column (Sequence number 3003) record's Column code is 15. This tells the system to subtract the same period balance from last year from the current period balance for each account appearing in the first two columns and print the difference in the third column of the Comparative Income Statement. Heading line 1 is INCREASE—I; Heading line 2 is DECREASE—D.

**INCREASE—I/DECREASE—D.** The sixth column (Sequence number 3006) record's Column code is 16. This tells the system to subtract the year-to-date balance from last year from the current year-to-date balance for each account appearing in the fourth and fifth columns and to print the difference in the sixth column of the Comparative Income Statement. Heading line 1 is INCREASE—I; Heading line 2 is DECREASE—D.

**GROSS SALES.** The body of this Comparative Income Statement is a combination of heading lines, detail lines, and total lines, along with additional accounts. For more information about the fields to use to define the body of your financial statements, see "Prepare the Report Writer File Maintenance forms" on page 2-57.

**GROSS PROFIT.** The totals for the second, fourth, and sixth columns are printed on the same line as the description. The totals for the first, third, and fifth columns are printed on the next line.

# Report Writer Financial Statement (AMF11)

Figure 11-16.

BRIDGE AND GATEWAY COMBINED COMPARATIVE INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 19**			
	CURRENT PERIOD	SAME PERIOD LAST YEAR	INCREASE - I DECREASE - D
TOTAL COST OF GOODS SOLD	\$ 9,936,000.00		\$ 55,502,000.00
	-----	\$ 8,469,000.00	-----
,000.00			\$ 49,404
-----			-----
6,098,000.00I		\$ 1,467,000.00I	\$
-----		-----	-----
GROSS PROFIT	\$ 1,463,000.32		\$ 21,051,000.21
	=====	\$ 806,000.00	=====
,000.00			\$ 6,286
=====			=====
14,765,000.21I		\$ 657,000.32I	\$
=====		=====	=====
SEE LAST PAGE FOR NOTES			

BRIDGE AND GATEWAY COMBINED COMPARATIVE INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 19**				
		CURRENT PERIOD	SAME PERIOD LAST YEAR	CURRENT YEAR-TO-DATE
EVIIOUS TO-DATE				PR YEAR-
I		INCREASE-I	INCREASE-	
D		DECREASE-D	DECREASE-	
GROSS SALES	\$	11,469,000.32	\$ 9,331,000.00	\$ 76,864,000.21
000.00				\$ 56,055,
20,809,000.21I			\$ 2,138,000.32I	\$
LESS RETURNS & ALLOWANCES		70,000.00DR	56,000.00DR	311,000.00DR
000.00DR				365,
54,000.00D			14,000.00I	
-----				
NET SALES	\$	11,399,000.32CR	\$ 9,275,000.00CR	\$ 76,553,000.21CR
000.00CR				\$ 55,690,
20,863,000.21I			\$ 2,124,000.32I	\$
COST OF GOODS SOLD				
DIRECT COSTS				
PURCHASES - RAW MATERIAL	\$	4,346,000.00DR	\$ 3,821,000.00DR	\$ 25,756,000.00DR
000.00DR				\$ 22,875,
2,881,000.00I			\$ 525,000.00I	\$
INVENTORY CHANGE		113,000.00	10,000.00CR	144,000.00CR
000.00CR				323,
179,000.00I			123,000.00I	
-----				
RAW MATERIAL USED	\$	4,459,000.00	\$ 3,811,000.00	\$ 25,612,000.00
000.00				\$ 22,552,
3,060,000.00I			\$ 648,000.00I	\$
DIRECT LABOR		2,979,000.00	1,985,000.00	15,750,000.00
000.00				11,696,
4,054,000.00I			994,000.00I	
-----				
TOTAL DIRECT COSTS	\$	7,438,000.00	\$ 5,796,000.00	\$ 41,362,000.00
000.00				\$ 34,248,
7,114,000.00I			\$ 1,642,000.00I	\$
INDIRECT COSTS				
INDIRECT LABOR	\$	1,566,000.00	\$ 1,754,000.00	\$ 8,546,000.00
000.00				\$ 9,877,
-----				
		\$	188,000.00D	\$

Use the Report Writer Financial Statement to see your own company's period or year-to-date balances, comparisons, and variances for the current, budget, and last year records in General Ledger.

You design your own financial statements in the Report Writer file. A Report Writer format (also called a statement format) tells the system what kind of information you want on a financial statement and how you want it to look. You define one statement format for each kind of financial statement you want. You can define balance sheets,

income statements, expense reports, budget reports, or any financial report using information from the General Ledger Master file.

The system prints the Report Writer Financial Statement (AMF11) when you choose option 5 on the Main Menu (AMFM00).

For further information on how to define your company's financial statements, see "Prepare the Report Writer File Maintenance forms" on page 2-57.

## Fields

**TITLE RECORD.** The sample Comparative Income Statement (AMF11) shows four title records defined; three with Title content defined as shown, and the last one with Print date defined as Y. Then, when the system prints the date, it uses the date you enter in Statement date on the Options display (AMF101). If this is a combined report, the system uses the company name you enter in Company name (for combined report) on the second Options display (AMF102). If this is a report for only one company, it uses the company name you entered during application tailoring.

**CURRENT PERIOD.** The first column (Sequence number 3001) record's Column code is 01. This tells the system to use the current period balance from the General Ledger Master file for each account appearing in the first column of the Comparative Income Statement. Heading line 1 is CURRENT; Heading line 2 is PERIOD.

**CURRENT YEAR-TO-DATE.** The fourth column (Sequence number 3004) record's Column code is 02. This tells the system to use the current year-to-date balance from the General Ledger Master file for each account appearing in the fourth column of the Comparative Income Statement. Heading line 1 is CURRENT; Heading line 2 is YEAR-TO-DATE.

**SAME PERIOD LAST YEAR.** The second column (Sequence number 3002) record's Column code is 03. This tells the system to use the same period balance from last year from the General Ledger Master file for each account appearing in the second column of the Comparative Income Statement. Heading line 1 is SAME PERIOD; Heading line 2 is LAST YEAR.

**PREVIOUS YEAR-TO-DATE.** The fifth column (Sequence number 3005) record's Column code is 04. This tells the system to use the same year-to-date balance from last year from the General Ledger Master file for each account appearing in the fifth column of the Comparative Income Statement. Heading line 1 is PREVIOUS; Heading line 2 is YEAR-TO-DATE.

**INCREASE—I/DECREASE—D.** The third column (Sequence number 3003) record's Column code is 15. This tells the system to subtract the same period balance from last year from the current period balance for each account appearing in the first two columns and print the difference in the third column of the Comparative Income Statement. Heading line 1 is INCREASE—I; Heading line 2 is DECREASE—D.

**INCREASE—I/DECREASE—D.** The sixth column (Sequence number 3006) record's Column code is 16. This tells the system to subtract the year-to-date balance from last year from the current year-to-date balance for each account appearing in the fourth and fifth columns and to print the difference in the sixth column of the Comparative Income Statement. Heading line 1 is INCREASE—I; Heading line 2 is DECREASE—D.

**GROSS SALES.** The body of this Comparative Income Statement is a combination of heading lines, detail lines, and total lines, along with additional accounts. For more information about the fields to use to define the body of your financial statements, see "Prepare the Report Writer File Maintenance forms" on page 2-57.

**GROSS PROFIT.** The totals for the second, fourth, and sixth columns are printed on the same line as the description. The totals for the first, third, and fifth columns are printed on the next line.

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## Report Writer Validation Report—Edit 1 (AMF13)

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Figure 11-17.

---

STATEMENT CODE RC01	REPORT WRITER VALIDATION REPORT-EDIT 1	DATE 12/05/
** TIME 16.45.57 PAGE 3 AMF13		
2025 ACCOUNT DOES NOT EXIST IN GELMAS FOR COMPANY	01	
2450 ACCOUNT DOES NOT EXIST IN GELMAS FOR COMPANY	01	
2025 ACCOUNT DOES NOT EXIST IN GELMAS FOR COMPANY	02	
2450 ACCOUNT DOES NOT EXIST IN GELMAS FOR COMPANY	02	
7060 ACCOUNT DOES NOT EXIST IN GELMAS FOR COMPANY	02	
7060 ACCOUNT DOES NOT EXIST IN GELMAS FOR COMPANY	03	

---

STATEMENT CODE BAL1	REPORT WRITER VALIDATION REPORT-EDIT 1	DATE 12/05/
** TIME 16.44.21 PAGE 1 AMF13		
EDIT SUCCESSFUL FOR ALL COMPANIES		

---

Use the Report Writer Validation Report—Edit 1 (AMF13) to check to see if all the accounts you used in the statement format are also in the General Ledger Master file (GELMAS) for each company that may use the format. If needed, correct any errors that may appear on the report by updating the Report Writer file (option 1 on the Report Writer File Maintenance menu—AMFM67) or by adding the account to the General Ledger Master file using General Ledger file maintenance before you use the statement format.

The system prints the Report Writer Validation Report—Edit 1 (AMF13) when you choose option 2 on the Report Writer File Maintenance menu (AMFM67).

### Fields

**STATEMENT CODE.** The four-character code assigned to identify the financial statement format.

**MESSAGE.** If the system finds no discrepancies, it prints the report with a message telling you the edit was successful.

**MESSAGE.** If the system finds discrepancies, it prints the number of the General Ledger account that you used in the financial statement format along with a warning message telling you the account is not in the General Ledger Master file (GELMAS) for the company shown. If this happens, the account number is skipped during processing.

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## Report Writer Validation Report—Edit 2 (AMF14)

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Figure 11-18.

STATEMENT CODE RC01		REPORT WRITER VALIDATION REPORT-EDIT 2		DATE 12/05/	
** TIME 16.46.25 PAGE 5 AMF14					
COMPANY NUMBER	ACCOUNTS NOT USED	NUMBER	DESCRIPTION	ACCOUNTS USED MORE THAN ONCE	NUMBER DESCRIPTION
01	7110		PROVISION FOR DOUBT ACCTS		
01	7120		A/R CASH DISCOUNTS TAKEN		
01	7130		CREDIT EXPENSE		
01	7150		PROFESSIONAL FEES		
01	7170		INSURANCE-OFFICERS LIFE		
01	7180		INSURANCE-OTHER		
01	7210		ADVERTISING EXPENSES		
01	7230		TRAVEL & ENTERTAINMENT		
01	7250		POSTAGE		
01	7270		STATIONERY SUPPLIES		
01	7280		TELEPHONE & TELEGRAM		
01	7310		PAYROLL TAXES- ADMIN		
01	7330		TAXES - OTHER		
01	7410		DUES & SUBSCRIPTIONS		
01	7420		CHARITABLE CONTRIBUTIONS		
01	7450		REPAIRS- OFFICE EQUIPMENT		
01	7470		RENT-OFFICE EQUIPMENT		
01	7490		MISCELLANEOUS EXPENSE		
01	7510		DEPREC- OFFICE F & F		
01	7520		DEPRECIATION- AUTOS		
01	7550		FICA TAXES - EMPLOYER		
01	8010		INTEREST EXPENSES		
01	8050		INTEREST INCOME		
01	8080		DIVIDENDS EARNED		
01	8110		ROYALTY INCOME		
01	8150		FIXED ASSETS DISPOSITION		
01	8210		RECOVERY OF BAD DEBTS		
01	8300		DISCOUNTS EARNED/LOST		
01	9000		STATE INCOME TAX		
01	9020		FEDERAL INCOME TAX		
01	9050		DEFERRED TAX EXPENSE		
01	9090		OTHER INCOME TAX		
01	9100		PROFIT/LOSS CURRENT		
01	9200		PROVISION FOR PROFIT/LOSS		

STATEMENT NOT VALID - ALL COMPANIES MUST HAVE SAME FIRST FISCAL PERIOD

STATEMENT CODE BAL1		REPORT WRITER VALIDATION REPORT-EDIT 2		DATE 12/05/	
** TIME 16.44.33 PAGE 1 AMF14					
EDIT SUCCESSFUL FOR ALL COMPANIES					

---

Use the Report Writer Validation Report—Edit 2 (AMF14) to make sure that the financial statement format is accurate and complete. If needed, correct any errors that may appear on the report by updating the Report Writer file (option 1 on the Report Writer File Maintenance menu—AMFM67) before you use the statement format.

The system prints the Report Writer Validation Report—Edit 2 (AMF14) when you choose option 2 on the Report Writer File Maintenance menu (AMFM67).

### Fields

**STATEMENT CODE.** The four-character code assigned to identify the financial statement format.

**MESSAGE.** If the system finds no discrepancies, it prints the report with a message telling you the edit was successful.

**MESSAGE.** Otherwise, one of the following messages may appear on your report along with the company number of the account or format in question:

**ACCOUNTS NOT USED NUMBER DESCRIPTION:** A warning message telling you the number and the description of the General Ledger account that you did not use in the financial statement format but is in the General Ledger Master file (GELMAS).

**ACCOUNTS USED MORE THAN ONCE NUMBER DESCRIPTION:** A warning message telling you the number and the description of the General Ledger account that you used more than once in the financial statement format.

**STATEMENT NOT VALID - ALL COMPANIES MUST HAVE SAME FIRST FISCAL PERIOD:** An error message telling you that all of the companies using this statement format do not have the same first fiscal period.

---

## Retired Assets Report (AMF35)

BRIDGE DIST CO NO. 02		RETIRED ASSETS REPORT			DATE 12/11/	
**	TIME 9.06.30	PAGE 3	AMF35			
	PROFIT OR LOSS	SELLING PRICE S	D	CAPITALIZED VALUE	ITC RECAPTURE AMOUNT	ADJUSTED BOOK VALUE
	COMPANY TOTALS	55,555,713,555.55	B	14,500.00		14,348.96
	1,348.96-		Q	150,500.00		147,364.71
	2,364.71-		T	14,500.00	150.00	13,353.19
	353.19-					
BRIDGE DIST CO NO. 02		RETIRED ASSETS REPORT			DATE 12/11/	
**	TIME 9.06.30	PAGE 1	AMF35			
VINTAGE ACCT/ SERIAL NUMBER/ ASSET DESCR LOSS	SELLING PRICE S	CAP/DATE RET/DATE	D	CAPITALIZED VALUE	ITC RECAPTURE BOOK VALUE	ADJUSTED PROFIT OR
11111		1/01/** 1/31/				
** Q	150,500.00			147,364.71	2,364.71-	
BRIDGE DIST CO NO. 02		RETIRED ASSETS REPORT			DATE 12/11/	
**	TIME 9.06.30	PAGE 2	AMF35			
VINTAGE ACCT/ SERIAL NUMBER/ ASSET DESCR LOSS	SELLING PRICE S	CAP/DATE RET/DATE/	D	CAPITALIZED VALUE	ITC RECAPTURE BOOK VALUE	ADJUSTED PROFIT OR
		NO DATA SELECTED				
4000		1/01/** 12/30/				
** B	14,500.00			14,348.96	1,348.96-	
FORD F-						
150	13,000.00	T		14,500.00	150.00	13,353.19
353.19-						

Use this report at the end of the year for a record of all the assets you retired. Be sure to print this report before you reset depreciation balances (Option 4 on the Fixed Asset Accounting menu—AMFM40). The information on this report helps you as you prepare for fiscal year-end close.

The system prints the Retired Assets Report (AMF35) when you choose option 4 on the Fixed Asset Reports menu (AMFM43). The report shows you all of the assets you retired during the current year, including any that belong to a vintage account. The assets are printed in serial number sequence, from the lowest to the highest.

### Fields

**VINTAGE ACCT.** The vintage account number, which is a combination of the Asset Guideline Class, the vintage year, and the vintage account ID, assigned in the Fixed Asset file. If a retired asset belongs to a vintage account, the vintage account is printed after the last schedule for the asset. Totals for the vintage account are also printed for information only.

**SERIAL NUMBER.** The serial number assigned to each asset, from the lowest to the highest, with an activity code of R is printed on the report.

**ASSET DESCRIPTION.** The description of each asset from Asset description in the fixed asset header record of the Fixed Asset file.

**CAP DATE (Capitalized date).** The date each asset was acquired (first placed in service).

**RET DATE (Retirement date).** The date the asset was taken out of service.

**SELLING PRICE.** The amount of the actual salvage value of the retired asset. For vintage accounts, it is the total selling price of all assets belonging to the vintage.

**DS (Depreciation schedule).** The code, from A to Z, that identifies the depreciation schedules used by this asset. When you retire an asset, it is retired from all depreciation schedules associated with it at the same time. If the asset is assigned to more than one schedule, each schedule and its related information is printed on a separate line.

**CAPITALIZED VALUE.** The cost (unadjusted basis) of each asset when it was acquired. The capitalized value on the vintage account line is the total for all the assets in the vintage account.

**ITC RECAPTURE AMOUNT.** The amount of Investment Tax Credit not earned for the asset because it was not in service for the required number of years. This amount appears only for assets on Schedule T.

**ADJUSTED BOOK VALUE.** The total depreciable amount minus the total accumulated depreciation for an asset. For a vintage account, this is the amount calculated for the group of assets belonging to the vintage.

**PROFIT OR LOSS.** The selling price of the asset minus the adjusted book value. For a vintage account, this is the amount calculated for the group of assets belonging to the vintage.

**COMPANY TOTALS.** The totals for the company and each schedule within the company are printed on the last page.

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## Appendix A. How to assign a work field ID

Three Financial Analysis files—Automatic Journal Entry, Budget Preparation, and Proposed Budget—use work fields to store:

- The results of a calculation that you want to use more than once, such as accumulating an amount
- Constant values that you want multiple Automatic Journal Entry or Budget Account IDs to use for calculations, such as a percentage used for distribution, or an interest rate.

Each work field you use is identified by a unique code called a work field ID. It can be from one to seven characters long. An ID can contain any letters, numbers, or symbols you choose. But, before you assign any IDs, consider the order in which the system processes them when it calculates work fields.

Because work field IDs can have letters, numbers, and symbols, the question is—in what order does the system process each character? The system:

- Looks at all seven positions of the work field ID, even if your IDs have only four or five positions. It has to look at all seven positions because it has no way of knowing how many you are going to use.
- Processes a blank before any other character.
- Processes special characters before letters or numbers. For example, 3–33 comes before 333, or 17/17 comes before 17A17.
- Processes letters before numbers. For example, A1234 comes before 01234.
- Processes numbers last. For example, G1000 comes before 11000.

You may want to use the value of one work field as the input for the calculation of another work field. If so, you need to assign a work field ID to the first one that the system processes before the ID of the second one. That way, the first work field is calculated before you reference it for the second work field.

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## Appendix B. How to set up a factor record

Chart 1—Calculation methods R and A.....	B-2
Chart 2—Calculation method S .....	B-4
Chart 3—Calculation method M .....	B-6
Chart 4—Calculation method D.....	B-8
Chart 5—Calculation method P .....	B-10

The following charts show the different types of operations (calculations) you can perform and what you need to put in the fields for the 1st operand, the calculation method, and the 2nd operand on the following forms:

- For the Automatic Journal Entry file:
  - Automatic Journal Entry Factor form FA-02
  - Work Field Description/Factor form FA-03.
- For the Budget Preparation file:
  - Budget Account Description/Factor form FA-04
  - Work Field Description/Factor form FA-05
  - Global Factor Changes form FA-06.
- For the Proposed Budget file:
  - Budget Account or Work Field Factor form FA-08.

These charts are broken down according to calculation method:

- Chart 1 is for adding the different types of 1st and 2nd operands, including a range of accounts.
- Chart 2 is for subtracting the different types of 2nd operands from the 1st operands.
- Chart 3 is for multiplying the different types of 1st operands by the 2nd operands.
- Chart 4 is for dividing the different types of 1st operands by the 2nd operands.
- Chart 5 is for applying percentages from the different types of 2nd operands to the 1st operands.

## Chart 1—Calculation methods R and A

<b>When You Want to Add</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
The balances of a range of accounts	First account number	R	Last account number
The balances of two accounts	Account number	A	Account number
The balance of an account to the contents of a work field	Account number	A	Work field ID
The balance of an account to the results of an earlier calculation	Account number	A	Sequence ID
A constant amount to the balance of an account	Account number	A	Constant amount
The balance of this account to the balance of another account	Account number of this factor	A	Account number
The balance of this account to the contents of a work field	Account number of this factor	A	Work field ID
The balance of this account to the results of an earlier calculation	Account number of this factor	A	Sequence ID
A constant amount to the balance of this account	Account number of this factor	A	Constant amount
The contents of a work field to an account balance	Work field ID	A	Account number
The contents of a work field to the contents of another work field	Work field ID	A	Work field ID
The contents of a work field to the results of an earlier calculation	Work field ID	A	Sequence ID

<b>When You Want to Add</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
A constant amount to the contents of a work field	Work field ID	A	Constant amount
The results of an earlier calculation to an account balance	Sequence ID	A	Account number
The results of an earlier calculation to the contents of a work field	Sequence ID	A	Work field ID
The results of an earlier calculation to the results of another earlier calculation	Sequence ID	A	Sequence ID
A constant amount to the results of an earlier calculation	Sequence ID	A	Constant amount

---

## Chart 2—Calculation method S

<b>When You Want to Subtract</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
The balance of one account from another account	Account number	S	Account number
The contents of a work field from an account balance	Account number	S	Work field ID
The results of an earlier calculation from an account balance	Account number	S	Sequence ID
A constant amount from the balance of an account	Account number	S	Constant amount
The balance of an account from the balance of this account	Account number of this factor	S	Account number
The contents of a work field from the balance of this account	Account number of this factor	S	Work field ID
The results of an earlier calculation from the balance of this account	Account number of this factor	S	Sequence ID
A constant amount from the balance of this account	Account number of this factor	S	Constant amount
The balance of an account from the contents of a work field	Work field ID	S	Account number
The contents of a work field from the contents of another work field	Work field ID	S	Work field ID
The results of an earlier calculation from the contents of a work field	Work field ID	S	Sequence ID
A constant amount from the contents of a work field	Work field ID	S	Constant amount

<b>When You Want to Subtract</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
The balance of an account from the results of an earlier calculation	Sequence ID	S	Account number
The contents of a work field from the results of an earlier calculation	Sequence ID	S	Work field ID
The results of an earlier calculation from the results of another earlier calculation	Sequence ID	S	Sequence ID
A constant amount from the results of an earlier calculation	Sequence ID	S	Constant amount

### Chart 3—Calculation method M

<b>When You Want to Multiply</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
The balance of an account by the balance of another account	Account number	M	Account number
The balance of an account by the contents of a work field	Account number	M	Work field ID
The balance of an account by the results of an earlier calculation	Account number	M	Sequence ID
An account balance by a constant amount	Account number	M	Constant amount
The balance of this account by the balance of another account	Account number of this factor	M	Account number
The balance of this account by the contents of a work field	Account number of this factor	M	Work field ID
The balance of this account by the results of an earlier calculation	Account number of this factor	M	Sequence ID
The balance of this account by a constant amount	Account number of this factor	M	Constant amount
The contents of a work field by an account balance	Work field ID	M	Account number
The contents of a work field by the contents of another work field	Work field ID	M	Work field ID
The contents of a work field by the results of an earlier calculation	Work field ID	M	Sequence ID

<b>When You Want to Multiply</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
The contents of a work field by a constant amount	Work field ID	M	Constant amount
The results of an earlier calculation by an account balance	Sequence ID	M	Account number
The results of an earlier calculation by the contents of a work field	Sequence ID	M	Work field ID
The results of an earlier calculation by the results of another earlier calculation	Sequence ID	M	Sequence ID
The results of an earlier calculation by a constant amount	Sequence ID	M	Constant amount

## Chart 4—Calculation method D

<b>When You Want to Divide</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
The balance of an account by the balance of another account	Account number	D	Account number
The balance of an account by the contents of a work field	Account number	D	Work field ID
The balance of an account by the results of an earlier calculation	Account number	D	Sequence ID
An account balance by a constant amount	Account number	D	Constant amount
The balance of this account by the balance of another account	Account number of this factor	D	Account number
The balance of this account by the contents of a work field	Account number of this factor	D	Work field ID
The balance of this account by the results of an earlier calculation	Account number of this factor	D	Sequence ID
The balance of this account by a constant amount	Account number of this factor	D	Constant amount
The contents of a work field by an account balance	Work field ID	D	Account number
The contents of a work field by the contents of another work field	Work field ID	D	Work field ID
The contents of a work field by the results of an earlier calculation	Work field ID	D	Sequence ID

<b>When You Want to Divide</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
The contents of a work field by a constant amount	Work field ID	D	Constant amount
The results of an earlier calculation by an account balance	Sequence ID	D	Account number
The results of an earlier calculation by the contents of a work field	Sequence ID	D	Work field ID
The results of an earlier calculation by the results of another earlier calculation	Sequence ID	D	Sequence ID
The results of an earlier calculation by a constant amount	Sequence ID	D	Constant amount

## Chart 5—Calculation method P

<b>When You Want to Take a Percentage</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
Of an account balance when the percentage is specified in a work field	Account number	P	Work field ID
Of an account balance when the percentage is the result of an earlier calculation	Account number	P	Sequence ID
Of an account balance when the percentage is specified as a constant amount	Account number	P	Constant amount
Of the balance of this account when the percentage is specified in a work field	Account number of this factor	P	Work field ID
Of the balance of this account when the percentage is the result of an earlier calculation	Account number of this factor	P	Sequence ID
Of the balance of this account when the percentage is specified as a constant amount	Account number of this factor	P	Constant amount
Of the contents of a work field when the percentage is specified in another work field	Work field ID	P	Work field ID
Of the contents of a work field when the percentage the result of an earlier calculation	Work field ID	P	Sequence ID

<b>When You Want to Take a Percentage</b>	<b>1st Operand</b>	<b>Calculation Method</b>	<b>2nd Operand</b>
Of the contents of a work field when the percentage is specified as a constant amount	Work field ID	P	Constant amount
Of the results of an earlier calculation when the percentage is specified in a work field	Sequence ID	P	Work field ID
Of the results of an earlier calculation when the percentage is specified as a constant amount	Sequence ID	P	Constant amount
Of the results of an earlier calculation when the percentage is the result of an earlier calculation	Sequence ID	P	Sequence ID

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## Appendix C. Depreciation Calculation

How Financial Analysis Calculates Depreciation.....	C-2
Depreciation tables provided with Financial Analysis.....	C-7

Financial Analysis calculates period depreciation using a table-driven approach. Depreciation Tables are set up that contain the annual depreciation percents that apply to various depreciation method and asset life combinations. Assets are then assigned depreciation methods and lives that point to these tables. When depreciation is calculated, the system uses the depreciation percent from the table to calculate the asset's depreciation.

Fixed Asset Accounting includes Depreciation Tables already set up for the following methods:

- Straight Line (SL)
- Sum of the Years' Digits (SYD)
- Double Declining Balance (DDB)
- Double Declining Balance to Switch to Straight Line (DDBSL)
- Double Declining Balance Switched to Straight Line (DDBS)
- 150% Declining Balance (150)
- 150% Declining Balance to Switch to Straight Line (150SL)
- 150% Declining Balance Switched to Straight Line (150S)
- Accelerated Cost Recovery System (ACRS)
- Alternate Accelerated Cost Recovery System (ALTA)
- Modified Accelerated Cost Recovery System (MACRS)
- Modified Accelerated Cost Recovery System Switched to Straight Line (MACSW)
- Modified Alternate Accelerated Cost Recovery System (MALTA).

Under this approach, you may implement any depreciation method that you wish. Choose option 4 on the File Maintenance menu (AMFM60) to set up a new table and have the assets reference that table. However, you should also consult your accountant or tax advisor on these decisions.

Fixed Asset Accounting also supports alternative minimum tax calculations by allowing you to vary an asset's life on each depreciation schedule.

## How Financial Analysis Calculates Depreciation

Financial Analysis calculates depreciation in ten steps:

1. Determine which Depreciation Table file record applies to the asset.
2. Calculate the asset's depreciable base amount.
3. Determine the first period begin date and the current period begin and end dates.
4. Determine the asset's depreciable year.
5. Select the annual depreciation percent for the current year.
6. Calculate the annual depreciation amount.
7. Adjust the annual depreciation amount for the partial period rate.
8. Determine the period number the asset was placed in service.
9. Calculate depreciation for the current period.
10. Adjust the current period for excess depreciation.

### Determine which Depreciation Table record applies

The system uses the asset's depreciation method and depreciable life to determine which Depreciation Table record applies to the asset. For example:

If the asset's depreciation method was DDB and its life was 3, the system would go to the Depreciation Table record with the key of DDB3.

### Determine the asset's depreciable base amount

The asset's depreciable base amount is the portion of the asset's capitalized value that is subject to depreciation. This amount is calculated using the following formula:

$$\text{Asset Depreciable Base Amount} = \text{Capitalized Value} - \text{Estimated Salvage Value} - \text{Expense Deduction} - \text{ITC Amount}$$

When this formula is used, special rules apply to the way that the Estimated Salvage Value and ITC Amounts are determined.

- If the Depreciation Table record indicates that salvage value is ignored, then the Estimated Salvage Value used in the calculation is set to zero.
- In calculating the ITC Amount, the following rules apply:
  - If the asset's Capitalized Date is before January 1, 1983, the ITC Amount is not subtracted.
  - If the asset's Capitalized Date is between January 1, 1983 and December 31, 1985 then 50% of the ITC Amount is deducted.
  - If the asset's Capitalized Date is after December 31, 1985, then 100% of the ITC Amount is deducted.

For example:

Suppose that the depreciation method calls for salvage value to be used in calculating the depreciable base and that an asset was capitalized after December 31, 1985. The Asset Depreciable Base Amount would be calculated as follows:

Capitalized Value		1000.00
Less:		
Estimated Salvage Value	100.00	
Expense Deduction Amount	50.00	
ITC Amount	100.00	250.00
Asset Depreciable Base Amount		750.00

## Determine the first period begin date and the current period begin and end dates

The first period begin date and the current period begin and end dates are retrieved from the Depreciation Calendar file schedule record that applies to the asset.

## Determine the asset's depreciable year

Under most depreciation methods, the percentage of the asset's Depreciable Base Amount that can be depreciated varies each year. Therefore, the system must determine the asset's depreciable year in order to get the right percentage. The rules for doing this are:

- The system determines the Reference Date for the calculation. The Reference Date is always the start date of the first period on the depreciation schedule's Depreciation Calendar.
- If you are calculating vintage depreciation, the system subtracts the vintage year from the last period end date year and adds 1.
- If the company is on a calendar year, the system subtracts the capitalized year from the reference year and adds 1. For example:
- If the Reference Date is 01/01/90 and the Capitalized Date is 07/03/87, the Depreciable Year is 4 ((1990 - 1987) + 1).

**Note:** When a company is on a calendar year, the Reference Day and Reference Month are 01/01.

- If the company is on a fiscal year, the following rules apply:
  - If the capitalized month and capitalized day are earlier than the reference month and reference day, the system subtracts the capitalized year from the reference year and adds 2. For example:
  - If the Reference Date is 02/01/90 and the Capitalized Date is 01/01/87, the Depreciable Year is 5 ((1990 - 1987) + 2).
  - If the capitalized month and capitalized day are later than the reference month and reference day, the system subtracts the capitalized year from the reference year and adds 1. For example:
  - If the Reference Date is 02/01/90 and the Capitalized Date is 07/03/87, the Depreciable Year is 4 ((1990 - 1987) + 1).

## Select the annual depreciation percent

The system uses the asset's depreciable year to select the annual depreciation percent from the Depreciation Table record identified in Step 1. For example:

If the Depreciation Table record was DDB3, the percents shown below would apply:

Depreciable Year	1	2	3
Percent	66.67	22.22	7.41

If the asset's depreciable year was 3, the annual depreciation percent would be 7.41.

## Calculate the annual depreciation amount

The system calculates the annual depreciation amount by multiplying the asset depreciable base amount (determined in Step 2) by the annual depreciation percent (determined in Step 5). For example:

Asset Depreciable Base Amount		750.00
Annual Depreciation Percent	x	.0741
	-----	
Annual Depreciation Amount		55.58

**Note:** If the system makes the partial period adjustment (see the following topic) the system also calculates the annual depreciation amount for the prior year.

## Adjust the annual depreciation amount for partial year depreciation

In some depreciation methods (for example, MACRS), the percentages in the Depreciation Table record reflect the partial period adjustment. When this is so, an indicator in the record causes the system to skip this step.

If the percents in the Depreciation Table record do not reflect the partial period adjustment (for example, Straight Line), the system has to make the adjustment in the first year and then carry this adjustment forward for the rest of the asset's life.

In the first year, the system adjusts the annual depreciation amount by multiplying it by the partial period rate. In the last year, it adjusts the annual depreciation amount by multiplying it by 1 minus the partial period rate.

Suppose the Asset Depreciable Base Amount is being depreciated for 3 years using the double declining balance method, and its partial period rate is .333. The depreciation for the first year would be calculated as follows:

Year	Asset Depreciable Base Amount	Depreciation Percentage from Tables	Annual Depreciation Amount	Partial Period Rate	Adjusted Annual Depreciation
1	100.00	66.67	66.67	.333	22.20

In subsequent years, the adjusted annual depreciation is the sum of the asset's annual depreciation amount for the prior year, multiplied by the reciprocal of the partial period rate and the asset's annual depreciation amount for the current year, multiplied by the partial period rate. Continuing the previous example:

Year	Asset Depreciable Base Amount	Depreciation Percentage from Tables	Annual Depreciation Amount	Partial Period Rate	Adjusted Annual Depreciation
1	100.00	66.67	66.67	.333	22.20
2	100.00	66.67	66.67	.667	44.47
	100.00	22.22	22.22	.333	7.40
Total Year 2					51.87
3	100.00	22.22	22.22	.333	14.82
	100.00	7.41	7.41	.333	2.47
Total Year 3					17.29

In the last year, defined as the point where the depreciation percent on the table is zero, the depreciation expense is the annual depreciation amount for the prior year multiplied by the reciprocal of the partial period rate. Completing the previous example:

Year	Asset Depreciable Base Amount	Depreciation Percentage from Tables	Annual Depreciation Amount	Partial Period Rate	Adjusted Annual Depreciation
1	100.00	66.67	66.67	.333	22.20
2	100.00	66.67	66.67	.667	44.47
	100.00	22.22	22.22	.333	7.40
Total Year 2					51.87
3	100.00	22.22	22.22	.333	14.82
	100.00	7.41	7.41	.333	2.47
Total Year 3					17.29
4	100.00	7.41	7.41	.667	4.94
Total Depreciation					96.30

### Determine the period number the asset was placed in service

The period number the asset was placed in service is determined by comparing the capitalized month and day to the Depreciation Calendar file periods month and day from the first period to the last period. The capitalized date month and day must fall before or within the existing Calendar file's begin and end dates.

### Calculate depreciation for the current period

#### For the first year

The number of periods to be depreciated in the first year is equal to the number of periods in one year minus the period number the asset was placed in service plus 1.

The calculated annual depreciation amount adjusted for the partial period rate is divided by the number of periods to be depreciated in the first year giving the period depreciation.

**For the last year**

The number of periods to be depreciated in the last year is equal to the number of periods in one year minus the number of periods to be depreciated in the first year.

If the number of periods to be depreciated in the last year is zero, the number of periods to be depreciated in the last year is set to the number of periods in one year.

The calculated annual depreciation amount adjusted for the partial period rate is divided by the number of periods remaining in one year giving the period depreciation.

**For subsequent years—not first or last**

The calculated annual depreciation amount adjusted for the partial period rate is divided by the number of periods in one year giving the period depreciation.

**Adjust the period depreciation if the asset is fully depreciated**

An asset cannot have accumulated depreciation in excess of its depreciable value. The asset's depreciable value is calculated in the same way that the Asset Depreciable Base Amount is except that the Depreciate To Estimated Salvage Value indicator in the Depreciation Table controls whether the salvage value is used in determining whether or not Estimated Salvage Value is used to determine an asset's depreciable value.

The accumulated depreciation for an asset can never exceed the asset's depreciable value. If the sum of the depreciation calculated by the system and the accumulated depreciation previously recorded exceed the asset's depreciable value, the system reduces the depreciation for the period by the amount of the excess. For example:

Asset Depreciable Value	750.00
Accumulated Depreciation	745.00
Depreciation for the Period	9.00

Under the above conditions, the depreciation for the period would be reduced to 5.00 so that the asset depreciable value and the accumulated depreciation (after update) would both be 750.00.

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## Depreciation tables provided with Financial Analysis

Financial Analysis comes with depreciation tables already set up for the depreciation methods previously supported by the system. The figure that follows describes the tables provided and contains the following columns:

### Method Code

The method code identifies the depreciation method that the table implements and must be assigned to all assets that are depreciated under that method. For example, all assets depreciated using the straight line method must be assigned Method Code SL.

Under certain tax depreciation methods, the depreciation percentage varies according to the time of the year that an asset was capitalized. This is implemented by having separate depreciation tables for each of these periods. These tables have either a Q (quarter) or an M (month) as the last characters of the method code. When a depreciation method code is assigned to an asset, the • or •• is replaced by the quarter or month that the asset was placed in service. For example:

If an asset is depreciated under the MACRS Mid-Quarter Convention, and placed in service in the second quarter, the Depreciation Method Code used would be MACSLQ2.

If an asset is depreciated under the MACRS Mid-Month Convention, and placed in service in the fifth month, the Depreciation Method Code used would be MACSM05.

### Description

A text description of the depreciation method implemented by the Method Code. The descriptions for tax methods paraphrase the description used in IRS publications.

### Asset Lives Supported

The range of asset lives, or list of specific asset lives, for which tables are provided.

### Use Salvage Value in Calculating Depreciation

This column indicates if the Asset Depreciable Base Amount calculation includes the asset's salvage value. If Yes, the system uses the estimated salvage value in calculating the depreciable base amount. If No, the estimated salvage value used in calculating the depreciable base amount is set to 0.

### Depreciate to Estimated Salvage Value

This column indicates if the asset is to be depreciated to the estimated salvage value.

## Partial Period Rate Included in Table Percents

This column indicates if the table percentages reflect partial period adjustments. If Yes, the system does not make any partial period adjustment. If No, the system makes the partial period adjustment.

Method Code	Description	Asset Lives Supported	Use Salvage Value in Calculating Depreciation	Depreciate to Estimated Salvage Value	Partial Period Rate Included in Table Percents
SL	Straight line	1 to 90	Yes	No	No
SYD	Sum of the year's digits	1 to 90	Yes	No	No
DDB	Double declining balance	1 to 90	No	No	No
DDBS DDBSL	Double declining balance switched to straight line when the straight line depreciation exceeds the double declining balance amount	1 to 90	No	No	No
150	150% declining balance	1 to 90	No	No	No
150S 150SL	150% declining balance switched to straight line when the straight line depreciation exceeds the 150% declining balance amount	1 to 90	No	No	No
ACRS	Accelerated Cost Recovery System	3, 5, and 10 years	No	No	Yes
ACRAM** Separate tables for each month	Accelerated Cost Recovery System for 15-year real property other than low-income housing	15 years	No	No	Yes
ACRBM** Separate tables for each month	Accelerated Cost Recovery System for low-income housing placed in service before 5/9/85	15 years	No	No	Yes
ACRCM** Separate tables for each month	Accelerated Cost Recovery System for low-income housing placed in service after 5/8/85	15 years	No	No	Yes

<b>Method Code</b>	<b>Description</b>	<b>Asset Lives Supported</b>	<b>Use Salvage Value in Calculating Depreciation</b>	<b>Depreciate to Estimated Salvage Value</b>	<b>Partial Period Rate Included in Table Percents</b>
ACRDM** Separate tables for each month	Accelerated Cost Recovery System for 18-year real property placed in service after 6/22/84	18 years	No	No	Yes
ACREM** Separate tables for each month	Accelerated Cost Recovery System for 18-year real property placed in service after 3/15/84 and before 6/23/84	18 years	No	No	Yes
ACRFM** Separate tables for each month	Accelerated Cost Recovery System for 19-year real property	19 years	No	No	Yes
ALTA	Alternate Accelerated Cost Recovery System	3, 5, 10, 12, 25 years	No	No	Yes
ALTBM** Separate tables for each month	Alternate Accelerated Cost Recovery System for 18-year real property placed in service after 6/22/84	18 years	No	No	Yes
ALTCM** Separate tables for each month	Alternate Accelerated Cost Recovery System for 18-year real property placed in service after 3/15/84 and before 6/23/84	18 years	No	No	Yes
ALTDM** Separate tables for each month	Alternate Accelerated Cost Recovery System for 19-year real property	19 years	No	No	Yes
ALTEM** Separate tables for each month	Alternate Accelerated Cost Recovery for 18-year real property placed in service after 6/22/84 for which a 35-year recovery period is elected.	35 years	No	No	Yes

<b>Method Code</b>	<b>Description</b>	<b>Asset Lives Supported</b>	<b>Use Salvage Value in Calculating Depreciation</b>	<b>Depreciate to Estimated Salvage Value</b>	<b>Partial Period Rate Included in Table Percents</b>
ALTFM•• Separate tables for each month	Alternate Accelerated Cost Recovery System for 18-year real property placed in service after 3/15/84 and before 6/23/84 for which a 35-year recovery period is elected. Also used for 15-year real property and low-income housing placed in service before 5/9/85	35 years	No	No	Yes
ALTGM•• Separate tables for each month	Alternate Accelerated Cost Recovery System for low-income housing placed in service after 5/8/85 for which a 35-year recovery period is elected.	35 years	No	No	Yes
ALTHM•• Separate tables for each month	Alternate Accelerated Cost Recovery System for 19-year real property for which a 35-year recovery period is elected	35 years	No	No	Yes
ALTIM•• Separate tables for each month	Alternate Accelerated Cost Recovery System for 18-year real property placed in service after 6/22/84 and 19-year real property for which a 45-year recovery period is elected	45 years	No	No	Yes

<b>Method Code</b>	<b>Description</b>	<b>Asset Lives Supported</b>	<b>Use Salvage Value in Calculating Depreciation</b>	<b>Depreciate to Estimated Salvage Value</b>	<b>Partial Period Rate Included in Table Percents</b>
ALTJM** Separate tables for each month	Alternate Accelerated Cost Recovery System for 18-year real property placed in service before 6/23/84 and 15-year real property and low-income housing placed in service after 12/31/80 for which a 45-year recovery period is elected	45 years	No	No	Yes
ALTKM** Separate tables for each month	Alternate Accelerated Cost Recovery System for 40-year recovery period for 18- and 19-year listed property not used predominantly in the U.S.	40 years	No	No	Yes
ALTLM** Separate tables for each month	Alternate Accelerated Cost Recovery System for 15-year real property	15	No	No	Yes
MALTH	Modified Alternative Minimum Tax Half-Year Convention	2.5 to 50 years	No	No	Yes
MALQ* Separate tables for each quarter	Modified Alternative Minimum Tax - Mid-Quarter-Year Convention	2.5 to 50 years	No	No	Yes
MACDSH	Modified Accelerated Cost Recovery System - 200/150% declining balance switching to straight line/ Half-year convention	3, 5, 7, 10, 15 and 20 years	No	No	Yes
MACDSQ* Separate tables for each quarter	Modified Accelerated Cost Recovery System - 200/150% declining balance switching to straight line/ Mid-Quarter convention	3, 5, 7, 10, 15, and 20 years	No	No	Yes

<b>Method Code</b>	<b>Description</b>	<b>Asset Lives Supported</b>	<b>Use Salvage Value in Calculating Depreciation</b>	<b>Depreciate to Estimated Salvage Value</b>	<b>Partial Period Rate Included in Table Percents</b>
MACSLH	Modified Accelerated Cost Recovery System - straight line/ Half-Year convention	2.5 to 50 years	No	No	Yes
MACSLQ• Separate tables for each quarter	Modified Accelerated Cost Recovery System - straight line/ Mid-Quarter convention	2.5 to 50 years	No	No	Yes
MACSM•• Separate tables for each month	Modified Accelerated Cost Recovery System - straight line/ Mid-Month convention	27.5, 31.5, and 40 years	No	No	Yes

## Appendix D. Report Writer Balance Sign Tables

Table 1—Column Codes 00 through 14 ..... D-2  
 Table 2—Column Codes 15, 16, 19, and 20..... D-3  
 Table 3—Column Codes 17, 18, 21, and 22..... D-4

The code you enter in COLUMN CODE on the Report Writer Column record form (FA-20) tells the system what kind of information to use from the General Ledger file when it prints amounts or calculates percents and variances on a financial statement. You also tell the system what accounting sign to print when the account balance is other than its normal balance by the code you enter in the following fields on the Report Writer Body record form (FA-23).

- Normal balance <D/C>. C tells the system that the normal balance for this account is a credit balance. D tells the system that the normal balance for this account is a debit balance. If the amount printed on the financial statement is not the normal balance, the amount prints with a code indicating the other than normal balance.
- Account type <A/L/X/I/E>. One of the following codes tells the system what kind of account to print on this line:
 

<b>A</b>	Asset
<b>L</b>	Liability
<b>X</b>	Owner's equity
<b>I</b>	Income
<b>E</b>	Expense
- Print normal balance <Y/N>. Y tells the system to print the normal balance sign. N tells it to not print the normal balance sign.

The Report Writer Balance Sign Tables show you what accounting sign prints on the financial statement based on what you enter in Column code on form FA-20.

- Use Table 1 if you enter 00 through 14 in Column code.
- Use Table 2 if you enter 15, 16, 19, or 20 in Column code.
- Use Table 3 if you enter 17, 18, 21, or 22 in Column code.

The balance and result columns on the tables indicate the possible accounting results (DR for debit, or CR for credit) along with the mathematical representation of the accounting result. Debits are positive numbers with a +. Credits are negative numbers with a -. A sign always prints for an amount when the account balance is other than its normal balance regardless of what you enter in Normal balance on form FA-20.

**Table 1—Column Codes 00 through 14**

<b>When You Enter This Code in Normal Balance</b>	<b>And You Enter This Code in Print Normal Balance Sign</b>	<b>And the Actual Balance in the General Ledger File Is</b>	<b>The System Prints the Following Sign</b>
D (Debit)	N	DR/+	Blank
D (Debit)	N	CR/-	CR
D (Debit)	N	0	Blank
D (Debit)	Y	DR/+	DR
D (Debit)	Y	CR/-	CR
D (Debit)	Y	0	Blank
C (Credit)	N	DR/+	DR
C (Credit)	N	CR/-	Blank
C (Credit)	N	0	Blank
C (Credit)	Y	DR/+	DR
C (Credit)	Y	CR/-	CR
C (Credit)	Y	0	Blank

**Table 2—Column Codes 15, 16, 19, and 20**

The column in Table 2 all relate to comparisons between the current year's and last year's information.

When you have accounts in which both the current year and last year balances are different than the normal balance, the sign may be subject to different interpretations by different users. For example, a debit balance in accounts payable may result from overpaying suppliers. A reduction in the debit balance may be interpreted as an increase in the payable balance because the account balance is closer to the normal credit balance in the account. The same reduction in the debit balance may also be interpreted as a decrease in the amount receivable from suppliers.

<b>When You Enter This Code in Normal Balance</b>	<b>And the Current Balance in the General Ledger File Is</b>	<b>And the Last Year's Balance in the General Ledger File Is</b>	<b>With the Result of Subtracting the Current - Last Year Is</b>	<b>The System Prints the Following Sign</b>
Debit or credit	DR/+, CR/-, or 0	DR/+, CR/-, or 0	0	Blank
D (Debit)	DR/+	DR/+	+	I (Increase)
D (Debit)	DR/+	DR/+	-	D (Decrease)
D (Debit)	CR/-	CR/-	+	I (Increase)
D (Debit)	CR/-	CR/-	-	D (Decrease)
D (Debit)	DR/+	CR/-	+ or -	I (Increase)
D (Debit)	CR/-	DR/+	+ or -	D (Decrease)
C (Credit)	CR/-	CR/-	-	I (Increase)
C (Credit)	CR/-	CR/-	+	D (Decrease)
C (Credit)	DR/+	DR/+	-	I (Increase)
C (Credit)	DR/+	DR/+	+	D (Decrease)
C (Credit)	CR/-	DR/+	+or -	I (Increase)
C (Credit)	DR/+	CR/-	+ or -	D (Decrease)

**Table 3—Column Codes 17, 18, 21, and 22**

The columns in Table 3 all relate to comparisons between current and budget information. This table applies to either code you enter in Normal balance (D for debit or C for credit).

The Favorable or Unfavorable signs (F or U) for this table represent simple mathematical analysis. F means a favorable variance from budget; U means an unfavorable variance from budget.

Budget variances for balance sheets are difficult to classify as favorable or unfavorable because many different factors affect the decision. For example, a positive actual to budget variance in accounts receivable can be favorable, if it indicates increased sales; but unfavorable, if the increase is caused by slower payment from customers.

<b>When You Enter This Code in Account Type</b>	<b>And the Current Balance in the General Ledger File Is</b>	<b>And the Budget Balance in the General Ledger file Is</b>	<b>And the Result of Subtracting the Current - Budget Is</b>	<b>The System Prints the Following Sign</b>
A, L, X, I, or E	DR/+, CR/-, or 0	DR/+, CR/-, or 0	0	Blank
A (Asset)	DR/+	DR/+ or 0	+	F (Favorable)
A (Asset)	DR/+ or 0	DR/+	-	U (Unfavorable)
A (Asset)	CR/- or 0	CR/-	+	F (Favorable)
A (Asset)	CR/-	CR/- or 0	-	U (Unfavorable)
A (Asset)	DR/+	CR/-	+ or -	F (Favorable)
A (Asset)	CR/-	DR/+	+ or -	U (Unfavorable)
L (Liability)	DR/+	DR/+ or 0	+	F (Favorable)
L (Liability)	DR/+ or 0	DR/+	-	U (Unfavorable)
L (Liability)	CR/- or 0	CR/-	+	F (Favorable)
L (Liability)	CR/-	CR/- or 0	-	U (Unfavorable)
L (Liability)	DR/+	CR/-	+ or -	F (Favorable)
L (Liability)	CR/-	DR/+	+ or -	U (Unfavorable)
X (Owner's equity)	DR/+	DR/+ or 0	+	U (Unfavorable)
X (Owner's equity)	DR/+ or 0	DR/+	-	F (Favorable)
X (Owner's equity)	CR/- or 0	CR/-	+	U (Unfavorable)
X (Owner's equity)	CR/-	CR/- or 0	-	F (Favorable)
X (Owner's equity)	DR/+	CR/-	+ or -	U (Unfavorable)
X (Owner's equity)	CR/-	DR/+	+ or -	F (Favorable)
I (Income)	DR/+	DR/+ or 0	+	U (Unfavorable)
I (Income)	DR/+ or 0	DR/+	-	F (Favorable)

<b>When You Enter This Code in Account Type</b>	<b>And the Current Balance in the General Ledger File Is</b>	<b>And the Budget Balance in the General Ledger file Is</b>	<b>And the Result of Subtracting the Current - Budget Is</b>	<b>The System Prints the Following Sign</b>
I (Income)	CR/- or 0	CR/-	+	U (Unfavorable)
I (Income)	CR/-	CR/- or 0	-	F (Favorable)
I (Income)	DR/+	CR/-	+ or -	U (Unfavorable)
I (Income)	CR/-	DR/+	+ or -	F (Favorable)
E (Expense)	DR/+	DR/+ or 0	+	U (Unfavorable)
E (Expense)	DR/+ or 0	DR/+	-	F (Favorable)
E (Expense)	CR/- or 0	CR/-	+	U (Unfavorable)
E (Expense)	CR/-	CR/- or 0	-	F (Favorable)
E (Expense)	DR/+	CR/-	+ or -	U (Unfavorable)
E (Expense)	CR/-	DR/+	+ or -	F (Favorable)

## 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 system 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 system, 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 999999999999998 with several exceptions. You can't use account number 999999999999999; 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.

Acceptable	Not Acceptable	Why
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 the General Ledger User's Guide. You can, of course, change it to suit your needs.

Remember, these account numbers are also used by the applications that interface to General Ledger. If you are installing Accounts Payable, Accounts Receivable, 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 system 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
Automatic Journal Entries	AMFM10/1	Calculate Automatic Journal Entries	AMFM1001
	AMFM60/1	Automatic Journal Entry	AMFM6001
	AMFM70/1	Automatic Journal Entry	AMFM7001
Create Automatic Journal Entries	AMFM10/2	Create Automatic Journal Entries	AMFM1002
Budget Preparation	AMFM20/1	Initialize Proposed Budget	AMFM2001
	AMFM20/2	Update Factors for Proposed Budget	AMFM2002
	AMFM20/3	List Factors for Proposed Budget	AMFM2003
	AMFM20/4	Delete Budget Plan	AMFM2004
	AMFM20/5	Calculate Proposed Budget	AMFM2005
	AMFM20/6	Print Budget Variance Report	AMFM2006
	AMFM20/7	Print Budget Spread Sheet	AMFM2007
	AMFM20/8	Print Budget Plan Comparison	AMFM2008
	AMFM62/1	Initialize Budget Accounts	AMFM6201
	AMFM62/2	Make Global Factor Changes	AMFM6202
	AMFM62/3	Edit Budget Accounts	AMFM6203
	AMFM62/4	Update Budget Preparation	AMFM6204
	AMFM70/2	Budget Preparation	AMFM7002
	Approve Budgeting Periods	AMFM20/9	Approve Budgeting Periods
Post Proposed Budget	AMFM20/10	Post Proposed Budget	AMFM2010
Financial Ratios	AMFM30/1	Update Industry Averages	AMFM3001
	AMFM30/2	Print Financial Ratios Report	AMFM3002
	AMFM30/3	Financial Ratio Graphs	AMFM3003
	AMFM60/5	Financial Ratios	AMFM6005
	AMFM70/5	Financial Ratios	AMFM7005
Fixed Asset Accounting	AMFM40/1	Inquire About Fixed Assets	AMFM4001

Security area	Menu/ option	Description	Task ID
Fixed Asset Accounting (cont)	AMFM43/1	Asset Depreciation Range	AMFM4301
	AMFM43/2	Fixed Assets by Activity Code	AMFM4302
	AMFM43/3	Fixed Assets Acquisitions	AMFM4303
	AMFM43/4	Retired Assets	AMFM4304
	AMFM43/5	Fixed Asset Investment Tax Credit	AMFM4305
	AMFM43/6	Fixed Assets by Location	AMFM4306
	AMFM43/7	Fixed Assets by Asset ID 1	AMFM4307
	AMFM43/8	Fixed Assets by Asset ID 2	AMFM4308
	AMFM60/3	Depreciation Calendar	AMFM6003
	AMFM60/4	Depreciation Table	AMFM6004
	AMFM60/6	Fixed Asset	AMFM6006
	AMFM60A/1	Depreciation Calendar	AMFM6003
	AMFM60A/2	Depreciation Table	AMFM6004
	AMFM60A/3	Fixed Asset	AMFM6006
	AMFM70/3	Depreciation Calendar	AMFM7003
	AMFM70/4	Depreciation Table	AMFM7004
	AMFM70/6	Fixed Asset	AMFM7006
	AMFM70A/1	Depreciation Calendar	AMFM7003
	AMFM70A/2	Depreciation Table	AMFM7004
	AMFM70A/3	Fixed Asset	AMFM7006
Calculate Period Depreciation	AMFM40/2	Calculate Period Depreciation	AMFM4002
Reset Depreciation Balances	AMFM40/4	Reset Depreciation Balances	AMFM4004
Retire Fixed Assets	AMFM40/5	Retire Fixed Assets	AMFM4005
Report Writer	AMFM00/5	Report Writer	AMFM0005
	AMFM67/1	Update Report Writer Formats	AMFM6701
	AMFM67/2	Edit Format	AMFM6702
	AMFM67/3	Delete Format	AMFM6703
	AMFM67/4	Copy Format	AMFM6704
	AMFM70/7	Report Writer	AMFM7007

## Glossary

This glossary defines terms that are important for this application. 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.

**account number.** In XA, a fifteen-digit number that identifies an asset, liability, income, expense, or equity item. Used to accumulate additions or subtractions to the value of each item to print on financial statements.

**accounting period.** A period of time at the end of which and for which financial statements are prepared, usually a calendar month or a four-week interval.

**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 account, forms, procedures, and controls by which assets, liabilities, revenues, expenses, and the results of transactions generally are recorded and controlled.

**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.

**accumulated depreciation.** The cumulative amount of depreciation recorded against an asset or group of assets during the entire period of time the asset or assets have been owned.

**ACRS.** Accelerated cost recovery system method of depreciating an asset.

**ADR.** Asset Depreciation Range.

**alphabetic.** Pertaining to the letters A through Z.

**alphanumeric.** Pertaining to a character set that contains letters, digits, and usually other characters, such as punctuation marks. (A)

**ALTA.** Alternate accelerated cost recovery system method of depreciating an asset.

**alternative minimum tax (AMT).** The tax levied if the tax preference derived from calculating depreciation exceeds a specified limit.

**AMT.** Alternative Minimum Tax.

**annual budget** A budget applicable to a single fiscal year.

**application.** A use to which a data processing system is put; for example, keeping a record of a company's inventory.

**application program.** A program that performs a particular data processing task; for example, one that calculates depreciation or prints a financial statement.

**application tailoring.** The process of selecting application options to satisfy the specific needs of a company.

**asset.** Any object or right having a money value.

**asset lives.** The lives assigned by the depreciation tables to calculate depreciation.

**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.

**audit trail.** Information that allows the history of an account, item record, order, etc., to be traced. The more recent information may be stored online for retrieval.

**automatic journal entry.** General ledger transactions created by the system from predefined factor records.

**backup copy.** A copy of a file or library member that is kept for reference in case the original file or library member 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.(2) A group of jobs to be run on a system at one time with the same program.

**batch number.** A number printed on a document to delineate a group of transactions.

**book inventory.** The physical count and/or value of inventory carried in accounting records.

**budget.** A formal statement of future business plans and actions, usually expressed in monetary terms.

**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.

**character.** A digit, letter, or other symbol that is used as part of the organization, control, or representation of data.

**chart of accounts.** A list of accounts systematically arranged, applicable to a specific concern, giving account names and numbers.

**close.** To make a file unavailable for processing.

**command.** A request for the performance of an operation or the execution of a particular program.

**configuration.** The arrangement of a system as defined by the nature, number, and the chief characteristics of its functional units. More specifically, the term configuration may refer to a hardware configuration or a software configuration. (I) (A) See system configuration.

**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 an income, equity, 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.

**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.** In accounting, that portion of an account that exceeds the other portion at the latest time the figures are available. See credit balance, debit balance, and old balance.

**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) 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 humans 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, the Automatic Journal Entry file (one record for the Automatic Journal

Entry description, one for distributions, one for factors) or the Financial Ratio file (one record for each ratio variable code showing the associated general ledger accounts).

**DDB.** Double declining balance depreciation method.

**DDBS.** Double declining balance switched to straight line depreciation method.

**DDBSL.** Double declining balance to switch to straight line depreciation method.

**debit.** An addition to an expense or asset account; a deduction from an income, equity, 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, record, or file.

**dependent transaction.** An entry that depends on the creation of a preceding transaction; for example, an asset schedule record is dependent upon an asset header being entered.

**depreciable base amount.** The portion of the asset's capitalized value that is subject to depreciation.

**depreciable life.** The life in years for the depreciation method you selected.

**depreciation.** Allocating the cost of an asset to the periods of benefit.

**depreciation method.** The method implemented by the depreciation table in calculating depreciation. The asset may have a different life in each depreciation calculation.

**depreciation period.** An interval of time (such as a month, quarter, or year) that represents the number of times depreciation is calculated in a quarter or year. Depreciation periods are defined in the Depreciation Calendar file and do not necessarily correspond to accounting periods.

**depreciation schedule.** A record in the Fixed Asset file that tells the system which depreciation method to use when calculating depreciation for an asset, how much depreciation has already been accumulated for the asset, and so on.

**description.** The details required to identify a given item or commodity.

**direct access.** The facility to obtain data from storage devices or to enter data into a storage device in such a way that the process depends only on the location of that data and not on a reference to data previously accessed. (I) (A)

**disbursement.** Payment in currency or by check.

**disk.** A round flat plate coated with a magnetic substance on which data for a system is stored.

**disk file.** An organized collection of related records on disk that is treated as a unit.

**disk storage.** Direct access storage that uses one or more magnetic disks to store data files and programs.

**display.** A visual presentation of data. (A) (I)

**distribution.** The assignment of costs or revenue to the various accounts affected.

**edit.** To verify the form or format of data; for example, to test a data field such as fixed asset serial number.

**enter.** To send coding, data, or a message to a system from a keyboard.

**entry.** (1) 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.

**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 account number.

**file.** A named set of records stored or processed as a unit. (T)

**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.

**fiscal year.** The accounting calendar for reporting a company's financial condition.

**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 work station keyboard used to request specific functions from the system.

**general journal.** A journal in which are entered all accounting entries 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.

**general procedure.** A procedure that has no system-imposed procedure control or rules. Some general procedures, however, do have dependencies on other procedures that can prevent them from operating concurrently.

**global factor.** A single factor record defined by the user for a range of months and range of budget accounts in the Budget Preparation file. The global factor is used to determine the budget amounts for all periods or months in the range unless you define another factor record for a specific period or month for the range of budget accounts.

**half-year convention.** Used under the MACRS and MALTA depreciation methods, this convention treats all property placed in service, or disposed of, in a tax year as placed in service, or disposed of, on the mid-point of the tax year. This results in a half year's worth of depreciation for the year placed in service and the year of disposal of the asset.

**ID.** Identification.

**income statement.** A statement showing earnings or incomes retained in the business for future use, supporting the retained earnings figure on the balance sheet.

**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 and no action is required. Contrast with error message and warning message.

**input data.** Data to be processed.

**input job queue.** A list of jobs waiting to be processed by the system.

**inquiry.** (1) A request for information in storage.(2) A request for information that puts the system into inquiry mode.

**interface.** (1) The hardware and programs that permit exchange of information between systems or among devices. (2) The facility to allow information to pass from one application to another.

**ITC.** Investment Tax Credit.

**job.** (1) A unit of work for a system; for example, a payroll job. (2) One or more related procedures or programs grouped into a first-level procedure.

**job queue.** See input job queue.

**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 transactions 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.

**journal transaction.** A single debit or credit to an account.

**keyboard.** An arrangement of typing and function keys laid out in a specified manner. (T)

**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 standard operating times.

**log off.** To request that a session be terminated. See also sign-off.

**log on.** To initiate a work session. See also sign-on.

**MACRS.** Modified accelerated cost recovery system method of depreciating an asset.

**MACSW.** Modified accelerated cost recovery system switched to straight line method of depreciating an asset.

**MALTA.** Modified alternate accelerated cost recovery system method of depreciating an asset.

**Main Menu.** The first or primary menu in a series of menus. See also secondary menu.

**main storage.** Storage in the processing unit where all logical, arithmetic, and control operations take place under program control.

**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 list of items from which the operator makes a selection.

**message.** In information theory, an ordered series of characters intended to convey information. (I) (A) See also error message, informational message, and warning message.

**message identifier** The leading part of a message that contains information such as its source and an identification number.

**method code.** The code that identifies the depreciation method that the depreciation table implements.

**mid-month convention.** Used under the MACRS and MALTA depreciation methods for real property, this convention treats all property placed in service, or disposed of, during any month as placed in service, or disposed of, on the midpoint of the month. This results in a half month's depreciation for that month.

**mid-quarter convention.** Used under the MACRS depreciation method, this convention treats all property placed in service, or disposed of, during any month as placed in service, or disposed of, on the midpoint of the month.

**mode.** A method of operation. In Financial Analysis, also a method of file maintenance, such as automatic journal entry mode, work field mode, and budget account 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.

**nested procedure.** A procedure that is called by another procedure.

**numeric.** Pertaining to the digits 0 through 9.

**offline.** Pertaining to equipment or devices not under direct control of the processing unit.

**offline data entry.** A form of data entry in which data is read into the system from offline files.

**offline file.** An organized collection of related records that are treated as a unit.

**old balance.** In accounting, that portion of an account that exceeds the other portion before any later debits or credits are applied. See credit balance, current balance, debit balance.

**online.** Pertaining to the use of work stations to gain access to the services of the system.

**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.** Showing the records in a file in sequence on a work station. Using this facility, an operator can read through an entire file rather than seeing one record, as when using inquiry.

**parameter.** (1) A value that is specified in a command.(2)A variable that is given a constant value for a specified application and that may denote the application. (I) (A)

**password.** An alphanumeric security code that allows access to a set of system operations or data.

**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.

**primary file.** The main file from which a program first reads records. In multifile processing, it is used to determine the order in which records are selected for processing. Contrast with secondary file.

**process.** Any operation or combination of operations on data.

**processing unit.** A functional unit that consists of one or more processors and their internal storage. (I) (A)

**program.** A sequence of instructions that a system can interpret and execute.

**program product.** An IBM-written licensed program for which a monthly charge is made.

**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 system-generated listing to the original source document to verify accuracy and completeness.

**proposed budget.** In Budget Preparation, the new budget you are defining. The process of preparing a budget begins with assigning a three-character budget plan identification code and copying the master set of accounts and definitions from the Budget Preparation file to the Proposed Budget file. You can create and try as many different proposed budget plans for as many purposes as you need. You can work with them—calculate, print the reports, revise, approve, post, and delete—and then choose which plan you like the best. Each step in the proposed budget process is done from the Budget Preparation menu (AMFM20).

**queue.** A list constructed and maintained so that the next data element to be retrieved is the one stored first. (T)

**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 length.** The total number of characters (bytes) in a record.

**recurring entry.** An accounting transaction that is processed or applied every accounting period.

**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.

**reversing entry.** An accounting transaction which backs out a previous transaction.

**run-time option.** A specification made when a 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.

**sequential access.** The facility to obtain data from a storage device or to enter data into a storage device in such a way that the process depends on the location of the data and on a reference to data previously accessed. (I) (A) Contrast with direct access.

**session.** The elapsed time between operator sign-on and operator sign-off.

**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.

**set.** A group of records with the same invoice number and age code.

**sign-off.** To end a session at a work station. See also log off.

**sign-on.** To begin a session at a work station. See also log on.

**SL.** Straight line depreciation method.

**source document.** The original record of a transaction.

**spool file.** An area on disk where spooled output is stored while waiting to be printed.

**spooling.** The storing of print data on disk and printing it concurrently with other processing.

**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.

**SYD.** Sum of the years' digits depreciation method.

**system configuration.** The various components and devices that form a particular operating system. System configuration combines user-specified options and parameters with IBM programs to produce a system having the desired form and capacity.

**system date.** The date assigned during initial program load. Generally, the system date is the same as the actual date.

**system library.** A collection of data sets or files in which the parts of an operating system are stored. (A) (I)

**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 a ledger is in balance with the control sheet.

**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.

**validation.** Verifying engineering and production data through actual use on the shop floor.

**variance.** The checking of data for correctness or for compliance with applicable standards, rules and conventions. (A)

**vintage account.** A record in the Fixed Asset file that groups assets for the Asset Depreciation Range (ADR) election. It contains such information as the Internal Revenue Service's asset guideline class, the year you elected to use the ADR method, how long you can depreciate the assets, and so on.

**warning message.** A message indicating some discrepancy; it may or may not be an error. Normally, it brings your attention to a possible error and some action may be required. Contrasts with error message and informational message.

**work field.** A value used in the Automatic Journal Entries and Budget Preparation features. A work field is defined by creating description and factor records through file maintenance for the Automatic Journal Entry, Budget Preparation, and Proposed Budget files. A work field stores the results of a calculation that you want to use more than once or a constant value that you want to use for calculations. A work field value is used only by automatic journal entries or budget accounts that reference it. The work field value never becomes a journal entry or a budget account amount. The system always calculates the work fields first so that the work field results can be used to create an automatic journal entry or to calculate a budget account amount.

**work station.** A configuration of input/output equipment at which an operator works. (T)

**year-to-date (YTD).** Activity from the first day of a fiscal year through the current date.

**150.** 150% declining balance depreciation method.

**150S.** 150% declining balance switched to straight line depreciation method.

**150SL.** 150% declining balance to switch to straight line depreciation method.

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