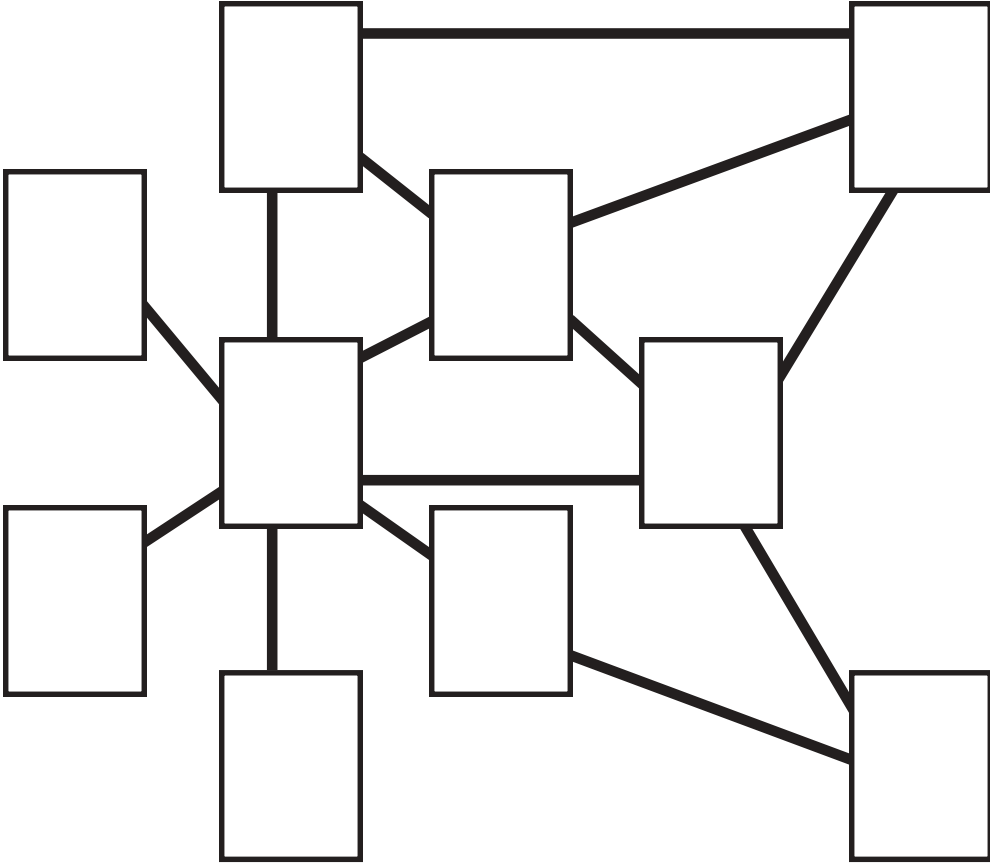


***Total Order Plus  
Integrated Accounting Series  
General Ledger***

**|** Mindware Corporation  
Of America

# Integrated Accounting Series



# **Total Order Plus General Ledger User Guide**

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# 1

## ***INTRODUCING THE GENERAL LEDGER SYSTEM***

- Using This Guide**
- Menu Structure**

# Using This Guide

## Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into five parts:

### *Part 1: Introducing the General Ledger*

The General Ledger System allows you to establish a specific chart of accounts that will define your business needs. You can print a monthly detail summary of postings, a trial balance or financial statements on demand.

Additions and corrections to the General Ledger can be entered using General Ledger Account Maintenance, General Journal Entries, Recurring Journal Entries and Allocating Journal Entries.

Many modules in Total Order Plus update transactions to the General Ledger. The entries are updated in End-Of-Day Processing and posted to a monthly transaction file. Each month of the year is closed individually using End-Of-Period Processing. You can retain yearly detail which can be printed at any time during the year.

### *Part 2: Defining the General Ledger System*

How to customize your general ledger account format and system parameters, view file sizing specifications, establish accounting periods and menu password restrictions.

### *Part 3: Operating the General Ledger System*

Provides general journal entries, recurring journal entries, allocating journal entries and calculates profit or loss from income and expense postings for income tax provisions. Defines the method for processing month-end and year-end closing procedures.

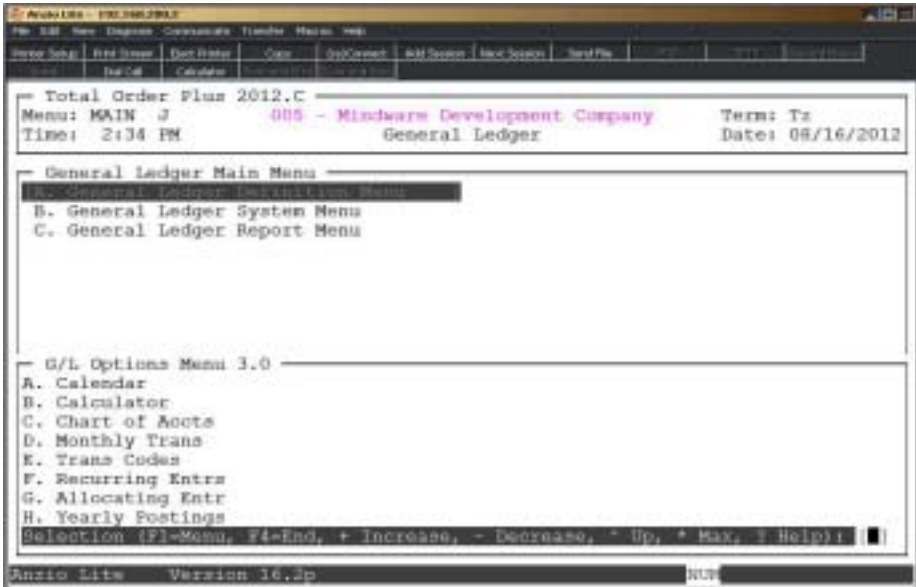
### *Part 4: General Ledger Reporting System*

The reporting system offers visual tracking of each general ledger account, showing month-to-date and year-to-date profit and loss statements, along with current year, prior year, budget expense and comparative analysis financial statements.

### *Part 5: General Ledger Options Menu*

The options menu lets you access the calendar and calculator, view the chart of accounts, transaction codes, monthly and yearly transactions, recurring and allocating entries.

# General Ledger Menu Structure





# 2

## ***DEFINING THE GENERAL LEDGER SYSTEM***

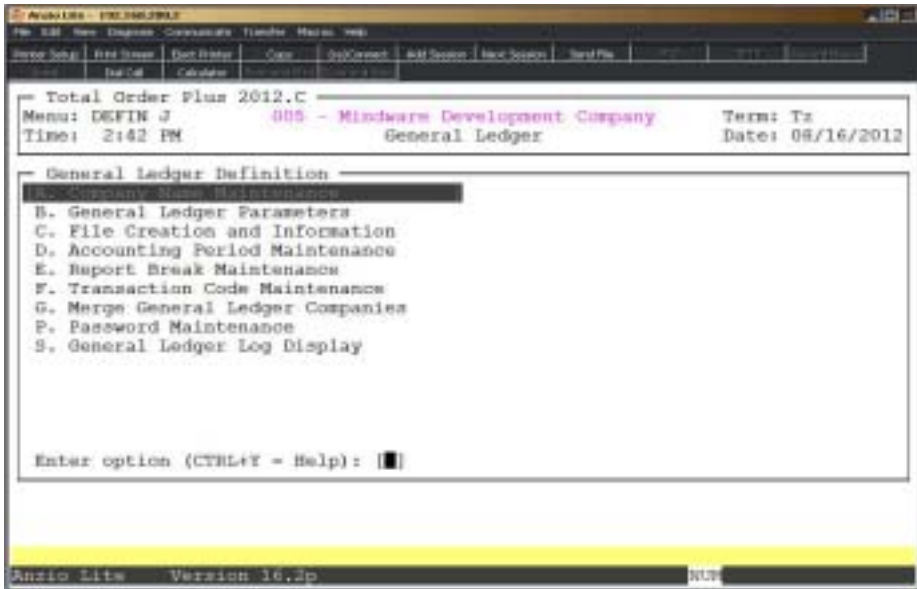
- General Ledger Definition Menu**
- Company Maintenance**
- General Ledger Parameters**
- File Creation and Information**
- Accounting Period Maintenance**
- Report Break Maintenance**
- Transaction Code Maintenance**
- Merge General Ledger Companies**
- Password Maintenance**
- General Ledger Log Display**

# General Ledger Definition Menu

## Overview

The General Ledger Definition menu helps to define system parameters, general ledger account number format, determines whether or not you want the system to capture budget and prior year figures, establishes accounting periods and creates report breaks for the income statement and balance sheet and the chart of accounts listing.

You can set up passwords for any menu or an individual menu selection. There is a GL System Log Display that details user activity and any TOP error messages.



# Comany Masterfile Maintenance

```

Anzio Lite - F1027002016
File Edit View Database Communications Transfer Macro Help
Server Subj | First Name | Last Name | Code | App Connect | Mail System | Mail System | Send File |
-----|-----|-----|-----|-----|-----|-----|-----|
Mindware Development Company
G/L Company Name Maintenance
08/16/2012 3:26 PM

Divisions: [00]

Name: [Mindware Development Company ]
Address 1: [14175 Indian School Road ]
Address 2: [Suite B4 PMB-609 ]
Address 3: [Goodyear, AZ 85395-8494 ]
Address 4: [ ]

Federal ID: [ ]
State ID: [ ]
City ID: [ ]

Ship Name: [ ]
Address 1: [ ]
Address 2: [ ]
Address 3: [ ]
City/St/Zip:[ ] [ ] [ ]
Country: [US]

Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Anzio Lite Version 16.2p
  
```

## Procedure

1. Choose Company Masterfile Maintenance from the General Ledger Definition Menu.

Press **F4** to return to the General Ledger Definition Menu.

*Note: The division number displays on your screen. If you have multiple divisions, enter the division code to create or edit.*

2. Company Name:

Type your company name up to thirty-five (35) characters and **Enter**.

*Note: The company name prints on inventory reports and screen headings.*

3. Address:

The cursor moves to the first of four address lines. You can enter up to thirty-five (35) characters on each line. Press the **Enter** key after you complete each line.

*Note: The Federal, State and City ID numbers are 'information only' fields.*

4. Federal ID:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

## ***Defining The General Ledger System***

---

5. State ID:

Type your state tax ID number up to twelve (12) characters and **Enter**.

6. City ID:

Type your city tax ID number up to twelve (12) characters and **Enter**.

7. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the data and return to the Inventory Control Definition Menu.

Type **N** to return to the company name field for editing. Go to Step 2.

Type **D** to delete the company name and address. Go to Step 2.

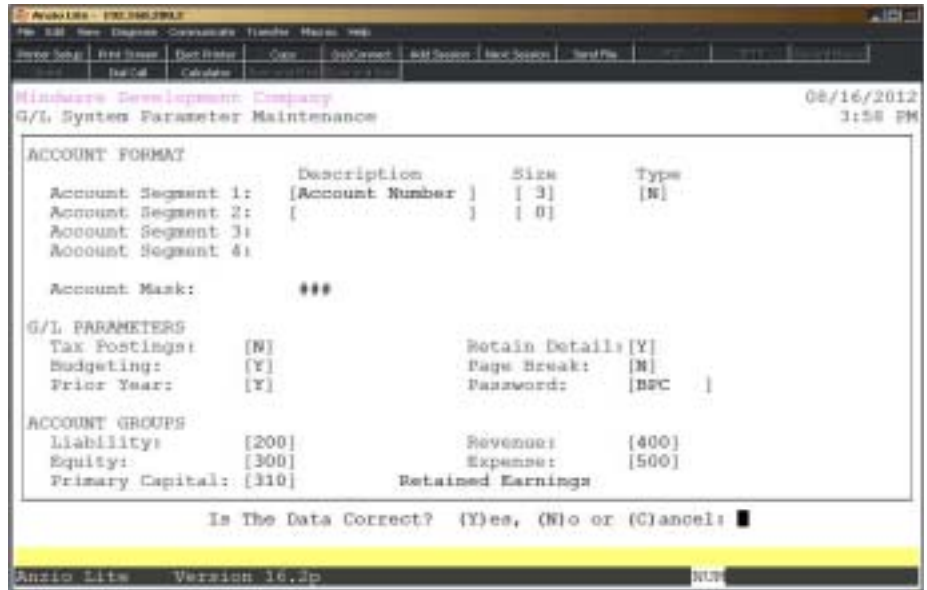
Type **E** to end and return to the Inventory Control Definition Menu without saving changes.

# General Ledger Parameters

## Overview

Operating parameters tell the system information about account number format and accounting periods, when your fiscal year ends, whether or not you want to capture budget and prior year dollars. These series of questions help determine file sizing needs.

Do not change parameter questions after you begin to enter data. Changing these fields will cause data corruption. Consult Mindware Corporation prior to any changes.



## Procedure

1. Choose General Ledger Parameters from the General Ledger Definition Menu.

*Note: The first parameter screen displays. If you are initially setting up the parameters, the cursor displays at the first input field. If you are reviewing the parameters, go to Step 15.*

*Account numbers can have a maximum of nine alpha-numeric characters in four segments. Each segment is separated by a dash (-). A mask shows your finished format for account numbers. The mask is designated by the # sign. Use any account format, such as 1001-001, 1001-001-01 or 1001, as long as the number of characters do not exceed nine, excluding dashes.*

## Defining The General Ledger System

---

### 2. Segment Description:

Type a description of the account number segment up to fifteen (15) characters and **Enter**.

Press **F4** to proceed to Step 15.

### 3. Segment Size:

Segment size is the number of digits in the account segment. Type the segment size (1-9) and **Enter**.

Press **F2** to return to the previous input field.

### 4. Segment Type:

Note: Segment type can be numeric or alpha-numeric.

Type **N+** the **Enter** key if segment is numeric.

Type **A+** the **Enter** key if segment is alpha-numeric.

Note: Repeat steps 2 through 4 for each segment you define.

### 5. Provisions For Tax Postings (Y/N):

*Note: Type Y to instruct the system to calculate federal and/or state tax on your profit or loss during each End-Of-Period processing. See 'Provisions for Income Tax Maintenance' on the General Ledger System Menu.*

Press the **Enter** key to accept the default of Y.

Type **N+** the **Enter** key to override the default.

### 6. Budgeted Income/Expense? (Y/N):

*Note: If you accept the default N, the system only keeps track of actual amounts for your income and expense accounts. If you override the default with Y, the system will keep track of budget and actual amounts for your income and expense accounts. You can view and maintain budget figures through the "General Ledger File Maintenance" on the General Ledger System Menu.*

Press the **Enter** key to accept the default or type **Y+** the **Enter** key to override the default.

### 7. Prior Year? (Y/N):

*Note: If default is Y, the prior year account balances are written to the prior year maintenance file during the closing of each current year. You can then make period-by-period comparisons between the current and prior year for the amounts in each of the accounts.*

Press **Enter** to accept the default.

Type **Y**+ the **Enter** key to override the default.

8. Retain Years Detail Transactions? (Y/N):

Type **Y**+ the **Enter** key to retain detail transaction postings for the current year.

Press **Enter** not to retain current year postings.

*Note: During End-Of-Period processing, all detail transactions for the current month are consolidated into each account balance and then removed from the system. By answering Y in Step 6, detail postings will be retained in the year-to-date detail transaction file. You can print or display Yearly Summary Of Postings for any period within the current year. Once you close the current year, detail records are removed from the year-to-date file.*

9. Page Break:

Type **Y**+ the **Enter** key if you want to print a separate page for each day on the End-Of-Day Processing report.

Type **N**+ the **Enter** key to combine all days on the End-Of-Day report.

10. Password:

*Note: This password lets you make a one-sided journal entry, enter budget amounts for your income and expense accounts and modify actual figures in 'General Ledger File Maintenance'.*

Press **Enter** to accept the default password 'BPC' (Budget Password Code).

Type the password up to six (6) characters and **Enter**. The system distinguishes between upper and lower case letters. When you are prompted for the password, you must enter it exactly as you entered it here.

*Note: Account groups tell the system that all accounts up to the first liability account number are asset accounts. All accounts from the first liability account up to the first expense account are liability or equity accounts. The first revenue account number tells the system where to break for profit and loss. The number entered for primary capital tells the system to which account profit or loss should be posted during year-end processing.*

11. Liability:

Type your first Liability account number and **Enter** or type **?** to display the Account Number Selection window.

12. Equity:

## ***Defining The General Ledger System***

---

Type the first Equity account number and **Enter** or type ? to display the Account Number Selection window.

### 13. Primary Capital:

Type the Primary Capital account number and **Enter** or type ? to display the Account Number Selection window.

*Note: If your business is a corporation, enter the account number of your Retained Earnings account. If your business is a Sole Proprietorship, enter the account number of the owner's Capital account.*

### 14. Revenue:

Type your first Revenue account number and **Enter** or type ? to display the Account Number Selection window.

### 15. Expense:

Type your first Expense account number and **Enter** or type ? to display the Account Number Selection window.

### 16. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y** if the data is correct and return to the General Ledger Definition Menu.

Type **N** to edit the information. Return to Step 2.

Type **C** to return to the General Ledger Definition Menu without saving any changes.

*Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?*

*Type Y to save any parameter changes that were made and return to the General Ledger Definition Menu.*

*Type N to return to the General Ledger Definition Menu without saving any changes.*

*Consult your software vendor before making any changes to system parameters.*



# File Creation and Information

## Overview

File Creation And Information lets you view individual data files in your General Ledger system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.

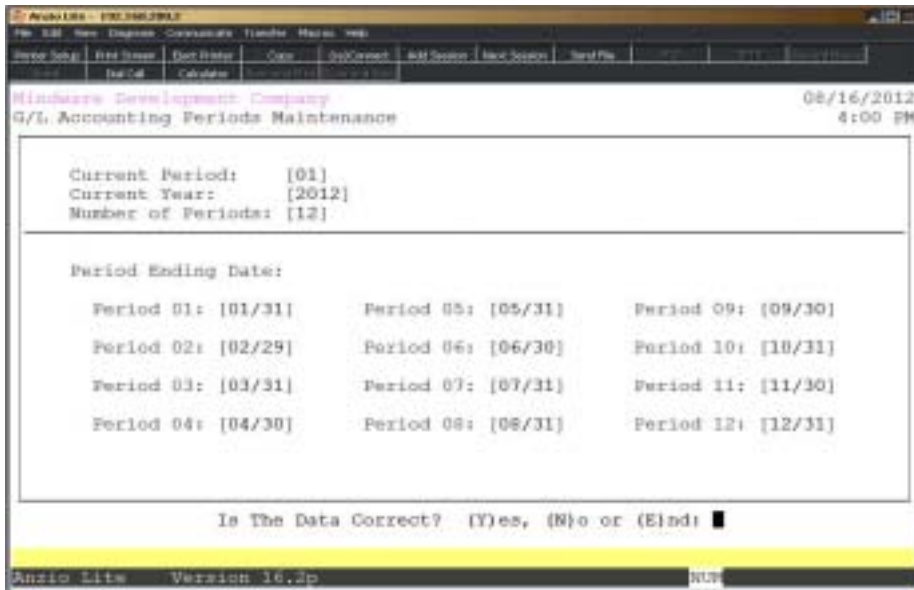
File Name	File No.	Type	Key Size	Byte Size	Number of Records
General Ledger Masterfile	GLM01	Mky	0	310	12
Daily Transaction File	GLD06	Mky	26	84	9
Journal Data Entry	GLD04	Mky	22	125	0
Periodic Transaction File	GLM02	Mky	0	95	0
Prior Year History	GLM03	Mky	12	192	12
Recurring Entry File	GLM05	Mky	12	70	0
Allocating Entry File	GLM07	Mky	12	74	0
Report Break Masterfile	GLMC1	Mky	12	50	5
Transaction Code File	GLMC2	Mky	2	32	29
Yearly Combined Postings	GLM09	Mky	0	95	0
Current Year Budget File	GLB01	Mky	12	192	0
Prior Year Budget File	GLB02	Mky	12	192	0
General Ledger Image File	GLA11	Mky	0	50	12

CR to Continue: █

# Accounting Period Maintenance

## Overview

The current period and current year are maintained by the system. Each time you close a period, the system increments the current month and checks to see if this current period is also the last period of the year. The period ending dates are checked during each Period-End Processing procedure.



## Procedure

1. Choose Accounting Period Maintenance on the General Ledger Definition Menu.
2. Current Period:  
Type the month of your current accounting period and **Enter**.  
Press **F4** to return to the General Ledger Definition Menu.
3. Current Year:  
Type the number of the current year and **Enter**.  
Press **F2** to return to the previous input field.
4. Number Of Periods:  
Type the number of accounting periods in a year (normally 12) and **Enter**.
5. Period Ending Date:

Type the first period ending date (last day of the month) in MMDD format and **Enter**. This would be the first month of your fiscal year.

*Note: If you are initially setting up the accounting periods, the system automatically generates the ending dates for the rest of the periods. If you are editing the dates, you must manually input each period-end date. Remember to allow for leap year, if applicable.*

6 . Is The Data Correct? (Y)es, (N)o or (E)nd:

Type **Y** if the information is correct and return to the General Ledger Definition Menu.

Type **N** to edit the accounting period information. Go to Step 2.

Type **E** to return to the General Ledger Definition Menu.



Type **Y** if the report break is correct. Return to Step 2.

Type **N** to edit the report break description in Step 3.

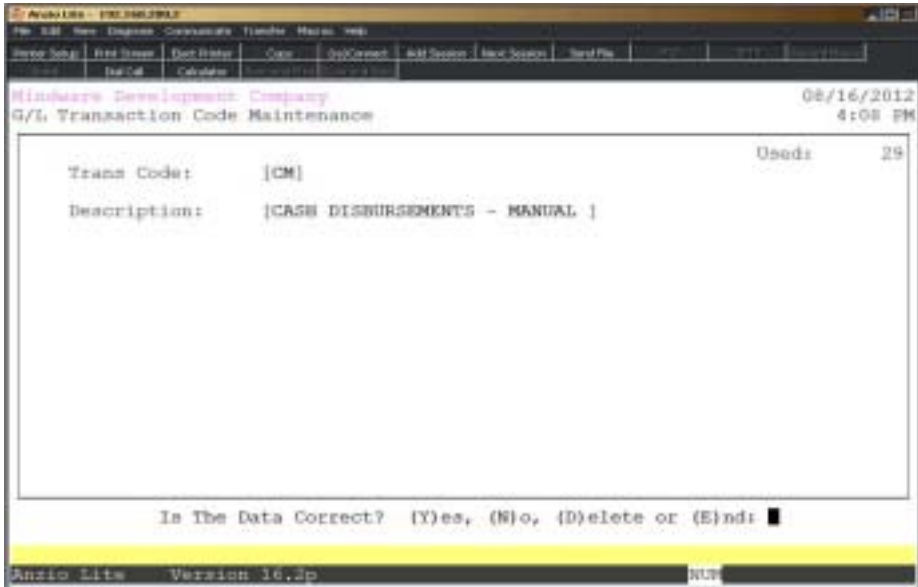
Type **D** to remove this report break from the system. Return to Step 2.

Type **E** to end the input and return to the General Ledger Definition Menu.

# Transaction Code Maintenance

## Overview

Transaction Codes provide an audit trail for a particular journal type. These codes are useful to track postings from other TOP modules (i.e. IN-Invoicing, CR-Cash Receipts, PR-Payroll, etc.). Each transaction posting is linked to a transaction code in the General Ledger. The above transaction codes are provided by the system. Users can define their own codes, if necessary.



## Procedure

1. Choose Transaction Code Maintenance on the General Ledger Definition Menu.
2. Transaction Code:  
Type a two character code and **Enter** or type **?** to display the Transaction Code Selection window.  
Press **F2** to list the transaction codes to a printer.  
Press **F4** to return to the General Ledger Definition Menu.
3. Description:  
Type up to a twenty-eight (28) character description of the transaction code and **Enter**.
4. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the code is correct. Return to Step 2.

Type **N** to edit the description field. Return to Step 3.

Type **D** to remove the transaction code from the system. Go to Step 2.

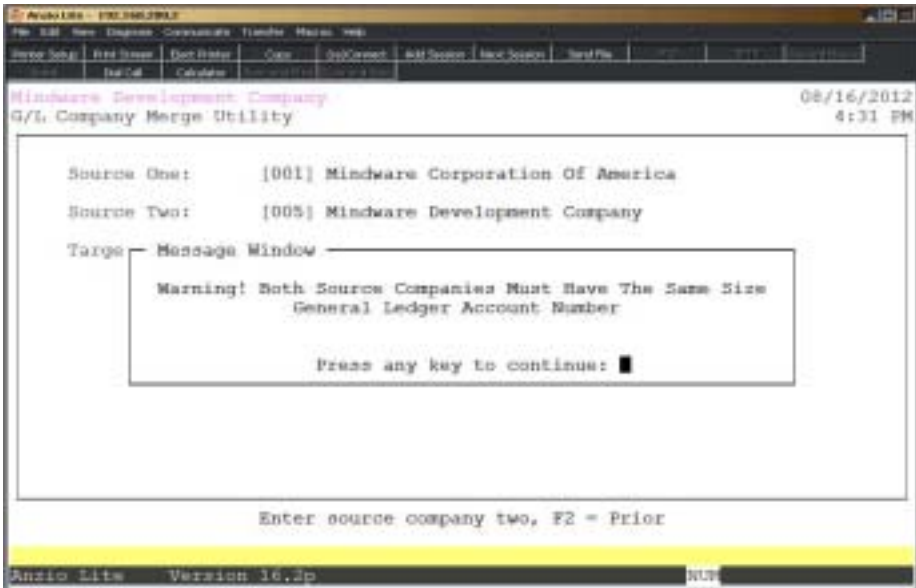
Type **E** to return to the General Ledger Definition Menu.

# Merge General Ledger Companies

## Overview

Merge General Ledger Companies allows you to merge two existing source companies with the same General Ledger account structure for the purpose of printing combined financial statements. The target company has to be set up only as far as defining the account structure on the General Ledger Definition Menu.

Prior to printing the combined statements, you must make sure that all journal entries and the 'End-Of-Day Processing' has been updated so all figures are up to date.



## Procedure

1. Select Merge General Ledger Companies on the General Ledger Definition Menu.
2. Source One:  
Type the first source company number you want to merge and **Enter**.  
Press **F1** to display help on the merge requirements.  
Press **F4** to return to the General Ledger Definition Menu.
3. Source Two:  
Type the second source company number you want to merge and **Enter**.  
Press **F2** to return to the previous input field.



4. Target:

Type the target company and **Enter**.

*Note: The target company is a combination of the two source companies.*

5. Merge Source Companies into Target Company? (Y)es, (N)o or (E)nd:

Type **Y**+ the **Enter** key to continue with the merge.

Type **N**+ the **Enter** key to edit the target company number.

Type **E**+ the **Enter** key to abort the merge and return to the General Ledger Definition Menu.

# Password Maintenance

## Overview

Password Maintenance allows you to set up passwords to restrict access to any of the General Ledger Menus. Once you have established password(s) for a menu, the system prompts each user for that password every time they try to access that particular menu.



## Procedure

1. Choose Password Maintenance from the General Ledger Definition Menu.

*Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. GL - General Ledger, AP - Accounts Payable, etc.).*

2. Date Password:

Enter a password (optional) for the General Ledger system date and **Enter**.

Press **F4** to return to the General Ledger Definition Menu.

*Note: By entering a date password, the system will prompt each user for this password when attempting to change the application date for this module.*

3. Menu Code:

Type a menu code and **Enter**.

Press **F1** to display available menu codes for this module.

*Note: Menu codes are displayed in the upper left hand corner of each menu screen. See the previous page for example: Menu: DEFIN*

#### 4. Menu Letter:

Type a menu item letter and **Enter**.

Press **F1** to display the available menu item selections (i.e. A, B, C, etc.) for this menu code.

#### 5. Password:

Type the password for this menu item listed in Step 4 and **Enter**.

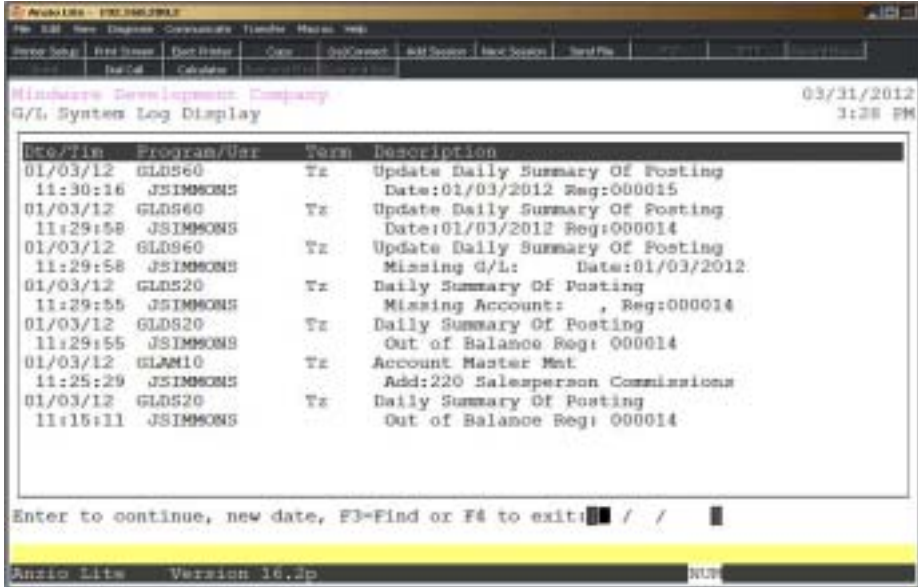
#### 6. Is The Data Correct? (Y)es or (N)o:

Type **Y** if data is correct. Return to Step 2.

Type **N** to return to Step 5 to re-enter a password.

# General Ledger Log Display

The General Ledger Log Display lists user activity for a date change, journal entry transactions, daily, monthly and yearly reports and closings, account maintenance and file sizing. The detail can be displayed by description, program or user ID.



# 3

## ***OPERATING THE GENERAL LEDGER SYSTEM***

- General Ledger Account Maintenance**
- Chart Of Accounts Listing**
- General Journal Entries**
- General Journal Entry Report / Update**
- Recurring Journal Entries**
- Recurring Journal Entry Report**
- Allocating Journal Entries**
- Allocating Journal Entry Report**
- Provision For Income Tax Maintenance**
- End-Of-Day Processing**
- End-Of-Period Processing**
- End-Of-Year Processing**

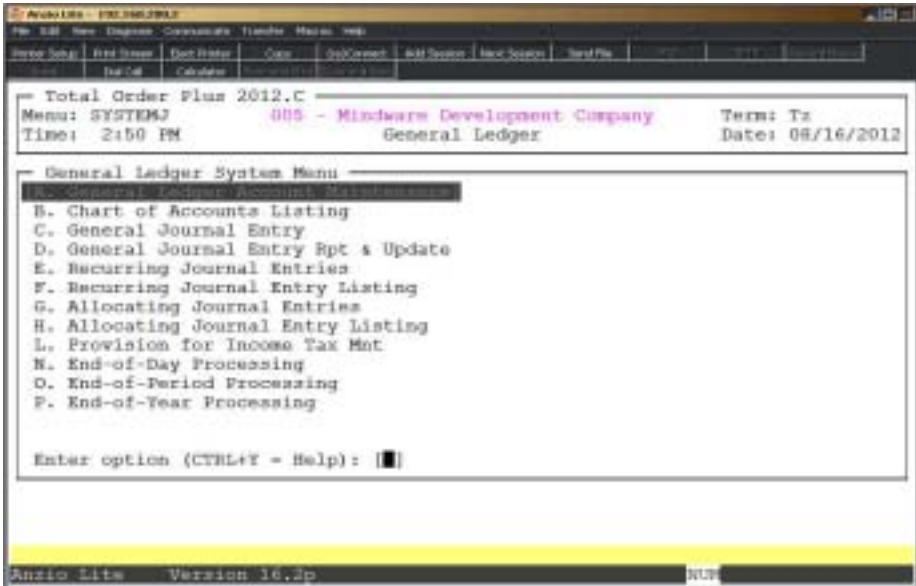
# General Ledger System Menu

## Overview

The General Ledger System allows you to establish a specific chart of accounts that will define your business needs. Additions and changes to the General Ledger can be entered using General Ledger Account Maintenance, General Journal Entries, Recurring Journal Entries and Allocating Journal Entries.

Many of the modules in Total Order Plus posts transactions to the General Ledger. These entries are updated during End-Of-Day Processing and are posted to a monthly transaction file.

Each month in the fiscal year is closed individually using End-Of-Period Processing. Users have the option to retain year-to-date detail posting entries that can be printed anytime during the year even though a specific month has been closed. End-Of-Year processing can be run after your final journal entries for the year have been posted.



# General Ledger Account Maintenance

Anzio Lite - 192.168.1.100  
 File Edit View Database Communications Transfer Macros Help  
 Invoice Setup Bill Status Post Dates Copy Copy/Connect Bill System Back System Send File  
 Account Description Calculator  
 Minchess Development Company 08/22/2012  
 G/L Account Master Maintenance 4:31 PM  
 Account Code: [110] Last: 530 Used: 12  
 Description: [Accounts Receivable]  
 Active: [Y]  
 Is The Data Correct? (Y)es, (N)o, (C)ancel or (D)elete: █  
 Anzio Lite Version 16.2p

## Procedure

1. Select General Ledger Account Maintenance on the General Ledger System Menu.

2. Account Code:

Type a valid account code and **Enter** or type ? to display the Account Code Selection window.

Press **F1** to display the next account code in the file.

Press **F4** to return to the General Ledger System Menu.

3. Is This A New Account Code? (Y)es or (N):

Type **Y** if this new account code is correct.

Type **N** to re-enter a code and return to Step 2.

4. Description:

Type up to a thirty (30) character account description and **Enter**.

5. Active:

*Note: The system automatically sets the active flag to Y.*

Type **N+** the **Enter** key to inactivate an account. This account will no longer be listed on General Ledger reports.

## ***Operating The General Ledger System***

---

7. Is The Data Correct? (Y)es, (N)o, (C)ancel or (D)elete:

Type **Y** to accept the new account code. Go to Step 2.

Type **N** to edit the account description. Return to Step 4.

Type **C** to return to the General Ledger System Menu without saving any changes.

*Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?*

*Type Y to save any parameter changes that were made and return to the General Ledger Definition Menu.*

*Type N to return to the General Ledger System Menu without saving any changes.*

Type **D** to remove this account from the system.

*Note: You will be prompted with this message: CONFIRM: Are You Deleting This Account? (Y)es or (N)o:*

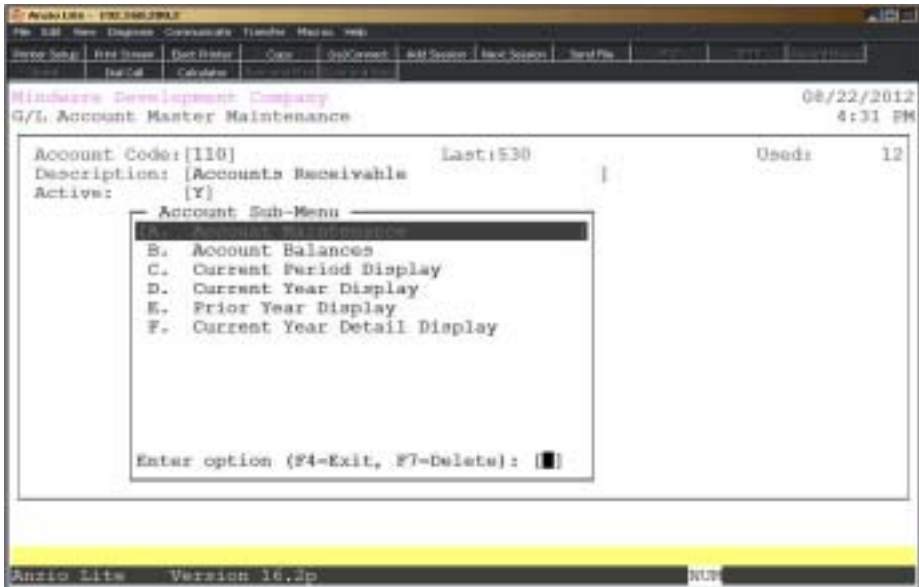
*Type Y to remove this account code or type N not to delete this account and go to Step 2.*



# General Ledger Sub-Menu

## Overview

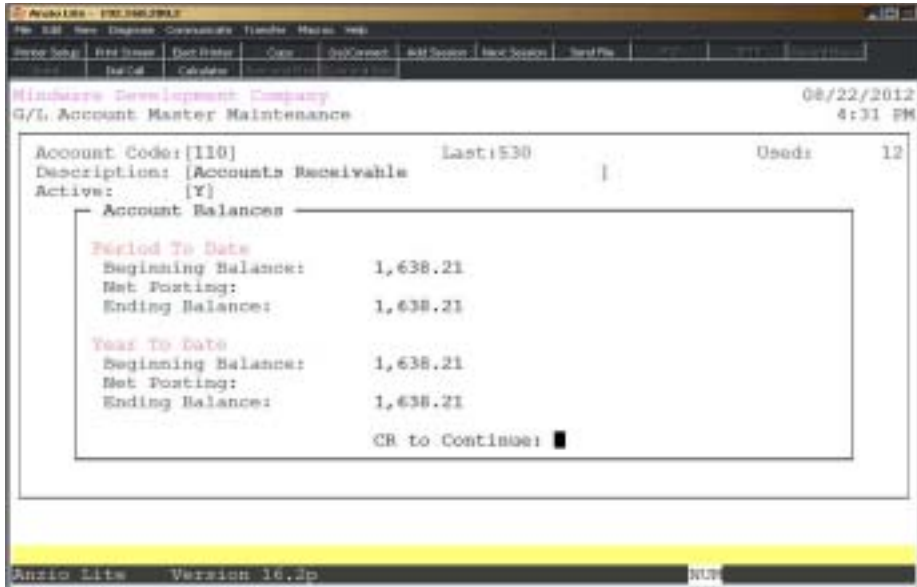
General Ledger Sub-Menu lets you edit information about existing accounts and displays account information and balances for the current year, current year detail and prior year.



# Account Balances

## Overview

The Account Balances displays the period-to-date and the year-to-date beginning balances, the net posting transactions entered during the current period and the ending balance for each account.



# Current Period Display

## Overview

The Current Period Inquiry lists all postings to an account for all periods that have not been closed in 'End-Of-Period Processing'. The displays shows the transaction posting date, posting transaction code and reference, posting remarks and all debit and credit amounts. The beginning balance is the account balance at the end of the last period closed. All transactions are added to the beginning balance and displays the current ending balance for the account. The net posting for a period is the result of the debit and credit transactions exclusive of the beginning balance.

Trans Date	TC	Posting Remark	Debit	Credit
		Beginning Balance:	1,638.21	
02/17/2012	CR	CASH REC Reg:000005 Dep:N		69.83
03/15/2012	CR	CASH REC Reg:000005 Dep:		152.00
04/20/2012	CR	CASH REC Reg:000007 Dep:		210.00
04/30/2012	AR	Inv Proc, Register: 000029	19.68	
06/30/2012	CR	CASH REC Reg:000006 Dep:		200.00
08/14/2012	IN	INVOICE UPDATE	.20	
		Net Posting For Period:		611.95
		Ending Balance:	1,026.26	

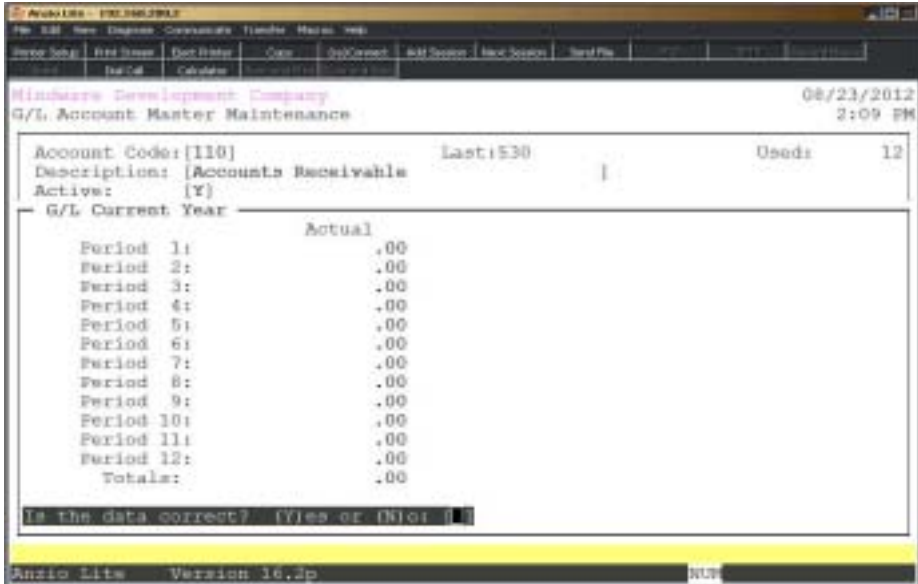
F2 = Print, CR to Exit: [ ]

Anzio Lite Version 16.2p NUP

# Current Year Display

## Overview

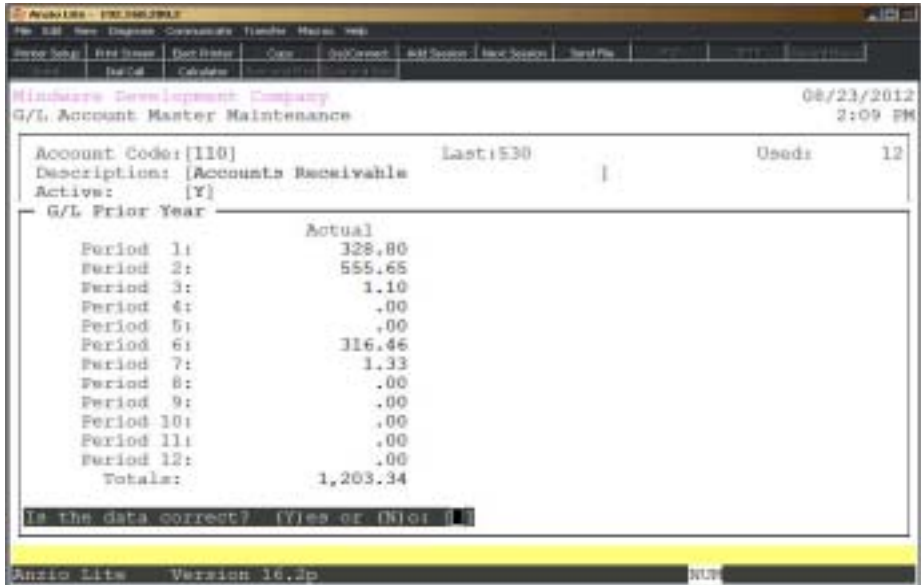
Current Year Inquiry displays each month of the current year on the screen. If you answered yes to Budget Income/Expense in the 'General Ledger Parameters', the system will allow you to enter budget figures so you can compare budgeted amounts to the actual amounts posted by the system on the 'Income Statement and Balance Sheet'.



# Prior Year Display

## Overview

Prior Year Inquiry displays each month of the prior year on the screen. If you answered yes to Budget Income/Expense in the 'General Ledger Parameters', the system will display budget figures so you can compare budgeted amounts to the actual amounts posted by the system. You have an option to print prior year figures for comparative analysis on the 'Income Statement and Balance Sheet'.



# Current Year Detail Display

## Overview

The Current Year Detail Inquiry lists all postings to an account for all periods that have been closed in 'End-Of-Period Processing'. The displays shows the transaction posting date, posting transaction code and reference, posting remarks and all debit and credit amounts. The beginning balance is the account balance at the beginning of the current year. All transactions are added to the beginning balance and displays the current ending balance for the year. The net posting for the year is the result of the debit and credit transactions exclusive of the beginning balance.

Account Code: [110] Last: E30 Used: 12  
 Description: [Accounts Receivable]  
 Active: [Y]

Current Year Detail Display

Trans Date	TC	Posting Remark	Debit	Credit
		Beginning Balance:	1,638.21	
02/17/2012	CR	CASH REC Reg:000005 Dep:N		69.83
03/15/2012	CR	CASH REC Reg:000005 Dep:		152.00
06/20/2012	CR	CASH REC Reg:000007 Dep:		210.00
06/30/2012	AR	Inv Proc, Register: 000029	19.68	
06/30/2012	CR	CASH REC Reg:000006 Dep:		200.00
08/14/2012	IN	INVOICE UPDATE	.20	
		Net Posting For Period:		611.95
		Ending Balance:	1,026.26	

F2 = Print, CR to Exit: [ ]

Anzio Lite Version 16.2p

# Chart Of Accounts Listing

## Overview

The Chart Of Accounts listing is in order by account number and grouped according to the parameters you established in 'Report Break Maintenance' on the General Ledger Definition Menu.



## Procedure

1. Choose Chart Of Accounts Listing from the General Ledger System Menu.

2. First Account:

Type a valid account code and **Enter** or type **?** to display the Account Code Selection window.

Press **F4** to return to the General Ledger System Menu.

3. Last Account:

Type a valid account code and **Enter** or type **?** to display the Account Code Selection window.

Press **F2** to return to the previous input field.

4. Select the appropriate printer for this report.

# Chart Of Accounts Listing Sample

Print Preview

File Page View Help

Page: 1 of 2

GLCA20 4:49 PM

Your Company Name  
chart of Accounts

Page No: 1  
Run Date: 04/13/1999  
Sys Date: 04/15/1999

ASSETS

100-00	Petty Cash
101-00	Cash on hand
102-00	Cash, Checking your bank
103-00	Accounts Receivable
105-00	Petty Cash
110-00	Inventory Stamps
112-00	Inventory Pre-Inks
114-00	Inventory Papers
116-00	Inventory Self-Inking
118-00	Inventory Pads & Ink
120-00	Inventory Engraving
151-00	equipment, manufacturing
152-00	office furn. & fixtures
153-00	Auto & truck, delivery
154-00	Accumulated Depreciation

LIABILITIES

201-00	Accounts Payable
203-00	Sales tax payable
204-00	Fica payable
205-00	Federal withholding
206-00	State withholding
207-00	Futa payable
208-00	Notes payable
209-00	Auto payable



# General Journal Entries

## Overview

General Journal Entries allows you to input monthly business transactions not automatically generated by the system and to correct and adjust postings from other modules. Journal components are journal date, transaction code, global reference, global description and reversal date. You can use this program to enter beginning balances or to correct postings from other modules.

08/23/2012  
2:32 PM

Mindware Development Company  
G/L Journal Entry

Date: 08/23/2012 Trans Code: JE Global Ref: JMS002 Used: 0  
Desc: To reverse payroll posting Reversal: / /

Line: 003 Account: [ ] Balance: .00  
Ref: [ ] Remark: [ ] Amount: [ ]

Line	Account	Refer	Remark	Amount
001	100	JMS002	To reverse payroll posting	200.00CR
002	530	JMS002	To reverse payroll posting	200.00DR

Enter journal entry date, F4 to exit

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## Procedure

1. Choose General Journal Entries from the General Ledger System Menu.
2. Date:

*Note: The journal date defaults automatically from the application menu. Accept the date displayed or override the journal date. This feature lets you enter several journal entries without having to go back to the system menu and change the application date each time. Journal date must be either 365 days prior or in advance of current date.*

Press the **Enter** key to accept the journal date or type the date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F4** to return to the General Ledger System Menu.

### 3. Trans Code:

Press **Enter** to accept the Journal Entry transaction code (JE) or type ? to display the Transaction Code Selection window.

*Note: Only transaction codes previously set up in your General Ledger Parameters are accepted. Transaction codes let you reference specific types of transactions (IN-Invoicing, CD-Cash Disbursements, PR-Payroll, etc.) when you print certain on-demand reports.*

Press **F2** to return to the previous input field.

### 4. Global Ref:

Type up to a six (6) character reference and **Enter**.

*Note: The Global Reference will be printed on a separate page on the General Journal Entry Report. The last reference number used displays on the bottom of your screen.*

### 5. Desc:

Type up to a thirty (30) character global description and **Enter**.

*Note: The system automatically defaults to Journal Entry as the description. You can override the description by keying in your own entry. This description should reflect the reason why you are posting this entry. You can override the description with each line of entry or let the global description be the default.*

### 6. Reversal:

Press **Enter** to bypass the entry of a reversal date. Go to Step 7.

Type in a reversal date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

*Note: Reversal entries reverses any end-of-period adjustments made to accrued entries. Entering a reversal date causes an entry opposite the original entry to occur on that date.*

### 7. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the header information is correct. Go to Step 8.

Type **N** to return to the header description. Go to Step 5.

Type **D** to remove this header from the system. Return to Step 2.

Type **E** to end entry of this transaction without saving any header information.

## General Journal Entry Detail Entry

### 8. Line:

Press the **Enter** key to assign the next available line number.

Press **F1** to display the next available line number.

Press **F3** to display the line detail.

Press **F4** to end the input and return to Step 2.

### 9. Account:

Enter a valid General Ledger account number and **Enter** of type ? to display the Account Number Selection window.

*Note: The system will allow you to make multiple entries for the same account number within the same journal entry.*

### 10. Ref:

Press **Enter** to accept the default reference from the header information or type in a reference up to six (6) characters and **Enter**.

Press **F2** to return to the previous input field.

### 11. Remark:

Press **Enter** to accept the default description from the header information or type a journal description up to thirty (30) characters and **Enter**.

### 12. Amount:

Type the amount for this account number and **Enter**. To enter a credit amount, type a minus (-) sign before the amount.

### 13. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y**+ the **Enter** key if the entry is correct. Return to Step 8 to input the next entry.

Type **N**+ the **Enter** key if entry is not correct. Return to Step 9 to make corrections.

Type **D** to delete this journal entry line transaction. Return to Step 8.

*Note: The system keeps track of your journal balance as you post each entry. The balance field always starts at zero at the beginning of the journal entry and must always end at zero for the journal to be in balance. The balance field changes with each posting. A positive balance indicates that the debits exceed the credits. A negative balance indicates that the credits exceed the debits. Only when the balance field is zero is the journal entry accepted.*

*When a journal entry is out of balance, the system displays this prompt: Warning: Journal Entry is Out Of Balance. Debits Must Equal Credits. Enter option: (P)assword, (D)elete or (E)nd:*

*Type **P** to enter your password and accept the out of balance condition..If you established a password in General Ledger Parameter Maintenance, you may enter it here. This will allow the system to update an out-of-balance condition. This feature should only be used to make a 'one-sided' correction to the General Ledger.*

*Type **D** to remove this journal entry line number. Go to Step 8.*

*Type **E** to end the input and return to Step 8.*

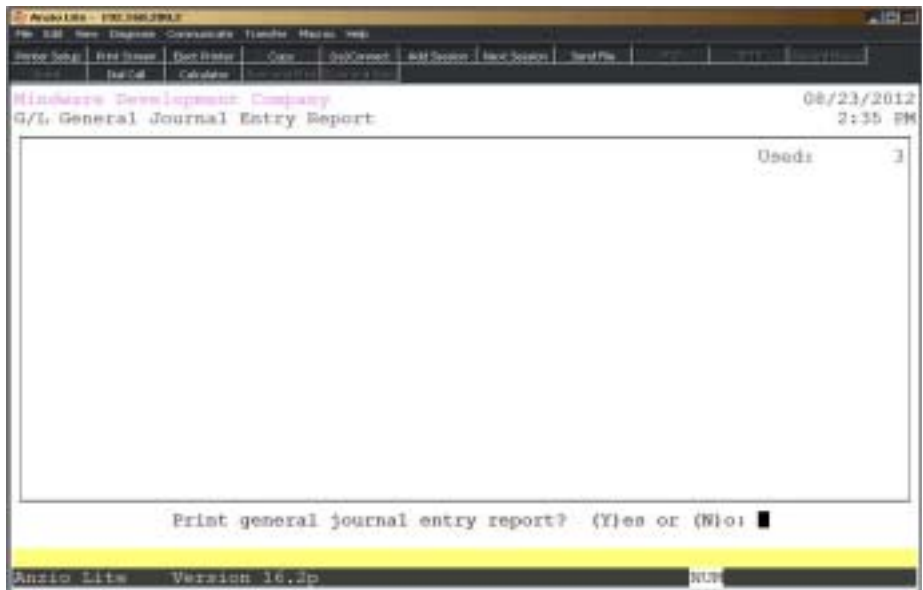
# General Journal Entry Report & Update

## Overview

The General Ledger Report & Update allows you to verify the postings you entered in General Journal Entry. This report should be kept as an audit trail. Postings are updated to the monthly transaction file. Once the transactions are updated, you must enter any corrections with new journal entries.

The report adds debits and credits to make sure journal entries are in balance. If an out-of-balance condition occurs, the system prints '\*\*\* Out Of Balance Condition \*\*\*' on the report. If you are aware of the out of balance entry, you can update the transaction. Otherwise, correct the transaction and reprint the report.

This report must be printed before journal entries can be updated.



## Procedure

1. Choose General Journal Entry Report & Update on the General Ledger System Menu.

2. Print general journal entry report? (Y)es or (N)o:

Type **Y**+ the **Enter** key to print the general journal entry report.

Type **N**+ the **Enter** key to abort the print and return to the General Ledger System Menu.

# General Journal Report Sample

The screenshot shows a software window titled "TEMPORARY Adobe Reader" with a menu bar (File, Edit, View, Document, Tools, Window, Help) and a toolbar. The report content is as follows:

Register: 00000      Windows Development Company      Page No: 1  
GLJRN      G/L General Journal Entry Report      Run Date: 01/21/2012  
2:49 PM                Run Date: 01/21/2012

-----  
Journal Date: 01/20/2012      JB - JOURNAL ENTRY  
Reversal Date: / /      Reference: JRN001  
-----

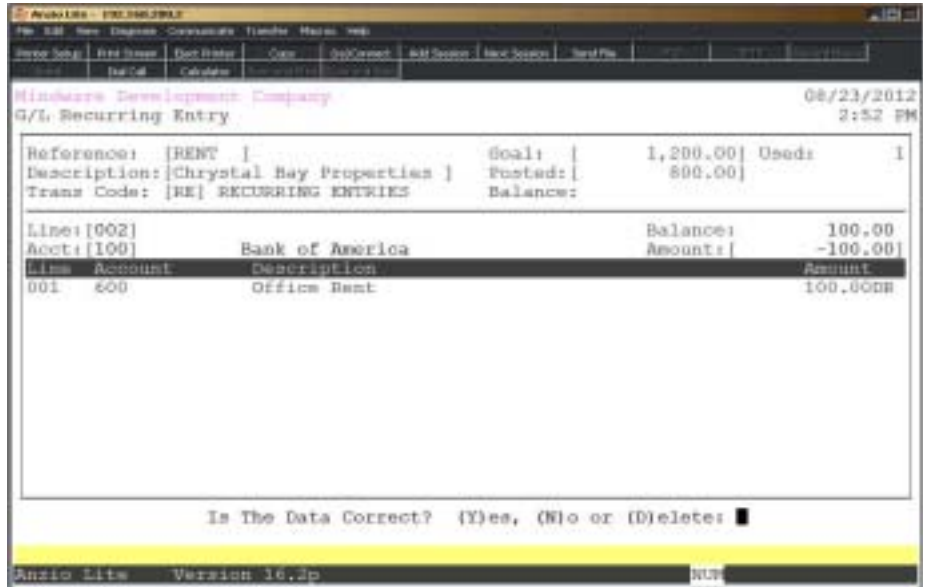
Account	Account Title	Ref#	Description	DEBIT	CREDIT
101	Bank of America	JRN001	To reverse payroll printing	200.00	
601	Offshore Salaries	JRN002	To reverse payroll printing		200.00
				200.00	200.00

-----

# Recurring Journal Entries

## Overview

Recurring Journal Entries occur automatically during 'End-Of-Period Processing' and are posted to the General Ledger monthly transaction file. This saves you time by not having to enter a general journal entry each accounting period.



## Procedure

1. Choose Recurring Journal Entries from the General Ledger System Menu.

2. Reference:

Type unique numbers or letters for your reference number up to six (6) characters and **Enter**.

Press **F4** to return to the General Ledger System Menu.

3. Description:

Type a description for the journal entry up to twenty-four (24) characters and **Enter**.

4. Trans Code:

Type a valid two (2) character transaction code and **Enter** or type ?+ the **Enter** key to display the Transaction Code Selection Window.

## **Operating The General Ledger System**

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*Note: This must be a transaction code already established in the 'Transaction Code Maintenance' on the General Ledger Definition Menu.*

Press **F2** to return to the previous input field.

5. Goal:

Type the maximum dollar amount you want posted to the General Ledger and **Enter**.

*Note: Once this goal is reached, the system will no longer post an entry during period-end processing. If you do not enter a goal amount, the journal entry will continue to post to the ledger until you delete the recurring entry.*

6. Posted:

Type the posted amount distributed to date and **Enter**.

*Note: The system tracks postings to date and displays the current balance.*

7. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the header information is correct. Proceed to Step 8 to enter the account distribution.

Type **N** to edit the information and return to Step 3.

Type **D** to delete this recurring entry. Return to Step 2.

Type **E** to return to the General Ledger System Menu without saving any information.

8. Line:

The system automatically assigns the next available line number.

Press **F1** to display the next line number in sequence.

Press **F3** to display detail information for the line numbers.

Press **F4** to end recurring entry input and return to Step 2.

*Note: The system will display the following prompt if the entry is not in balance with debits and credits:*

*Warning! The Recurring Journal Entry is Out Of Balance. Debits Must Equal Credits. Press Any Key to Continue. The system will return to Step 8 so you can correct the line numbers that have an incorrect balance.*

9. Account:



Type a valid account number and **Enter** or type **?** to display the Account Code Selection window.

*Note: The system displays the account description.*

10. Balance:

Type the amount to distribute each period for this account number and **Enter**. Return to Step 8.

*Note: Enter a minus (-) sign before the amount if this is a credit entry.  
Repeat Steps 8 through 10 until all account balances have been entered and the entry is in balance.*

Press **F2** to enter a different account number. Return to Step 9.

11. Is The Data Correct? (Y)es, (N)o, (D)elete:

Type **Y** if the detail entry is correct. Proceed to Step 8 for the next line number.

Type **N** and return to Step 9 to correct the entry.

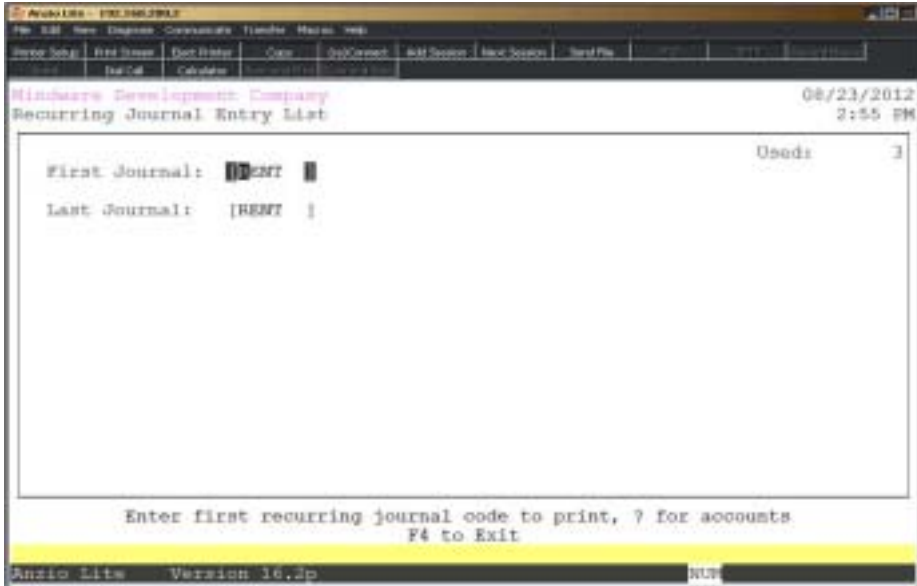
Type **D** to delete this line item entry. Return to Step 8.

# Recurring Journal Entry Listing

## Overview

The Recurring Journal Entry Report lets you verify the transactions you entered through 'Recurring Journal Entries' and make any necessary corrections to the entries

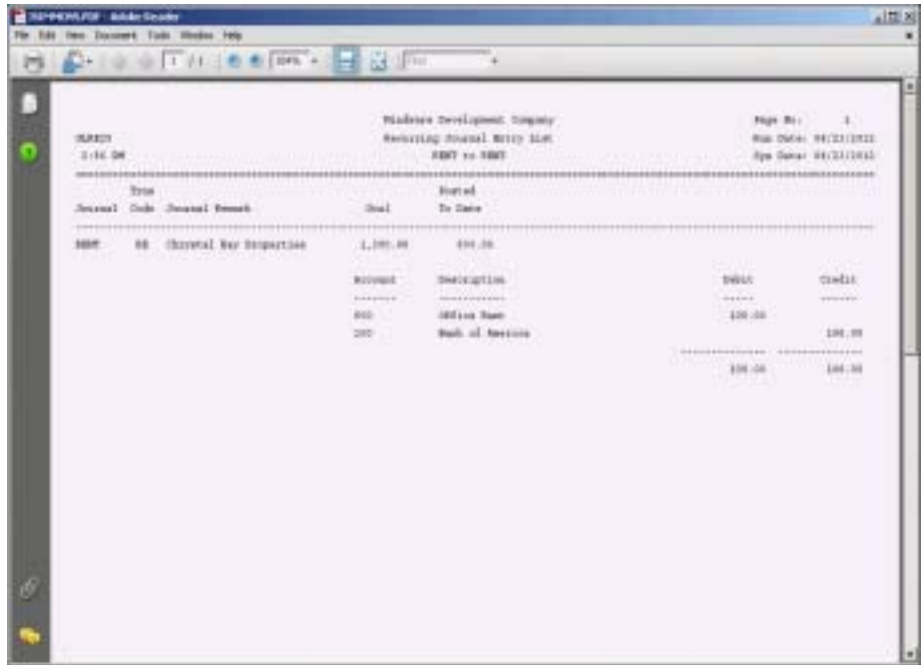
Recurring Journal Entries are posted to the General Ledger during each 'End-Of-Period Processing'. If you have to close a month more than one time, the recurring entries are not posted again.



## Procedure

1. Choose Recurring Journal Entry Listing on the General Ledger System Menu.
2. First Journal:  
Type the first journal code and **Enter** or type ? to display the active recurring journal entries.  
Press **F4** to return to the General Ledger System Menu.
3. Last Journal:  
Type the last journal code and **Enter** or type ? to display the active recurring journal entries.  
Press **F2** to return to the previous input field.
4. Select the appropriate printer for this report.

# Recurring Journal Listing Sample



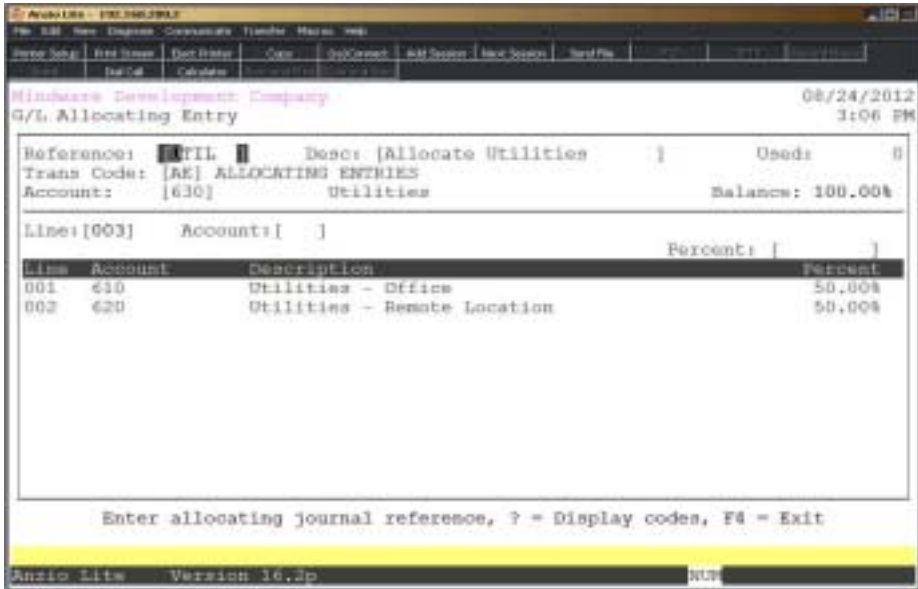
Windows Development Company  
 Recurring Journal Entry List  
 12-16-08 12-17 to 12-23  
 Page No: 1  
 Run Date: 04/23/2011  
 Sys Date: 04/23/2011

Journal Code	Journal Description	Debit	Credit	
000	00 Christmas Eve Disposition	1,000.00	400.00	
	Account	Description	Debit	Credit
	000	Office Rent	400.00	
	200	Bank of America		600.00
			400.00	600.00

# Allocating Journal Entries

## Overview

Allocating Journal Entries let you allocate any percentage of the balance in one account to other accounts. In each 'End-Of-Period Processing', the source account balance is cleared to zero. The journal entry generated for each allocation continues each month until you delete the allocating journal entry.



## Procedure

1. Choose Allocating Journal Entries from the General Ledger System Menu.
2. Reference:  
Type numbers or letters for your reference number up to six (6) characters and **Enter**.  
Press **F4** to return to the General Ledger System Menu.
3. Desc:  
Type the description up to twenty-four (24) characters and **Enter**.
4. Trans Code:  
Type a two (2) character transaction code and **Enter** or type **?** to display the Transaction Code Selection Window.  
Press **F2** to return to the previous input field.

*Note: This transaction code must already be established in 'Transaction Code Maintenance' on the General Ledger Definition Menu.*

### 5. Account:

Type the account number and **Enter** or type **?** to display the Account Number Selection window. The account name displays along with 100.00% in the balance field.

*Note: This account number represents the source account from which you allocate percentage amounts to other accounts.*

### 6. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the entry is correct. Proceed to Step 7.

Type **N** to edit the entry and return to Step 3.

Type **D** to delete the entire allocating entry. Return to Step 2.

### 7. Line:

The system automatically assigns the next available line number.

Press **F1** to display the next line number in sequence.

Press **F3** to display detail information for the line number.

Press **F4** to end allocating entry input and return to Step 2.

*Note: The system will display the following prompt if the percentage is not distributed to 100%:*

*Warning! The Allocating Journal Entry is Out Of Balance. Percentage Must Equal 100%, Press Any Key to Continue. The system will return to Step 7 so you can correct the percentage allocation.*

### 8. Account:

Type the account number and **Enter** or type **?** to display the Account Number Selection window. A description of the account displays.

### 9. Percentage:

Type the allocation percentage in ##.## format and **Enter**. Return to Step 7.

*Note: You may allocate any percentage of the source account but total allocations must equal 100.00% and the balance field must be equal to zero. If you do not want to allocate all of the source account, enter the source account number and the remaining percentage to achieve a balance of zero. The remaining percentage is then disbursed back to the source account.*

## ***Operating The General Ledger System***

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Press **F2** to enter a different account number. Return to Step 8.

10. Is The Data Correct? (Y)es, (N)o, (D)elele?

Type **Y** if the entry is correct. Proceed to Step 2.

Type **N** to correct the account distribution. Return to Step 8.

Type **D** to remove the entire allocating entry. Return to Step 2.

# Allocating Journal Report

## Overview

The Allocating Journal Entry Report lets you verify the transactions you entered using 'Allocating Journal Entries' and make any necessary corrections to the allocating entries.

Allocating Journal Entries are posted to the General Ledger during each 'End-Of-Period Processing'. If you have to close a month more than one time, the allocating entries are not posted again.



## Procedure

1. Choose Allocating Journal Entry Listing on the General Ledger System Menu.

2. First Journal:

Type the first journal code and **Enter** or type **?** to display the active allocating journal entries.

Press **F4** to return to the General Ledger System Menu.

3. Last Journal:

Type the last journal code and **Enter** or type **?** to display the active allocating journal entries.

Press **F2** to return to the previous input field.

4. Select the appropriate printer for this report.

# Allocating Journal Report Sample

The screenshot displays the SAP ALLOCAT report interface. The title bar reads 'SAPMPAL008 - Allocat Display'. The main header contains the following information:

- Company: WILSON Development Company
- Report Title: Allocating Journal Entry List
- Period: 01/01 to 01/31
- Page No.: 1
- Run Date: 01/24/2011
- Run Time: 09:04:03 AM

The report table is structured as follows:

Type	Code	Account Name	Allocating Account & Description	Debit Amount	Credit Amount	Debit Amount	Credit Amount
WIL	48	Allocate WILSON	624 Salaries				
				400			91.000
				400			91.000
							182.000



# Provision For Income Tax Maintenance

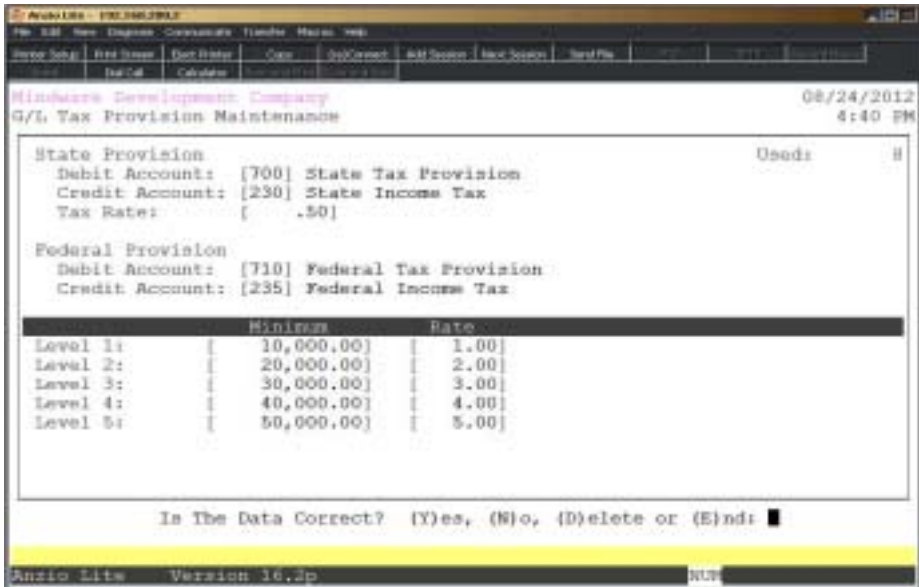
## Overview

Provision for Income Tax Maintenance sets the parameters for the system to make journal entries automatically for income tax accounts during End-Of-Period Processing. This option should only be used by corporations. The taxes calculated are only estimates and you should recalculate your taxes to insure correct tax liability.

During End-Of-Period Processing, the system calculates profit or loss from income and expense postings. Tax rates are then determined by the ranges in which profit occurs. You may specify up to five ranges for the federal tax provision. The provision formulas are as follows:

$$\text{STATE PROVISION} = (\text{PROFIT}) \times (\text{STATE RATE})$$

$$\text{FEDERAL PROVISION} = [(\text{PROFIT} - \text{STATE TAX}) \times (\text{NO OF PERIODS}) \times (\text{FEDERAL RATE(S)})] / \text{NO OF PERIODS}$$



## Procedure

1. Choose Provision For Income Tax Maintenance from the General Ledger System Menu.

2. State Provision - Debit Account:

Type the account number for the state income tax expense and **Enter** or type **?** to display the Account Number Selection window.

## Operating The General Ledger System

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*Note: You must debit your Provision for State Income Tax Expense account in each period.*

Press **F4** to return to the General Ledger System Menu.

### 3. State Provision - Credit Account:

Type the account number for the state income tax liability and **Enter** or type ? to display the Account Number Selection window.

Press **F2** to return to the previous input field.

### 4. State Provision - Tax Rate

Type your state tax percentage in ##.## format and **Enter**.

### 5. Federal Provision - Debit

Type the account number for the federal income tax expense and **Enter** or type ? to display the Account Number Selection window.

### 6. Federal Provision - Credit

Type the account number for the state income tax liability and **Enter** or type ? to display the Account Number Selection window.

### 7. Federal Tax Rate Levels (1-5):

Type in an amount (maximum of five ranges) and the tax rates for each level and **Enter**. Press **Enter** to move from one entry level to another.

*Note: Since the federal tax rate depends on your profit, you can specify up to five profit ranges and the appropriate tax rates for each range. When the system figures profit during 'End-Of-Period Processing', it automatically calculates your tax and posts the debit and credit entries to the appropriate accounts.*

### 8. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the tax information is correct and return to the General Ledger System Menu.

Type **N** to edit the entry. Return to Step 2.

Type **D** to remove this tax record from the system and return to the General Ledger System Menu.

Type **E** to return to the General Ledger System Menu without saving any changes.

# End-Of-Day Processing

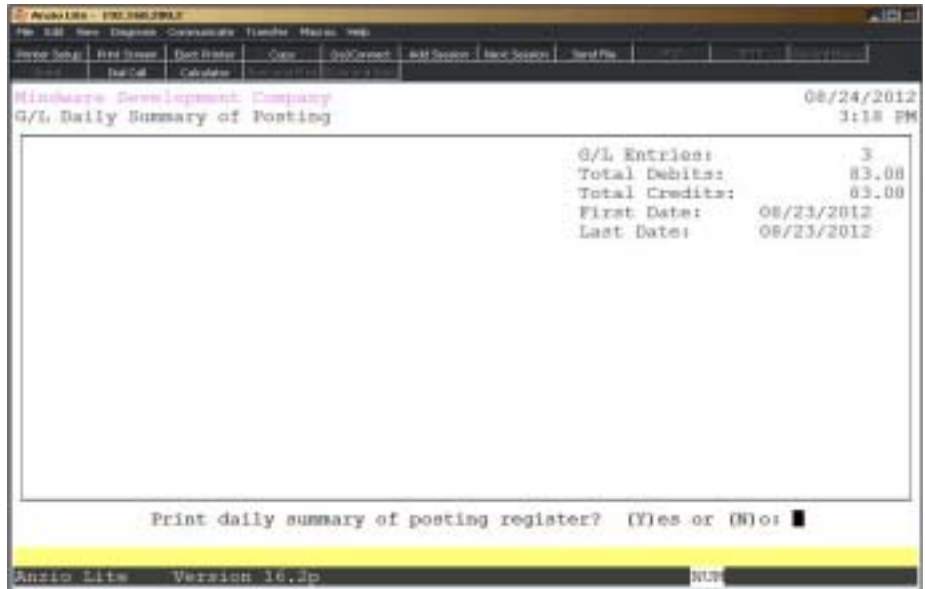
## Overview

End-Of-Day Processing updates transactions posted from other Total Order Plus accounting modules, such as, Accounts Payable, Accounts Receivable, Inventory, Order Entry, Payroll and Fixed Assets.

Postings from other accounting modules go directly to the daily file. You must run End-Of-Day Processing to print and update the Daily Summary Of Postings. This transfers the information to a monthly transaction file. The Account Masterfile will not reflect these transactions until updated, as well as any of the General Ledger reports.

If the report displays an out-of-balance message on the screen, press Enter to update the transactions. Corrections cannot be made to the End-Of-Day transaction file. Make corrections using the general journal entry program.

This report must be printed before any transactions can be updated.



## Procedure

1. Choose End-Of-Day Processing from the General Ledger System Menu.
2. Print Daily Summary of Postings Register? (Y)es or (N)o:

Type **Y** to print the register and update the postings.

Type **N** to return to the General Ledger System Menu.

3. Update Daily Summary Of Postings? (Y)es or (N)o:

Type **N** to return to the General Ledger System Menu.

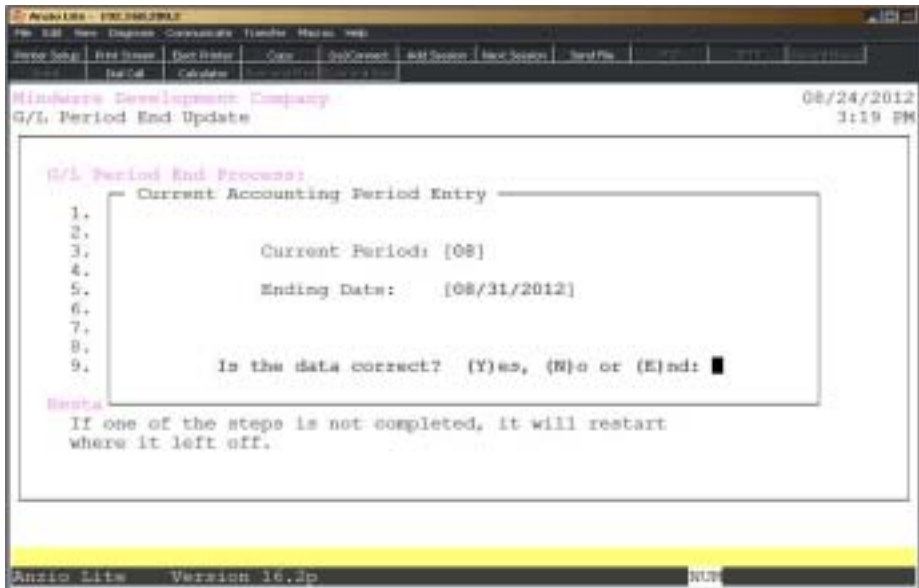
Type **Y** to update the information to the monthly transaction file. The following message displays:

*Note: The End-Of-Day transaction file is composed of postings from other system modules. The report can reflect an out of balance condition or an undefined account number. The postings cannot be corrected in this transaction file. A journal entry will need to be made after updating transactions to correct the problem.*

# End-Of-Period Processing

## Overview

End-Of-Period Processing summarizes all of the detailed transactions posted during the current month and produces a Period Summary Of Postings, Trial Balance and Financial Statements. This process is normally ran after all entries, general journal entries, etc., are entered for the month.



## Procedure

1. Choose End-Of-Period Processing from the General Ledger System Menu.

*Note: The system automatically defaults to the period number following the last period that was closed. Be sure that this is the correct period and the correct period ending date. If you are closing the month of February and it is a leap year, be sure to use February 29 as the last day of the period.*

2. Current Period:

Override the number of the current period and **Enter** or press **Enter** to accept the number displayed.

3. Ending Date:

Type the ending date of the current period in MMDD format and **Enter** or press **Enter** to accept the date displayed. The system will insert the current century and year.

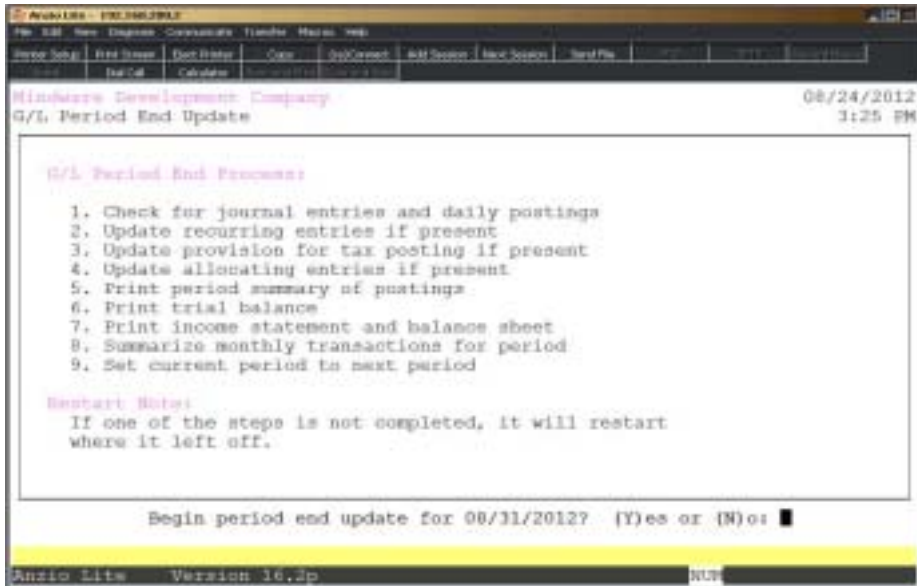
4. Is The Data Correct? (Y)es, (N)o or (E)nd:

Type **Y** to continue the period-end process.

Type **N** to edit the date displayed. Return to Step 2.

Type **E** to abort the process and return to the General Ledger System Menu.

*Note: The system displays a checklist of the steps necessary to complete Period-End Processing. If the process is aborted, the system will restart with the same processing step that was aborted.*



5. Begin Period-End Update for MM/DD/YYYY? (Y)es or (N)o:

Type **Y** to continue with period-end processing. Go to Step 6.

Type **N** to return to the General Ledger System Menu.

6. Post Recurring Journal Entries? (Y)es, (N)o or (E)nd:

Type **Y** to post the recurring journal entries for this accounting period. Go to Step 7.

*Note: The recurring journal entries are posted to the End-Of-Day transaction file. The prompt '\*\*\* G/L Recurring Entry Update \*\*\*' displays on the screen. Select the appropriate printer for the recurring journal entry listing.*

*The system checks to see if the recurring entries have already been posted for this period. This message displays: 'Note! Recurring Entries Have Already Been Posted For This Period. They Will Not Be Posted Again'.*

Type **N** to bypass the posting of recurring journal entries for this accounting period.

*Note: The system will prompt you with this message: 'Confirm: You Do **Not** Want to Post Recurring Entries For This Month? Skip Recurring Entry Posting? (Y)es or (N)o':*

*Type **Y** to skip posting entries and continue period-end processing.*

*Type **N** not to skip postings and return to Step 6.*

Type **E** to end Period-End Processing and return to the General Ledger System Menu.

7. Print Daily Summary Of Postings Register? (Y)es or (N)o:

Type **Y** to print the summary of postings register. Select the appropriate printer for this report.

Type **N** to abort period-end processing and return to the General Ledger System Menu.

8. Update Daily Summary Of Postings? (Y)es or (N)o:

Type **Y** to update the recurring journal entries to the monthly transaction file.

Type **N** to abort period-end processing and return to the General Ledger System Menu.

9. Post Provision For Taxes? (Y)es or (N)o:

Type **Y** to post provision for taxes to the End-Of-Day transaction file.

Type **N** to bypass posting provision for taxes. Go to Step 12.

10. Print Daily Summary Of Postings Register? (Y)es or (N)o:

Type **Y** to print the summary of postings register. Select the appropriate printer for this report.

Type **N** to abort period-end processing and return to the General Ledger System Menu.

11. Update Daily Summary Of Postings? (Y)es or (N)o:

Type **Y** to update the provision for tax journal entries to the monthly transaction file.

Type **N** to abort period-end processing and return to the General Ledger System Menu.

12. Post Allocating Journal Entries? (Y)es, (N)o or (E)nd:

Type **Y** to post the allocating journal entries for this accounting period.

*Note: The allocating journal entries are posted to the End-Of-Day transaction file. The prompt '\*\*\* G/L Allocating Entry Update \*\*\*' displays on the screen. Select the appropriate printer for the allocating journal entry listing.*

*The system checks to see if the allocating entries have already been posted for this period. This message displays: 'Note! Allocating Entries Have Already Been Posted For This Period. They Will Not Be Posted Again'.*

*The system also checks the balance in the primary account for this accounting period. If the balance is equal to zero, this message prints on the report: 'Primary Account Balance Is Zero. No Balance To Allocate'.*

Type **N** to bypass the posting of allocating journal entries for this accounting period.

*Note: The system will prompt you with this warning: Confirm: You Do Not Want to Post Allocating Entries For This Period. Skip Allocating Entry Posting? (Y)es or (N)o:*

*Type Y to bypass posting entries and proceed to Step 15.*

*Type N to return to Step 12.*

Type **E** to end Period-End Processing and return to the General Ledger System Menu.

13. Print Daily Summary Of Postings Register? (Y)es or (N)o:

Type **Y** to print the summary of postings register. Select the appropriate printer for this report.

Type **N** to abort period-end processing and return to the General Ledger System Menu.

14. Update Daily Summary Of Postings? (Y)es or (N)o:

Type **N** to abort period-end processing and return to the General Ledger System Menu.

Type **Y** to update the allocating journal entries to the monthly transaction file.

*Note: You will be prompted to select a printer for the Summary Of Postings report.*

*If the debits and credits on the Summary Of Postings do not equal, this message displays: 'Warning: The Summary Of Postings Is Out Of Balance. An Out Of Balance Period Cannot Be Closed. Please Make Corrections Using General Journal Entries. Press Any Key To Continue.'*

*Press the **Enter** key to return to the General Ledger System Menu to make the necessary corrections.*

15. Did The Period Summary Of Postings Print Correctly? (Y)es or (N)o:

Type **Y** to continue with the closing procedure.

Type **N** to reprint the Summary Of Postings.



*Note: You will be prompted to select a printer for the Trial Balance report.*

16. Did The Trial Balance Print Correctly? (Y)es or (N)o:

Type **Y** to continue with the closing procedure.

Type **N** reprint the Trial Balance.

*Note: You will be prompted to select a printer for the Financial Statements.*

17. Did the Financial Statements Print Correctly? (Y)es or (N)o:

Type **Y** to continue with the closing procedure.

Type **N** to reprint the Financial Statements.

18. Complete Period-End Update for MM/DD/YYYY? (Y)es or (N)o:

Type **Y** to complete the closing procedure for the current period.

Type **N** to return to the General Ledger System Menu.

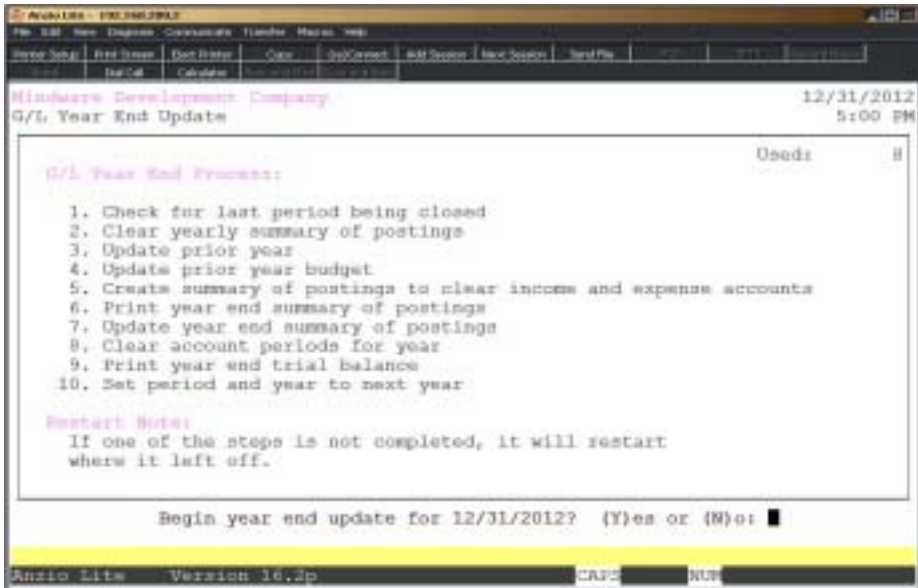
*Note: If you answered N to close the Period-End, the system displays this prompt: 'Warning: Period-End Must Be Completed Before Any New G/L Processing Occurs. Press Any Key To Continue'. Reenter Period-End Processing to complete the closing procedure.*

*Press the **Enter** key to return to the General Ledger System Menu.*

# End-Of-Year Processing

## Overview

The End-Of-Year Processing procedure clears the transactions posted for the current year from the history file, clears the net posting figure for each month of the year and writes the figures to prior year periods. The system creates a journal entry to clear all income and expense accounts and prints a summary of postings to reflect these entries.



*Note: The system displays a checklist of the steps necessary to complete Year-End Processing. If the process is not completed, the system will restart with the same processing step that was aborted.*

*The system first checks to see if period-end processing is not in progress and that the last period of the current year has been closed. The system displays the following prompts:*

*'Warning: Period-End is in Progress, Year-End Cannot be Done Until Period-End is Complete'.*

*'Warning: Entries Cannot Be Made To A Closed Year. All Postings And Journal Entries Must Be Completed Before Closing The Year'.*

*'Warning: The Last Period has not been Closed. The Last Period Must First Be Closed Before Closing the Year'.*

## Procedure

1. Choose End-Of-Year Processing on the General Ledger System Menu.

*Note: The system displays this prompt upon entering year-end processing: 'Warning: Entries Cannot Be Made To a Closed Year. All Postings and Journal Entries Must Be Completed Before Closing the Year'.*

2. Begin Year-End Update for MM/DD/YYYY? (Y)es or (N)o:

Type **Y** to begin year-end processing.

Type **N** to abort year-end processing and return to the General Ledger System Menu.

*Note: Make any necessary general journal entries, if applicable, and reenter End-Of-Year Processing when ready to close the year. Processing will resume at the point you last exited the program.*

3. Clear yearly summary of postings? (Y)es or (N)o:

Type **Y** to clear all current year transactions from the yearly history file.

Type **N** to return to the General Ledger System Menu.

4. Update current year to prior year? (Y)es or (N)o:

Type **Y** to transfer current year figures to prior year fields.

Type **N** to return to the General Ledger System Menu.

5. Update current year budget to prior year budget? (Y)es or (N)o:

Type **Y** to update current year budget figures to prior year budget fields.

Type **N** to return to the General Ledger System Menu.

6. Create Year-End Summary Of Postings? (Y)es or (N)o:

Type **Y** to create year-end closing journal entries for income and expense accounts.

Type **N** to return to the General Ledger System Menu.

7. Clear monthly account periods? (Y)es or (N)o:

Type **Y** to clear monthly account figures in the Account Masterfile.

Type **N** to return to the General Ledger System Menu.

*Note: Each step in year-end processing must be completed in order to close the year properly. You will not be able to do any General Ledger processing until the closing is complete.*

# 4

## ***GENERAL LEDGER REPORT SYSTEM***

- Period Summary Of Postings**
- Trial Balance**
- Working Trial Balance**
- Financial Statements**
- Yearly Summary Of Postings**
- Yearly Summary Of Postings By Date**
- Detail Account Transaction Report**
- Monthly Transaction By Day Report**
- Export General Ledger File**
- Prior Period Comparison Report**

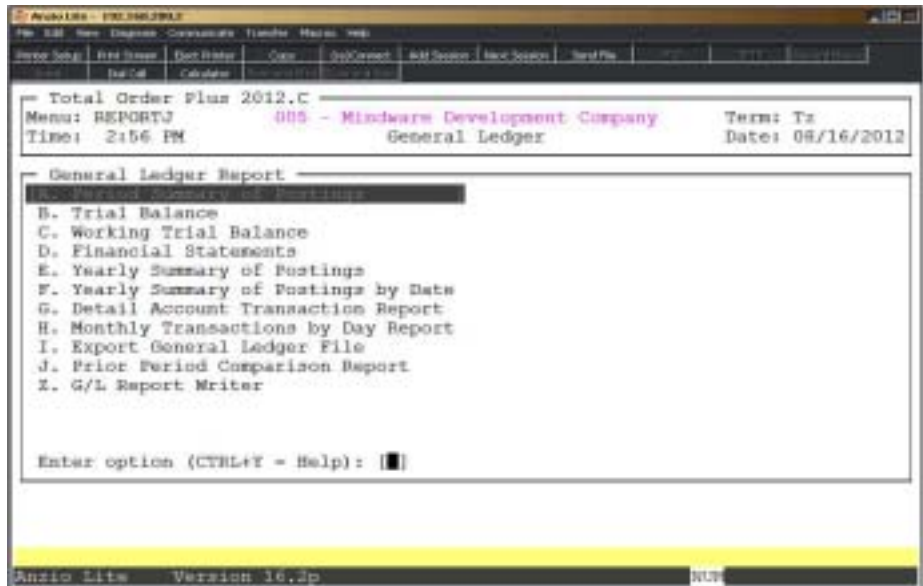
# General Ledger Report Menu

## Overview

The General Ledger reporting system offers tracking of each general ledger account, showing month-to-date and year-to-date profit and loss statements, along with current year, prior year, budget expense and comparative analysis reporting. The system produces detailed management reports in an income statement and balance sheet, trial balance and detailed summary of postings for period-to-date and year-to-date.

You can track detailed postings for a range of account numbers by transaction code or all transactions for a specific date range.

The Export General Ledger File program lets you export to an ASCII file (tab delimited) to import into other software products, such as, PageMaker, Excel, Lotus, etc. Information fields that export are the general ledger account number, account description and current period dollar amounts.

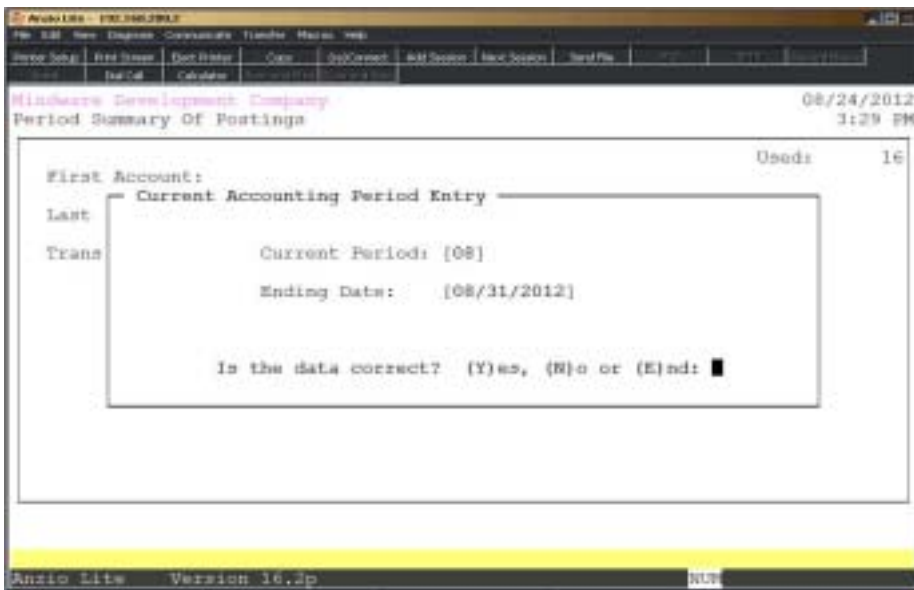


# Period Summary Of Postings

## Overview

The Period Summary Of Postings is an on-demand report of all activity for each account in account number sequence. This report lists the beginning balance, details of transactions posted to each account, net amount of postings and ending balance for the period.

You can specify dates for the report if you do not want to print all entries for the entire period. You can run this program before running end-of-period processing to assure that all postings are in balance. Correct any errors to prevent an out-of-balance condition. This report is printed as part of period-end processing.



## Procedure

1. Choose Period Summary Of Postings from the General Ledger Report Menu.
2. Is The Data Correct? (Y)es, (N)o or (E)nd:  
Type **Y** if the period date is correct. Go to Step 5.  
Type **N** to edit the date. Go to Step 3.  
Type **E** to abort this report and return to the General Ledger Report Menu.
3. Current Period:  
Type the number for the current period and **Enter**.

Press **Enter** to accept the period displayed.

4. Ending Date:

Type the ending date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year or press the **Enter** key to accept the date displayed. Return to Step 2.

5. First Account:

Type a valid account number and **Enter** or type ? to display the Account Number Selection window.

6. Last Account:

Type a valid account number and **Enter** or type ? to display the Account Number Selection window.

Press **F2** to return to the previous input field.

7. Trans Code:

Type a valid transaction code and **Enter** or type ? to display the Transaction Code Selection window.

Press the **Spacebar**+ the **Enter** key to include all transactions on this report.

8. Select the appropriate printer for this report.

# Period Summary Of Postings Sample

Print Preview		Your Company Name		Page No:	
File	Page	View	Help	1	
Page: 1 of 3				Max Date: 11/30/1999	
Account Range: 100-00 to 611-00				Sys Date: 05/30/1999	
Trans Code:					
	Trans Date	Ref	Posting Remarks	Debit	Credit
101-00	CASH, Checking your bank				
	08/05/1999	CR	Beginning Balance:		62,783.42
	08/31/1999	CR	CASH REC	117.30	
	08/31/1999	CR	CASH REC	115.00	
			Net Posting For Period:	232.30	
			Ending Balance:		62,915.72
101-00	Accounts Receivable				
	08/05/1999	CR	Beginning Balance:	1,464.90	
	08/16/1999	AR	CASH REC		117.30
	08/16/1999	AR	Inv Print, Register: 000023	117.52	
	08/16/1999	AR	Inv Print, Register: 000024		.52
	08/16/1999	AR	Inv Print	115.99	
	08/16/1999	AR	Inv Print	117.67	
	08/16/1999	AR	Inv Print	73.74	
	08/16/1999	AR	Inv Print	75.39	
	08/16/1999	AR	Inv Print	63.20	
	08/16/1999	AR	Inv Print	113.64	
	08/31/1999	AR	Inv Print, Register: 000025	73.21	
	08/31/1999	CR	CASH REC		115.00
			Net Posting For Period:	766.90	
			Ending Balance:	2,231.80	

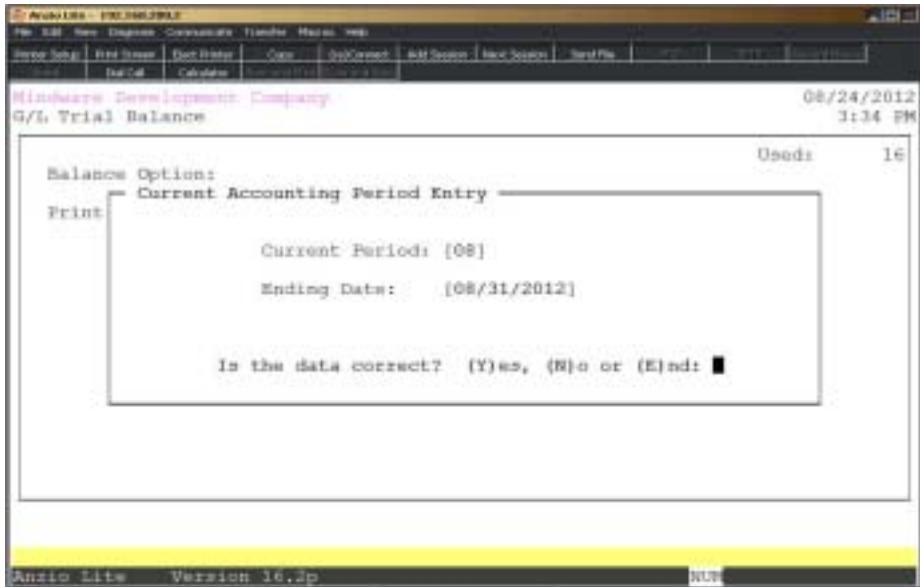


# Trial Balance

## Overview

The Trial Balance program lists all accounts and their balances and lets you verify that all debit balances equal all credit balances. You have the choice of listing either period-to-date balances or year-to-date balances. You can print the Trial Balance prior to processing end-of-period so you can make any necessary corrections to the ledger. This report is part of period-end processing.

*Note: If the report is out of balance, you can find the error by entering different dates for the current period. For example, you can print the report with an ending date in the middle of the month. If the report still reflects an out of balance condition, you know the error occurred prior to that date. If the report is in balance, you know the error occurred after that date. You can repeat this procedure until you find the date of the error and make the necessary corrections.*



## Procedure

1. Choose Trial Balance from the General Ledger Report Menu.
2. Is The Data Correct? (Y)es, (N)o or (E)nd:  
Type **Y** if the period dates are correct. Go to Step 5.  
Type **N** to correct the date. Go to Step 3.

## ***The General Ledger Report System***

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Type **E** to abort this report and return to the General Ledger Report Menu.

### 3. Current Period:

Type the number of the current period and **Enter**.

Press the **Enter** key to accept the period displayed.

### 4. Ending Date:

Type the ending date in MMDD format and **Enter** or press **Enter** to accept the date displayed. No dashes or slashes are required. The system will insert the current century and year. Return to Step 2.

### 5. Balance Option:

Type **P+** the **Enter** key to print period-to-date figures on the Trial Balance.

Type **Y+** the **Enter** key to print year-to-date figures on the Trial Balance.

### 6. Print Option:

Type **S+** the **Enter** key to print the report in standard print format.

Type **C+** the **Enter** key to print the report in condensed print format.

Press **F2** to return to the previous input field.

### 7. Select the appropriate printer for this report.

# Trial Balance Sample

Print Preview

File Page View Help

Page: 1 of 3

GLTB40      Your Company Name      Page No: 1  
 3:19 PM      G/L Trial Balance      Run Date: 11/01/1999  
                  August 31, 1999      Sys Date: 09/30/1999

Year To Date

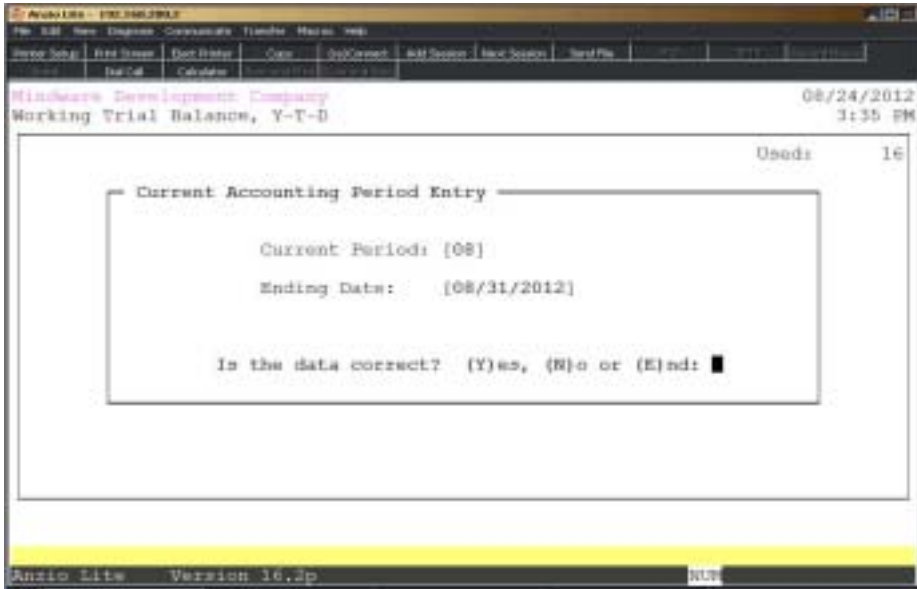
G/L Account	Account Description	Debit	Credit
<b>ASSETS</b>			
100-00	Petty Cash.....	.00	
101-00	Cash on hand.....	.00	
102-00	Cash, checking your bank.....		62,531.12
103-00	Accounts Receivable.....	2,429.93	
105-00	Petty Cash.....	.00	
110-00	Inventory Stamps.....	75.00	
112-00	Inventory Pre-Inks.....		7.00
114-00	Inventory Daters.....		26.90
116-00	Inventory Self-Inking.....	.00	
118-00	Inventory Pads & Ink.....	.00	
120-00	Inventory Engraving.....	7.00	
151-00	Equipment, manufacturing.....	.00	
152-00	Office furn. & Fixtures.....	.00	
153-00	Auto & truck, delivery.....	.00	
154-00	Accumulated Depreciation.....	.00	
<b>TOTAL ASSETS</b>		<b>2,511.93</b>	<b>62,565.02</b>
<b>Total Assets</b>		<b>2,511.93</b>	<b>62,565.02</b>

# Working Trial Balance

## Overview

The Working Trial Balance provides a listing of your General Ledger Chart Of Accounts. You can use this listing as a worksheet to make period-end adjustments. These adjustments are made using the General Journal Entries on the General Ledger System Menu.

The listing shows each account number and its ending balance for the current period with space provided to enter adjustments or beginning balances.



## Procedure

1. Choose Working Trial Balance from the General Ledger Report Menu.
2. Is The Data Correct? (Y)es, (N)o or (E)nd:  
Type **Y** if the period dates are correct and proceed to Step 5.  
Type **N** to correct the date. Go to Step 3.  
Type **E** to abort this report and return to the General Ledger Report Menu.
3. Current Period :  
Type the number of the current period and **Enter**.  
Press **Enter** to accept the period displayed.

4. Ending Date:

Type the ending date of the current period in MMDD format and **Enter** or press **Enter** to accept the date displayed. No dashes or slashes are required. The system will insert the current century and year. Return to Step 2.

5. Select the appropriate printer for this report.

# Working Trial Balance Sample

Print Preview

File Page View Help

Page: 1 of 3

GL Title: 11:58 AM

Test Company Name  
Working Trial Balance  
December 31, 1998

Page No: 1  
Run Date: 05/01/1999  
Sys Date: 05/01/1999

Q/L ACCOUNT	ACCOUNT DESCRIPTION	CURRENT Ending Balance	Adjustment DEBIT	Adjustment CREDIT	Adjusted Ending Balance
<b>ASSETS</b>					
200-00	Petty Cash	.00	_____	_____	_____
201-00	Cash on hand	.00	_____	_____	_____
202-00	Cash, checking your bank	(16,389.74)	_____	_____	_____
203-00	Accounts receivable	1,465.00	_____	_____	_____
205-00	Petty Cash	.00	_____	_____	_____
230-00	Inventory Drugs	15.00	_____	_____	_____
232-00	Inventory Pre-Paid	(7.00)	_____	_____	_____
234-00	Inventory Inerts	(16.00)	_____	_____	_____
236-00	Inventory Self-Labeling	.00	_____	_____	_____
238-00	Inventory Pads & Ink	.00	_____	_____	_____

# Financial Statements

## Overview

The General Ledger provides the two most common financial statements: Income Statement and Balance Sheet.

The Income Statement prints period-to-date and year-to-date totals with percent of sales figures, comparison and variance to prior year dollars or comparison and variance to budget figures. This statement calculates your net profit/loss dollar figure which is reflected on the Balance Sheet.

The Balance Sheet prints current year-to-date balances with an option to print both current year and prior year balances. This report is part of End-of-Month Pprocessing.

```

Anzio Lite - P02.240.291.2
File Edit View Database Conversion Transfer Macro Help
Invoice Setup Print Screen Det Dates Calc... Adj/Correct Bill System Inv System Help/Fin...
-----
Minkware Development Company                                08/24/2012
Financial Statement Selection                                3:38 PM

Income Statement: [Y]                                         Used: 16
Options:          [1] Percent of sales
Account Codes:   [N]

Balance Sheet:    [Y]
Options:          [1] Current balance
Account Codes:   [N]

Print income statement? (Y)es or (N)o
F4 to Exit

Anzio Lite Version 16.2p
  
```

## Procedure

1. Choose Financial Statements on the General Ledger Report Menu.
2. Is The Data Correct? (Y)es, (N)o or (E)nd:
  - Type **Y** if the period dates are correct. Proceed to Step 5.
  - Type **N** to correct the date. Go to Step 3.
  - Type **E** to abort this report and return to the General Ledger Report Menu.
2. Current Period :

## ***The General Ledger Report System***

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Type the number of the current period and **Enter**.

Press **Enter** to accept the period displayed.

### 3. Ending Date:

Type the ending date of the current period in MMDD format and **Enter** or press the **Enter** key to accept the date displayed. No dashes or slashes are required. The system will insert the current century and year.

### 5. Income Statement:

Type **Y+** the **Enter** key if you want to print an income statement.

Type **N+** the **Enter** key if you do not want to include an income statement. Go to Step 8.

Press **F4** to return to the General Ledger Report Menu.

### 6. Options:

Type **1+** the **Enter** key to print the income statement reflecting percentage of sales.

Type **2+** the **Enter** key to include the budget variance figures.

Type **3+** the **Enter** key to include the prior year variance figures.

Press **F2** to return to the previous input field.

### 7. Account Codes:

Type **Y+** the **Enter** key if you want the account number to print on the statement.

Type **N+** the **Enter** key if you only want to print the account description.

### 8. Balance Sheet:

Type **Y+** the **Enter** key if you want to include a balance sheet.

Type **N+** the **Enter** key if you do not want to include a balance sheet. Go to Step 11.

Press **F2** to return to the previous input field in Step 5.

### 9. Options:

Type **1+** the **Enter** key to print current balances.

Type **2+** the **Enter** key to print prior year comparisons.

### 10. Account Codes:

Type **Y+** the **Enter** key if you want the account number to print on the statement.

Type **N+** the **Enter** key if you only want to print the account description.

11. Select the appropriate printer for this report.



# Income Statement Sample

Print Preview

File Page View Help

Page: 1 of 3

Your Company name  
**T H E G E N E R A L L E D G E R R E P O R T S Y S T E M**  
 August 31, 1999

Page no: 1  
 Run Date: 11/01/1999  
 Sys Date: 05/30/1999

On Demand	P-T-D Actual	\$ Sales	P-T-D Actual	\$ Sales
<b>REVENUE</b>				
410-00 Store Sales.....	109.90	12.43	1,110.07	43.54
412-00 Pre-Job Sales.....	117.00	16.93	111.47	10.12
414-00 Bazar Sales.....	.00	.00	533.40	18.83
416-00 Self-inking Sales.....	.00	.00	90.00	1.63
418-00 Pad & Ink Sales.....	49.95	5.67	(115.00)	(3.71)
420-00 Engraving Sales.....	210.95	28.54	415.87	13.53
421-00 Art Stamps.....	346.50	18.62	346.50	4.29
423-00 Advertising Specialty.....	209.25	23.24	209.25	6.04
425-00 Retains & Allowances.....	.00	.00	116.01	5.12
<b>TOTAL REVENUE</b>	<b>1011.55</b>	<b>100.00</b>	<b>3,090.57</b>	<b>100.00</b>
<b>TOTAL INCOME</b>				
	<b>1011.55</b>	<b>100.00</b>	<b>3,090.57</b>	<b>100.00</b>
<b>COST OF SALES</b>				
510-00 Purchases, store stock.....	.00	.00	512.96	18.87
515-00 Freight.....	(21.00)	(2.61)	(20.00)	(2.24)
516-00 Sales Discounts.....	.00	.00	(3.59)	(.12)
519-00 Inventory Shrinkage.....	.00	.00	.00	.00
590-00 Shipping Charges.....	(5.00)	(.53)	(18.25)	(.61)
590-01 Shipping Charges.....	.00	.00	(5.00)	(.18)
<b>TOTAL COST OF SALES</b>	<b>(26.00)</b>	<b>(3.24)</b>	<b>440.76</b>	<b>14.40</b>

# Balance Sheet Sample

On Demand		Current	Year To Date
GLEFD 3:15 PM			
Your Company Name Balance Sheet August 31, 1998		Page No: 1 Run Date: 11/01/1998 Sys Date: 05/30/1998	
-----			
On Demand		Current	Year To Date
-----			
<b>ASSETS</b>			
100-00	Petty Cash.....	.00	
101-00	Cash on hand.....	.00	
102-00	Cash, checking your bank.....	(62,511.12)	
103-00	Accounts Receivable.....	2,429.91	
105-00	Petty Cash.....	.00	
110-00	Inventory Stamp.....	71.00	
112-00	Inventory Pre-Instk.....	(7.00)	
114-00	Inventory Materl.....	(24.90)	
116-00	Inventory Self-Instk.....	.00	
118-00	Inventory Pads & Ink.....	.00	
120-00	Inventory Segrating.....	3.00	
121-00	Equipment, Manufacturing.....	.00	
122-00	Office Furn. & Fixtures.....	.00	
123-00	Auto & truck, delivery.....	.00	
124-00	Accumulated Depreciation.....	.00	
	<b>TOTAL ASSETS</b>	<b>(60,051.09)</b>	
	<b>TOTAL ASSETS</b>		<b>(60,051.09)</b>
-----			
<b>LIABILITIES</b>			
201-00	Accounts Payable.....	(511.00)	

# Yearly Summary Of Postings

## Overview

The Yearly Summary Of Postings is an on-demand report of all activity for each account in account number sequence. This report lists the beginning balance, details of transactions posted to each account, net amount of postings and ending balance for the period.

You can specify dates for the report if you do not want to print all entries for an entire year or you can specify dates for printing details for several periods. This can be a very lengthy report. This report can be printed after a period is closed.



## Procedure

1. Choose Yearly Summary Of Postings from the General Ledger Report Menu.
2. Is The Data Correct? (Y)es, (N)o or (E)nd:  
 Type **Y** if the date is correct. Proceed to Step 5.  
 Type **N** to enter the current period and proceed to Step 3.  
 Type **E** to abort this report and return to the General Ledger Report Menu.
3. Current Period:  
 Type the number for the current period and **Enter**.

## ***The General Ledger Report System***

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Press **Enter** to accept the period displayed.

### 4. Ending Date:

Type the ending date in MMDD format and **Enter** or press the **Enter** to accept the date displayed. No dashes or slashes are required. The system will insert the current century and year. Return to Step 2.

### 5. First Account:

Type the first valid account number to print and **Enter** or type **?** to display the Account Number Selection window.

### 6. Last Account:

Type the last valid account number to print and **Enter** or type **?** to display the Account Number Selection window.

Press **F2** to return to the previous input field.

### 7. Trans Code:

Type a valid transaction code and **Enter** or type **?** to display the Transaction Code Selection window.

Press the **Spacebar**+ the **Enter** key to include all transactions on this report.

### 8. Select the appropriate printer for this report.

# Yearly Summary Of Postings Report Sample

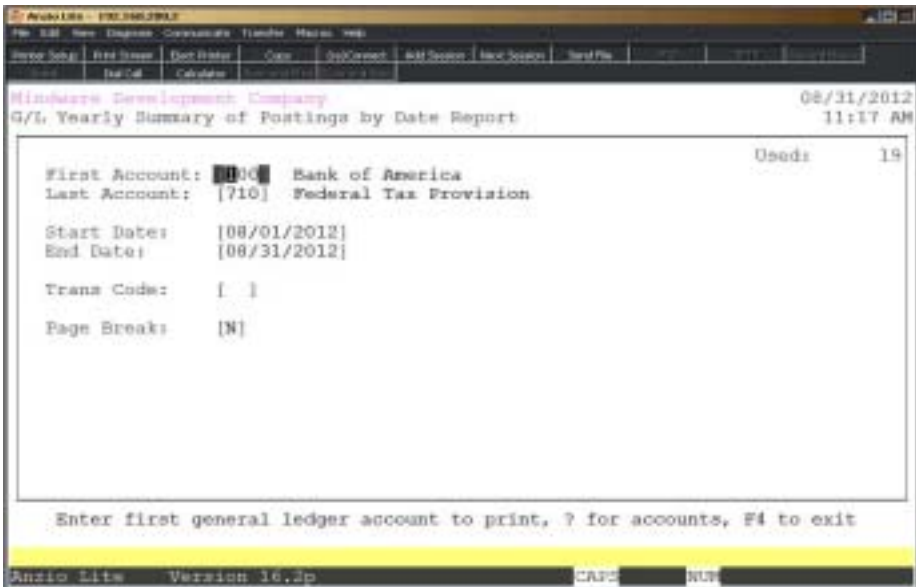
Print Preview		Your Company Name		Page No: 1	
3:37 PM		Yearly Summary Of Postings		Net Date: 11/01/1999	
		August 31, 1999		Net Date: 01/30/1999	
Account Range: 000-00 to 611-00		Trans Code:			
	Trans Date	Ref	Posting Remarks	Debit	Credit
101-00	Cash, Checking your bank				
			Beginning Balance:		62,713.42
	08/08/1999	CR	CASH REC	117.30	
	08/21/1999	CR	CASH REC	115.00	
			Net Posting For Year:	232.30	
			Ending Balance:		62,945.72
101-00	Accounts Receivable				
			Beginning Balance:	1,494.90	
	08/14/1999	AR	CASH REC		117.30
	08/15/1999	AR	Inv Print, Register: 000019	117.51	
	08/16/1999	AR	Inv Print, Register: 000019		.52
	08/16/1999	AR	Inv Print	155.99	
	08/16/1999	AR	Inv Print	117.87	
	08/16/1999	AR	Inv Print	15.34	
	08/16/1999	AR	Inv Print	75.29	
	08/16/1999	AR	Inv Print	63.26	
	08/16/1999	AR	Inv Print	113.64	
	08/21/1999	AR	Inv Print, Register: 000025	73.21	
	08/21/1999	CR	CASH REC		115.00
			Net Posting For Year:	746.91	
			Ending Balance:	2,241.81	

# Yearly Summary Of Postings By Date

## Overview

The Yearly Summary Of Postings By Date Report lists all activity for one account or a range of accounts in date / account number order. This report lists the transaction date, account number and description, posting remarks, transaction code and debit and credit amount totals.

You can specify dates for the report for printing details for several periods for accounts selected. This can be a very lengthy report. This report can be printed after a period is closed.



## Procedure

1. Choose Yearly Summary Of Postings By Date on the General Ledger Report Menu.

2. First Account:

Type the first valid account number to print and **Enter** or type **?** to display the Account Number Selection window.

Press **F4** to return to the General Ledger Report Menu.

3. Last Account:

Type the last valid account number to print and **Enter** or type **?** to display the Account Number Selection window.

Press **F2** to return to the previous input field.

4. Start Date:

Type the first date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. End Date:

Type the last date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Trans Code:

Type a valid transaction code and **Enter** or type **?** to display the Transaction Code Selection window.

Press the **Spacebar**+ the **Enter** key to include all transactions on this report.

7. Page Break:

Type **Y** to print a page break and totals for each day.

Type **N** to include all days on one report.

8. Select the appropriate printer for this report.

# YearlySummaryOfPostingsByDateReport Sample

Print Preview						
File Page View Help						
Page: 1 of 1						
Your Company name				Page no:	1	
G/L Detail between Transaction by Date Report				Max Date:	01/31/2000	
Account Range: 410-00 to 410-00, Date Range: 01/01/2000 to 01/31/2000, Trans Code: All				Sys Date:	01/19/2000	
Date	G/L Account	Account Description	Posting Remarks	Post	debit	credit
01/01/2000	410-00	Stamp Sales	Wdv Post, Register: 000034	AR		295.00
					0.00	295.00
02/15/2000	410-00	Stamp Sales	FEED ALLOCATION	FE	500.00	
02/15/2000	412-00	Pre-Pak Sales	Wdv Post, Register: 000041	AR		120.00
02/15/2000	414-00	Water Sales	Wdv Post, Register: 000041	AR		52.16
02/15/2000	410-00	Pad & Ink Sales	Wdv Post, Register: 000041	AR		402.33
					500.00	584.49
02/19/2000	410-00	Stamp Sales	3000 Sales Allocat	AE		500.00
02/19/2000	410-00	Stamp Sales	3000 Sales Allocat	AE	250.00	
02/19/2000	410-00	Stamp Sales	3000 Sales Allocat	AE		250.00
02/19/2000	410-00	Stamp Sales	3000 Sales Allocat	AE	125.00	
02/19/2000	410-00	Stamp Sales	3000 Sales Allocat	AE		125.00
02/19/2000	410-00	Stamp Sales	3000 Sales Allocat	AE	62.50	
02/19/2000	412-00	Pre-Pak Sales	3000 Sales Allocat	AE		250.00
02/19/2000	412-00	Pre-Pak Sales	3000 Sales Allocat	AE		125.00
02/19/2000	412-00	Pre-Pak Sales	3000 Sales Allocat	AE		62.50
					875.00	875.00
					1,375.00	1,194.99

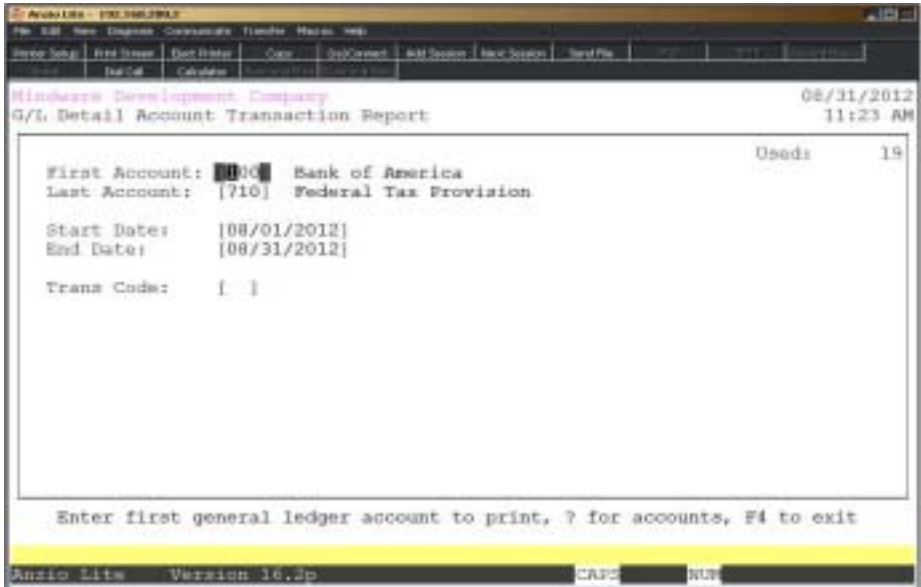


# Detail Account Transactions

## Overview

The Detail Account Transaction Report lists all transactions, by transaction code, posted to each account you selected for this report, specifically for the date range you selected. Each account is listed separately with a total of debits and credits.

The report shows the date of the transaction, transaction code, debit and credit amounts and posting remarks. For transactions entered in the Accounts Payable module, the report lists the vendor code and name, purchase order number, payment check date and invoice memo. This report is useful for locating posting errors.



## Procedure

1. Choose Detail Account Transaction Report from the General Ledger Report Menu.

2. First Account:

Type a valid General Ledger account number and **Enter** or type ? to display the General Ledger Account Selection window.

Press **F4** to return to the General Ledger Report Menu.

3. Last Account:

Type a valid General Ledger account number and **Enter** or type ? to display the General Ledger Account Selection window.

*Note: The last account defaults to the first account.*

Press **F2** to return to the previous input field.

4. First Date:

Type the first date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Last Date:

Type the last date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Trans Code:

Type a valid transaction code (i.e. JE=Journal Entry, CR=Cash Receipts) and **Enter** or type **?** to display the Transaction Code Selection window.

Press the **Spacebar**+ the **Enter** key to include all transaction codes.

7. Select the appropriate printer for this report.

# Detail Account Transaction Report Sample

Print Preview

File Page View Help

Page: 1 of 7

Your Company name: C:\ Detail Account Transaction Report

Page no: 1

Q1998 3:55 PM Account Range: 401-00 to 423-00, Date Range: 01/01/1998 to 12/31/1998, Trans Code: All

Run Date: 11/01/1998

Sys Date: 05/30/1998

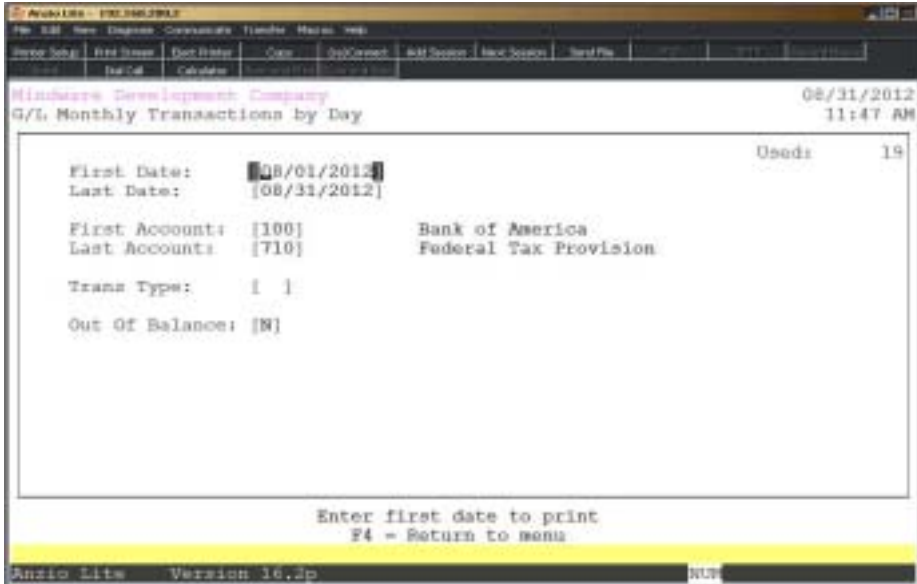
401-00 - Stamp Sales

DATE	POST	DEBIT	CREDIT	Posting Remarks	Vendor Code & Name	PS Number /JOB Date	Invoice Num
06/13/1998	at		30.00	Inv Prnt, Register: 000001			
06/30/1998	at		118.71	Inv Prnt, Register: 000007			
06/30/1998	cr		43.30	cash rec			
07/06/1998	at		300.00	Inv Prnt, Register: 000009			
07/11/1998	at		172.00	Inv Prnt, Register: 000010			
07/11/1998	at		55.18	Inv Prnt, Register: 000020			
07/11/1998	at	0.00		Inv Prnt, Register: 000022			
08/16/1998	at		29.90	Inv Prnt			
08/16/1998	at		80.00	Inv Prnt			
		0.00	448.11				
			448.11				

# Monthly Transactions By Day Report

## Overview

This report lists the account numbers, account descriptions and the debit and credit transactions for each day within the specified date range. You have the option to print only the days that are out of balance or all days transactions. This report will be useful if your Period Summary of Postings reflects an out of balance condition during month-end.



## Procedure

1. Select Monthly Transactions by Day Report on the General Ledger Report Menu.

2. First Date:

Type the first date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F4** to return to the General Ledger Report Menu.

3. Last Date:

Type the last date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. First Account:

Type a valid General Ledger account number and **Enter** or type ? to display the General Ledger Account Selection window.

5. Last Account:

Type a valid General Ledger account number and **Enter** or type ? to display the General Ledger Account Selection window.

6. Out of Balance:

Type **Y+** the **Enter** key if you only want to print days with an out of balance condition.

Type **N+** the **Enter** key to list all days within the specified date range whether or not they are out of balance.

7. Select the appropriate printer for this report.

# Monthly Transaction by Day Report Sample

Hardware Developer Company  
 G/L Monthly Transactions by Day  
 08/01/2012 to 08/31/2012

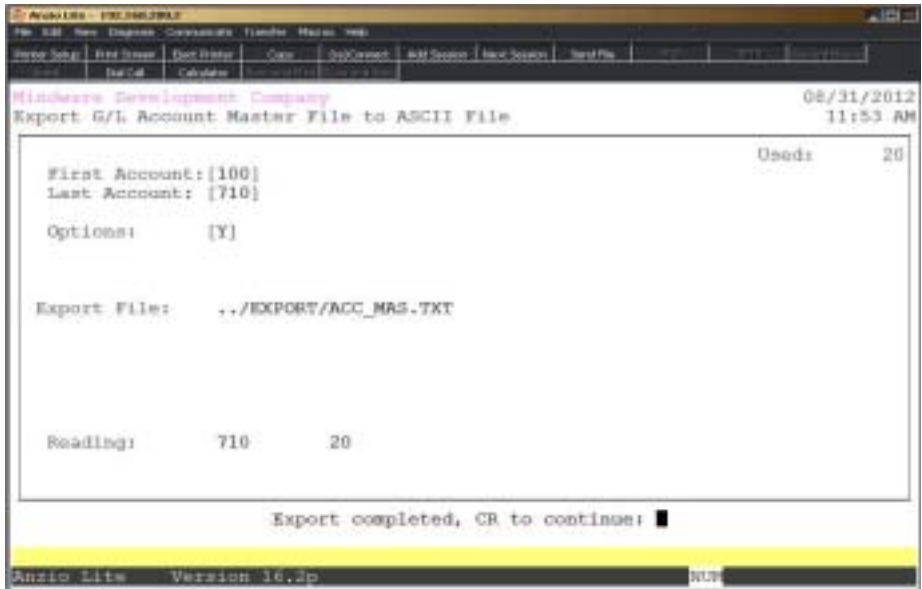
Page No: 1  
 Run Date: 08/28/2012  
 Sys Date: 08/31/2012

Date	Account	Account Description	FC Posting Remark	Debit	Credit
08/15/12	400	Sales	FC Receipt		.00
Summary for Day:				.00	.00
08/16/12	100	Accounts Receivable	IB INVOICE 0808F	.00	
08/16/12	220	Salesperson Commissions	IB INVOICE 0808F		.20
08/16/12	400	Sales	IC Issue		.00
Summary for Day:				.00	.20
08/21/12	100	Bank of America	JE 0808120 reverse payroll posting		200.00
08/25/12	530	Officers Salaries	JE 0808120 reverse payroll posting	200.00	
Summary for Day:				200.00	200.00
Report Summary:				200.00	200.00

# Export General Ledger File

## Overview

The Export General Ledger File program lets you export to an ASCII file (tab delimited) to import into other software products, such as, PageMaker, Excel, Lotus, etc. Information fields that export are the general ledger account number, account description and current period dollar amounts.



## Procedure

1. Choose Export General Ledger File from the General Ledger Report Menu.

2. First Account:

Type a valid general ledger account number and **Enter** or type ? to display the General Ledger Account Selection window.

Press **F4** to return to the General Ledger Report Menu.

3. Last Account:

Type a valid general ledger account number and **Enter** or type ? to display the General Ledger Account Selection window.

Press **F2** to return to the previous input field.

4. Print line feed and CR after each line? (Y)es or (N)o:

Type **Y**+ the **Enter** key to include line feed and carriage return after each line.

## ***The General Ledger Report System***

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*Note: Always enter Yes if you are exporting this file to PageMaker.*

Type **N**+ the **Enter** key to not include a line feed and carriage return after each line.

5. Begin Export? (Y)es, (N)o or (E)nd:

Type **Y** to begin export.

Type **N** to edit the information and return to Step 2.

Type **E** to abort the export and return to the General Ledger Report Menu.

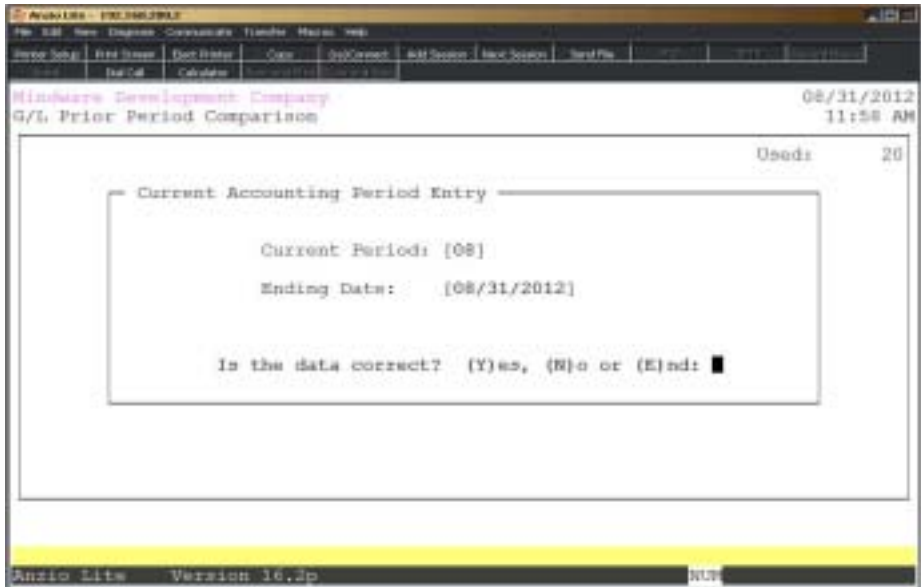
*Note: The data is written to a file named ACC\_MAS.TXT and is located in the EXPORT folder.*



# Prior Period Comparison Report

## Overview

This report allows you to print a financial statement for any month of the year and compare it to the previous month's figures.

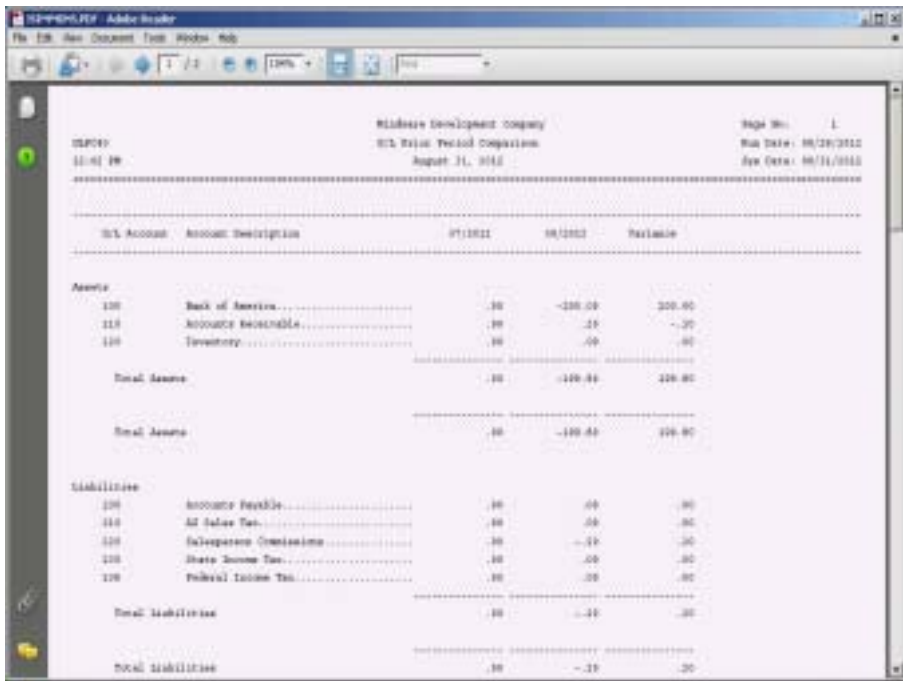


The screenshot displays the Anzio Lite software interface for the 'G/L Prior Period Comparison' report. The window title is 'Anzio Lite - PRIOR PERIOD'. The menu bar includes 'File', 'Edit', 'New', 'Display', 'Conversion', 'Transfer', 'Market', and 'Help'. Below the menu bar, there are several buttons: 'Print Setup', 'Print Screen', 'Doc Dates', 'Copy', 'Alt/Correct', 'Alt/Screen', 'New Screen', 'Send File', 'Print', and 'Exit/Quit'. The main window content shows the company name 'MindWare Development Company' and the report title 'G/L Prior Period Comparison'. The date '08/31/2012' and time '11:58 AM' are displayed in the top right corner. A 'Used:' field shows the value '20'. A large rectangular box contains the following text: 'Current Accounting Period Entry', 'Current Period: [08]', 'Ending Date: [08/31/2012]', and 'Is the data correct? (Y)es, (N)o or (E)nd: █'. At the bottom of the window, the status bar shows 'Anzio Lite Version 16.2p' and '11/11'.

## Procedure

1. Select Prior Period Comparison Report from the General Ledger Report Menu.
2. Enter current period and period ending date that you want to compare.
3. Choose the appropriate printer for this report.

# Prior Period Comparison Report Sample



Business Development Company  
 07 Prior Period Comparison  
 August 31, 2012

Page No: 1  
 Run Date: 08/29/2012  
 Sys Date: 08/31/2012

GL Account	Account Description	07/2012	08/2012	Variance
<b>Assets</b>				
100	Bank of America.....	100	-100.00	200.00
110	Accounts Receivable.....	100	10	-10
120	Inventory.....	100	00	00
<b>Total Assets</b>		100	-100.00	200.00
<b>Liabilities</b>				
200	Accounts Payable.....	100	00	00
210	All Sales Tax.....	100	00	00
220	Salesperson Commissions.....	100	10	00
230	State Income Tax.....	100	00	00
240	Federal Income Tax.....	100	00	00
<b>Total Liabilities</b>		100	10	00
<b>Total Liabilities</b>		100	10	00

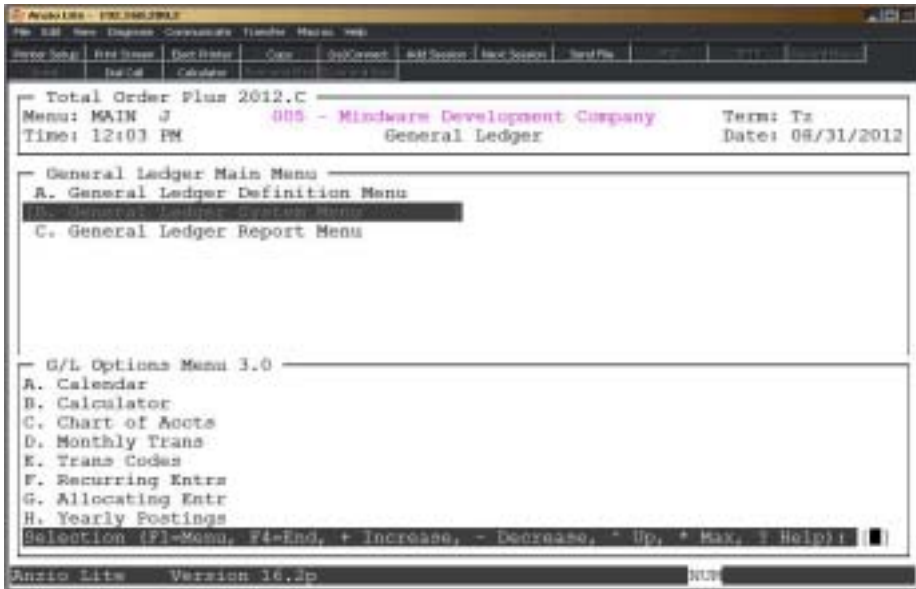
# 5

## ***GENERAL LEDGER OPTIONS MENU***

- Calendar**
- Calculator**
- Chart Of Accounts**
- Monthly Transactions**
- Transactions Codes**
- Recurring Entries**
- Allocating Entries**
- Yearly Postings**

## Overview

The General Ledger Options Menu allows you to display the calendar for three months at a time, use the calculator, view the chart of accounts, transaction codes, monthly and yearly posting transactions, recurring entries and allocating entries. See how to access an options menu in the 'TOP Introduction' section elsewhere in this manual.



## Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to continue the display. Press **F4** to return to the General Ledger Options Menu.

*Note: See the 'TOP Introduction' section elsewhere in this manual.*

## Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F10** to exit the calculator program and return to the General Ledger Options Menu.

*Note: See the 'TOP Introduction' section elsewhere in this manual.*

## Chart Of Accounts

The General Ledger Chart of Accounts displays on the screen. Press the **Enter** key to continue the display or enter an account number to advance the display forward or backward. Press **F4** to return to the General Ledger Options Menu.

### **Monthly Transactions**

All monthly posting transactions to the General Ledger from all of the other TOP modules display on the screen. Press the **Enter** key to continue the display. You can enter an account number to advance the display forward or backward or press the **F4** key to return to the General Ledger Options Menu.

### **Transaction Codes**

All posting transactions are identified by a transaction code from the setup in the 'General Ledger Parameters' located elsewhere in this manual. It is possible to print certain listings by transaction code to further breakdown the source of certain postings. Press the **Enter** key to continue the display, enter a transaction code to advance the display forward or backward or press **F4** to return to the General Ledger Options Menu.

### **Recurring Entries**

Any recurring entries, if applicable, display on the screen showing reference number account numbers and descriptions. Press the **Enter** key to continue the display, enter another reference number or press **F4** to return to the General Ledger Options Menu.

### **Allocating Entries**

Any allocating entries, if applicable, display on the screen showing reference number account numbers and descriptions. Press the **Enter** key to continue the display, enter another reference number or press **F4** to return to the General Ledger Options Menu.

### **Yearly Transactions**

All yearly posting transactions to the General Ledger from all of the other TOP modules display on the screen. Press the **Enter** key to continue the display. You can enter an account number to advance the display forward or backward, **F3** key for find options or press the **F4** key to return to the General Ledger Options Menu. The find options include transaction date, posting remark or dollar amount.