Realtime General Ledger Manual

GENERAL LEDGER

A. CHART OF ACCOUNTS MAINTENANCE

Select 13 at the Business Control Programs menu for the General Ledger.

```
SCREEN CW REALTIME SOFTWARE CORP       Business Control Programs    08 Jul 03
 21 CWW                                                                    DS
  SBCP                    ENTER SELECTION NUMBER:   13                11:03:39
 HS
            FUNCTION        NMBR        DESCRIPTION
                             0    Select Printer
                             1    Initialize Applications Processing
                             2    Inventory (Finished Goods)
                             3    Order Entry
                             4    Billing
                             5    Accounts Receivable
                             6    Sales Analysis
                             7    Purchase Order
                             8    Vendor Rating System
                             9    Accounts Payable
                            10    Payroll
                            11    Labor Distribution
                            12    General Ledger Interface
                            13    General Ledger
                            14    Direct Mail (Labels)
                            15    Master File Audit Reports
                            16    Serial Number Tracking
```

You can type the alpha number screen jumps located on the left to access any of the general ledger sub-menus. For example, SGL04 from any menu will take you to the journal posting menu. To get to the main General Ledger menu from any menu you can type in SG/L. You can also use various screen jumps to go into processes that are used regularly such as COA for chart of accounts maintenance and JE for journal entries. These screen jumps are user definable.

```
SCREEN CW REALTIME SOFTWARE CORP       General Ledger Processing    08 Jul 03
CURRENT SCREEN 'SG/L'                   CONTROL RECORDS 'CG/L'
                        ENTER SELECTION NUMBER:

SCREEN OR PGM FILE & PGM   NMBR        DESCRIPTION

SGL01                      S  1   Company Processing
SGL02                      S  2   Chart Of Account Processing
SGL03                      S  3   Journal Entry Processing
SGL04                      S  4   Journal Posting
                              5   Budget Processing
SGL06                      S  6   Report Structuring
G/L-PGM GL07               P  7   Report Processing
SGL08                      S  8   Period End Processing
SGL09                      S  9   Year End Processing
SGL10                      S 10   Audit Adjustments Processing
```

Realtime Software Corporation - General Ledger Operations Manual

Type the **Screen Jump COA** (menu SGL02 choice #1), at any menu to maintain existing or add new general ledger numbers to the chart of accounts. If you know the number, type it at the prompt. Or use one of the search options listed to display a listing of accounts to choose from.

```
GL02A  CW REALTIME SOFTWARE CORP        CHART OF ACCTS MAINTENANCE   08 Jul 03


ACCOUNT #   ?:1XXXXXXXXXXXXXXXXX


     '?' + DESCRIPTION to search for similar-sounding descriptions or
     '??'+ DESCRIPTION to search for partial EXACT spelling of a description
     '?:'+ ACCOUNT# To See an Index By Account Number
     '?;'+ ACCOUNT DESCRIPTION To See an Index By Account Description
```

You will see the display of GL numbers that meet the criteria you entered. Notice the different columns to the right of the description. The flag indicates whether it is active (A), a subtotal or heading (N), or inactive (I). The BB column is for beginning balance. All account numbers on the balance sheet must have a Y for beginning balance. The last column indicates whether it is normally a debit or a credit account. These columns are very important for the financial reporting. You can type C to change to a search with a different number, page, go back, or select a sequence line to view the account.

```
GL02A  CW REALTIME SOFTWARE CORP        CHART OF ACCTS MAINTENANCE   08 Jul 03
             Display of the CHART-OF-ACCOUNTS table, by Account#
SQ    Account#              Description                Flag   BB    C/D
 1    104999               ASSETS                      N            D
 2    105000               CASH IN BANKING - CHECKING  A      Y     D
 3    109000               CASH IN BANK RESERVE        A      Y     D
 4    111000               PETTY CASH                  A      Y     D
 5    112000               SHOW ROOM CASH ON HAND      A      Y     D
 6    119999               TOTAL CASH                  N            D
 7    120000               A/R-REGULAR                 A      Y     D
 8    122000               WARRANTY RECEIVABLE (RT)    A      Y     D
 9    123000               WARRANTY RECEIVABLE         A      Y     D
10    124000               EMPLOYEE RECEIVALBLES       A      Y     D
11    124100               NOTES RECEIVABLE -OFFICERS  A      Y     D
12    125000               NEW TRUCK RECEIVABLE        A      Y     D
13    126999               TOTAL RECEIVABLES           N            D
14    127000               N/R -J.R. INVESTMENTS       A      Y     D
15    132000               PREPAYMENT TO VENDOR        A      Y     D
16    133000               PREPAID COMMISSION          A      Y     D
17    134000               PREPAID CORP FED TAXES      A      Y     D
18    134100               PREPAID CORP STATE TAXES    A      Y     D


(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# .16....
```

The report flags F01 – F99 (see next screen print) are controls that tell what account should print on what report. F01 is TB for Trial Balance. Every active account will have this flag because they all need to print on the Trial Balance. F02 is BS for Balance Sheet. Only accounts with beginning balance = Y will print on this report. The numbers to the right of the flag are special printer controls that are set up at the initial conversion. If the flag is blank, that means it will not print on the report designated for that flag.

Realtime Software Corporation - General Ledger Operations Manual

```
GL02A  CW REALTIME SOFTWARE CORP          CHART OF ACCTS MAINTENANCE    08 Jul 03

ACCOUNT #  133000                     (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  PREPAID COMMISSION                 2. INDENT SPACES  03

 3. G/L  A  4. BBAL   Y  5. NORMAL C/D  D  6. CONSOL ACCT
 7. TYPE 00 8. CATEGORY 01  9. SUB-CATEGORY  AA

REPORT FLAGS:
FLAG DESC FA PC % ORDER    FLAG DESC FA PC % ORDER    FLAG DESC FA PC % ORDER

F01. TB   14              F11. PLSS
F02. BS   12              F12. PLS
F03. PL1                  F13. PLD
F04. PL2                  F14. SPRD
F05. PL3                  F15. SPRS
F06. PL4
F07. PL5
F08. PL6
F09. PL7
F10. PL8
ENTER N)EXT ACCOUNT, P)REVIOUS ACCOUNT, I)NDEX OF ACCOUNTS
ENTER LINE/FLAG=CHANGE, *=VOID, PA/PB=PAGE, D=DELETE, ^ OR RTN TO POST ...
```

In this next example, this is an expense account. The flags show it will print on the trial balance (F01), the parts department P&L (F05), the summary P&L (F12), and the detail P&L (F13).

```
GL02A  CW REALTIME SOFTWARE CORP          CHART OF ACCTS MAINTENANCE    08 Jul 03

ACCOUNT #  5100003                    (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  ADVERTISING-PARTS                  2. INDENT SPACES   3

 3. G/L  A  4. BBAL     5. NORMAL C/D  D  6. CONSOL ACCT
 7. TYPE 84 8. CATEGORY     9. SUB-CATEGORY

REPORT FLAGS:
FLAG DESC FA PC % ORDER    FLAG DESC FA PC % ORDER    FLAG DESC FA PC % ORDER

F01. TB   14              F11. PLSS
F02. BS                   F12. PLS   23
F03. PL1                  F13. PLD   14
F04. PL2
F05. PL3  13
F06. PL4
F07. PL5
F08. PL6
F09. PL7
F10. PL8
ENTER N)EXT ACCOUNT, P)REVIOUS ACCOUNT, I)NDEX OF ACCOUNTS
ENTER LINE/FLAG=CHANGE, *=VOID, PA/PB=PAGE, D=DELETE, ^ OR RTN TO POST ...
```

To set up a new GL account number, **type in the number** at the first prompt of chart of accounts maintenance. Make sure the number follows the same criteria as existing numbers, that is if all assets start with 1 and are 6 digits, the new number should be set up similarly.

```
GL02A  CW REALTIME SOFTWARE CORP        CHART OF ACCTS MAINTENANCE   08 Jul 03

ACCOUNT #  106000N.............     (ENTER RESPONSE OR ? FOR LOOKUP)
```

Type the description and then **ENTER**. You will be asked if you want to duplicate an existing account. **Always answer Y** to this because the flag numbers will be filled in automatically by a similar account. Notice how fields 2 – 6 are blank, and all the flag fields are blank.

```
GL02A  CW REALTIME SOFTWARE CORP        CHART OF ACCTS MAINTENANCE   08 Jul 03

ACCOUNT #  106000                  (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  BANK-SAVINGS                   2. INDENT SPACES

 3. G/L     4. BBAL     5. NORMAL C/D     6. CONSOL ACCT

REPORT FLAGS:
FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER
DO YOU WISH TO DUPLICATE THE STRUCTURE OF AN EXISTING ACCOUNT (Y/N) ?    Y
F01. TB                   F11. PLSS
F02. BS                   F12. PLS
F03. PL1                  F13. PLD
F04. PL2                  F14. SPRD
F05. PL3                  F15. SPRS
F06. PL4
F07. PL5
F08. PL6
F09. PL7
F10. PL8
```

Type the account number you want to copy from and **ENTER.** In this case we're copying from a similar asset account.

```
GL02A  CW REALTIME SOFTWARE CORP         CHART OF ACCTS MAINTENANCE    08 Jul 03
ACCOUNT #  106000                    (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  BANK-SAVINGS                      2. INDENT SPACES

 3. G/L    4. BBAL     5. NORMAL C/D    6. CONSOL ACCT


REPORT FLAGS:
FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER
ENTER ACCOUNT # TO BE DUPLICATED      105000N............
F01. TB                  F11. PLSS
F02. BS                  F12. PLS
F03. PL1                 F13. PLD
F04. PL2                 F14. SPRD
F05. PL3                 F15. SPRS
F06. PL4
F07. PL5
F08. PL6
F09. PL7
F10. PL8
```

Notice how the fields all filled in with the correct codes.

```
GL02A  CW REALTIME SOFTWARE CORP         CHART OF ACCTS MAINTENANCE    08 Jul 03

ACCOUNT #  106000                    (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  BANK-SAVINGS                      2. INDENT SPACES  03

 3. G/L  A  4. BBAL  Y  5. NORMAL C/D  D  6. CONSOL ACCT
 7. TYPE 00 8. CATEGORY 01  9. SUB-CATEGORY  AA

REPORT FLAGS:
FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER

F01. TB  14              F11. PLSS
F02. BS  12              F12. PLS
F03. PL1                 F13. PLD
F04. PL2                 F14. SPRD
F05. PL3                 F15. SPRS
F06. PL4
F07. PL5
F08. PL6
F09. PL7
F10. PL8
ENTER N)EXT ACCOUNT, P)REVIOUS ACCOUNT, I)NDEX OF ACCOUNTS
ENTER LINE/FLAG=CHANGE, *=VOID, PA/PB=PAGE, D=DELETE, ^ OR RTN TO POST ...
```

When setting up additional accounts, pay close attention to the number you're using. Typically, users have their chart of accounts set up according to a particular numbering scheme, generally based on department or site numbers. You should use a similar existing account to copy the flag codes from.

```
GL02A  CW REALTIME SOFTWARE CORP         CHART OF ACCTS MAINTENANCE   08 Jul 03
ACCOUNT #  5100004                  (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  ADVERTISING-SHOP                  2. INDENT SPACES   3

 3. G/L  A  4. BBAL     5. NORMAL C/D  D  6. CONSOL ACCT
 7. TYPE 84 8. CATEGORY     9. SUB-CATEGORY

REPORT FLAGS:
FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER

F01. TB   14              F11. PLSS 23
F02. BS                   F12. PLS  23
F03. PL1                  F13. PLD  14
F04. PL2                  F14. SPRD 11
F05. PL3                  F15. SPRS 23
F06. PL4  13
F07. PL5
F08. PL6
F09. PL7
F10. PL8
ENTER N)EXT ACCOUNT, P)REVIOUS ACCOUNT, I)NDEX OF ACCOUNTS
ENTER LINE/FLAG=CHANGE, *=VOID, PA/PB=PAGE, D=DELETE, ^ OR RTN TO POST ...
```

Subtotal accounts are used in departmental accounting to add all the values for a particular type of sale, cost of sale, or expense into one line for a summary P&L report. **Sequence 9** in the screen print below is a subtotal for all the advertising account numbers from **line 2 thorugh 8**. It also has a g/l account-type flag of N which means no value can be posted to this account; it is only for subtotal reporting purposes.

```
GL02A  CW REALTIME SOFTWARE CORP        CHART OF ACCTS MAINTENANCE   08 Jul 03
             Display of the CHART-OF-ACCOUNTS table, by Account#
SQ    Account#              Description                  Flag  BB    C/D
 1    500999               OPERATING EXPENSE            N           D
 2    5100001              ADVERTISING-APPARATUS        A           D
 3    5100002              ADVERTISING-EQUIPMENT        A           D
 4    5100003              ADVERTISING-PARTS            A           D
 5    5100004              ADVERTISING-SHOP             A           D
 6    5100005              ADVERTISING-MOBILE 1         A           D
 7    5100006              ADVERTISING-MOBILE 2         A           D
 8    5100008              ADVERTISING                  A           D
 9    5100999              ADVERTISING                  N           D
10    5120008              AMORTIZATION-LEASHOLD        A           D
11    5120999              AMORTIZATION-LEASEHOLD       N           D
12    5140001              AUTOMOBILE LEASE-APP         A           D
13    5140008              AUTOMOBILE LEASE             A           D
14    5140999              AUTOMOBILE LEASE             N           D
15    5150008              BANK CHARGES-SERVICE FEE     A           D
16    5160008              BANK CHARGES-CREDIT CARD     A           D
17    5160999              BANK CHARGES                 N           D


(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  9....
```

The report flag codes on a subtotal account are different than an active account. When setting up new subtotal accounts, make sure to use an existing subtotal account to copy the flags from. It helps to have the subtotal accounts end with a specific number(s) to differentiate them from other active accounts.

```
GL02A  CW REALTIME SOFTWARE CORP        CHART OF ACCTS MAINTENANCE   08 Jul 03

ACCOUNT #  5100999                    (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  ADVERTISING                      2. INDENT SPACES   3

 3. G/L  N  4. BBAL     5. NORMAL C/D  D  6. CONSOL ACCT

REPORT FLAGS:
FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER

F01. TB                   F11. PLSS 33 ND
F02. BS                   F12. PLS  33 ND
F03. PL1                  F13. PLD
F04. PL2                  F14. SPRD
F05. PL3                  F15. SPRS 33 ND
F06. PL4
F07. PL5
F08. PL6
F09. PL7
F10. PL8
ENTER N)EXT ACCOUNT, P)REVIOUS ACCOUNT, I)NDEX OF ACCOUNTS
ENTER LINE/FLAG=CHANGE, *=VOID, PA/PB=PAGE, D=DELETE, ^ OR RTN TO POST ...
```

The codes in the PC-Print Control column on the screen-print above control what prints on the lines before and after an account. Allowable codes and a brief description of their functions are listed below:

    BEFORE PRINT OPTIONS
        EB - page eject before printing account.
        ND - do not print any dashes.
        SB - skip one line before printing.
     * SL - print single line of dashes befor printing
    AFTER PRINT OPTIONS
        EA - page eject after printing account.
        Sn - print "n" lines after printing, where "n" can be 1 through 9.
     * DL - print double line of dashes after printing.

* **NOTE**: Before using print control code *DL* or *SL*, remember that a single line of dashes normally prints before account balances with FA codes in the 30's.

Three classification flags exist in the chart of accounts - type, category and sub-category. Valid type codes are pre-defined by Realtime Software and are required on all active and inactive accounts. Users are allowed to define their own codes for category and sub-category flags in G/L Background Table Maintenance. Users are able to breakdown the general ledger and operational data by these codes, as well as by other common criteria to customize the results they see on their reports. These user-defined and system-required breakdowns will be used by the EIS module to calculate and summarize the operational data on a daily basis during batch

```
GL02A   CW REALTIME SOFTWARE CORP         CHART OF ACCTS MAINTENANCE   08 Jul 03

ACCOUNT #  133000                     (ENTER RESPONSE OR ? FOR LOOKUP)

 1. DESCRIPTION  PREPAID COMMISSION              2. INDENT SPACES  03

 3. G/L  A  4. BBAL  Y  5. NORMAL C/D  D  6. CONSOL ACCT
 7. TYPE 00  8. CATEGORY 01  9. SUB-CATEGORY  AA

REPORT FLAGS:
FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER   FLAG DESC FA PC % ORDER

F01. TB   14             F11. PLSS
F02. BS   12             F12. PLS
F03. PL1                 F13. PLD
F04. PL2                 F14. SPRD
F05. PL3                 F15. SPRS
F06. PL4
F07. PL5
F08. PL6
F09. PL7
F10. PL8
ENTER N)EXT ACCOUNT, P)REVIOUS ACCOUNT, I)NDEX OF ACCOUNTS
ENTER LINE/FLAG=CHANGE, *=VOID, PA/PB=PAGE, D=DELETE, ^ OR RTN TO POST ...
```

A list of the pre-defined TYPE codes is presented below:

Type	Description
00	CASH
03	A/R-TRADE
06	A/R-OTHER
08	A/R RESERVES
10	INVENTORY
11	WIP - LABOR
12	WIP - MANUFACTURING
13	INVENTORY RESERVES
14	NON-STOCK INVENTORY
15	INVENTORY RESERVES
16	PREPAID EXPENSES
19	OTHER CURRENT ASSETS
20	FIXED ASSETS
23	ACCUMULATED DEPRECIATION
26	INTANGIBLE ASSETS
29	ACCUMULATED AMORTIZATION
30	OTHER ASSETS
33	A/P
36	FLOORPLAN
39	INVENTORY CLEARING ACCOUNTS
42	LINE OF CREDIT
45	SALES & WITHHOLDING TAXES
48	OTHER CURRENT LIABILITIES
51	NOTES PAYABLE
54	OTHER LONG-TERM LIABILITIES
60	OWNERS EQUITY
63	RETAINED EARNINGS
66	CURRENT YEAR INCOME
70	SALES
72	COGS
74	OPERATING EXPENSES
76	SG&A EXPENSES
80	NON-OPERATING INCOME/EXPENSE
82	INTEREST EXPENSE
84	DEPRECIATION/AMORTIZATION
86	TAXES
99	UNCLASSIFIED

GENERAL LEDGER

B. ACCOUNT INQUIRY

Type the **Screen Jump AI** to view activity in a specific account number. **Select 1** at the prompt for detail by month.

```
GL04B  CW REALTIME SOFTWARE CORP          ACCOUNT INQUIRY              08 Jul 03


                   ENTER SELECTION NUMBER   1

                   1. ACCOUNT INQUIRY - PERIOD ACTIVITY

                   2. ACCOUNT INQUIRY - PERIOD TOTALS



ENTER C TO CHANGE, * TO VOID, OR RTN TO DISPLAY
```

To view the current year, **ENTER** at the default of 00. If previewing a previous year, type 2002, 2001, etc.

```
GL04B  CW REALTIME SOFTWARE CORP          ACCOUNT INQUIRY              08 Jul 03


                   ENTER SELECTION NUMBER   1

                   1. ACCOUNT INQUIRY - PERIOD ACTIVITY

                   2. ACCOUNT INQUIRY - PERIOD TOTALS

                   PERIOD TOTALS INQUIRY FOR DATA CODE   00..

ENTER C TO CHANGE, * TO VOID, OR RTN TO DISPLAY
```

Type the account you want to view. You can also search with the ? and the first or first several digits of the account.

```
GL04B  CW REALTIME SOFTWARE CORP          ACCOUNT INQUIRY              08 Jul 03
                                                           PAGE    OF
   ACCOUNT    3019203.............
   PERIOD#
                              BEGINNING BALANCE - PERIOD
                                                          --------------
               T   DESCRIPTION
SQ BCH JE/CHK PD Y SC APP FUNCTN  SOURCE NAME    DOCUMENT #



                                                          --------------
                              PERIOD TOTAL - TO DATE
                                                          --------------
                              BALANCE - TO DATE
```

Whatever general ledger month is still open will be the default period#. That can be changed to other periods to view the detail as well. You can also change the data-code you are inquiring on. You can see the detail making up the current period's entries in a variety of ways, either by sequenced line or for the period as a whole.

> SQ – choosing a sequenced line first, and a display method second will show you only the detail transactions making up the total of that journal line
>
> TS/TD/BS/BD – choosing a display method first will show you the entire period's transactions (i.e. details of all journals for the account at once) with the opportunity to select a particular batch or day of transactions for further review
>
>> TS – Transaction Summary – transactions are subtotaled by each transaction day in the period. Users can then select a day at a time to review the transaction detail.
>>
>> TD – Transaction Detail – transactions are displayed in transaction date order with no subtotals
>>
>> BS – Batch Summary – transactions are subtotaled by batch (register) that they were processed in. Users can then select a batch to review the transaction detail
>>
>> BD – Batch Detail - transactions are displayed in batch order with no subtotals

To see detail within each line, **type the sequence number** on the left and **ENTER**. Then **type TD** for transaction detail and **ENTER**.

```
GL04B  CW REALTIME SOFTWARE CORP          ACCOUNT INQUIRY              08 Jul 03
                                                                  PAGE     OF
  ACCOUNT   3019203                 PARTS MOBILE 2                    1      1
  PERIOD#    04                      DATA CODE 00  CURRENT YEAR
                                     BEGINNING BALANCE - PERIOD  03      -1,391.44
                                                                   --------------
                      T    DESCRIPTION
SQ BCH JE/CHK PD Y SC APP FUNCTN  SOURCE NAME    DOCUMENT #
 1 999 IR01B   04 C GI BIL IR01B   SALES INVOICES                       -1,329.68
 2 999 IR01B   04 C GI BIL IR01B   SALES INVOICES                           93.75




                                                                   --------------
ENTER 'SQ' FOR SEQUENCE DETAIL,          PERIOD TOTAL - TO DATE       -1,235.93
TS/TD=TRANSACTION SUMMARY/DETAIL,                                 --------------
BS/BD=BATCH SUMMARY/DETAIL                BALANCE - TO DATE           -2,627.37
ENTER P/PB TO PAGE, LPTR TO PRINT, RTN FOR NEXT PERIOD, E)XIT, O)PTIONS  1...
```

This is an example of choosing sequence 1 above and then TD-transaction detail. The program is on the left. In this case it is the billing program **IR01B**. The document is the invoice number and the line number. To view the underlying document, type the **SEQ** and **ENTER**.

```
GL04B CW REALTIME SOFTWARE CORP          G/L ACCOUNT INQUIRY         08 Jul 03

G/L#  3019203              PARTS MOBILE 2              JRL AMOUNT   -1,329.68
BATCH/JRL#/PERIOD:  999/IR01B/04   LINE# 00019   DATA CODE 2003
SEQ APP FUNCTN TRN DATE RUN DATE IDENTIFICATION       DOCUMENT       AMOUNT

001 BIL IR01B  04/07/03 04/08/03 11320 TOWN OF APEX, N. 429534*002     -62.36
002 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*001     -59.76
003 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*002      -1.32
004 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*003      -4.08
005 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*005     -16.80
006 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*003     -11.69
007 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*004      -2.40
008 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*005      -3.94
009 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*003     -12.07
010 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*004     -30.60
011 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*005      -6.40
012 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429628*004    -300.00
013 BIL IR01B  04/14/03 04/14/03 16530 MOUNT PLEASANT   429689*001     -31.80
014 BIL IR01B  04/14/03 04/14/03 16530 MOUNT PLEASANT   429689*002     -27.54


ENTER SEQ, J+SEQ, (P)AGE, (PB)PAGE BACK, OR * OR RTN FOR NEXT ACCOUNT 6......
```

This is an example of choosing sequence 1 above and then TS-transaction summary. The transaction date is on the left. The number of documents posted on each transaction date is in the next column, and the total of the transactions posted to the account is in the last column. Users can then pick a type a SEQ and ENTER to view the transaction detail screen for just that day's transactions.

```
GL04B CW C.W. Williams                    G/L ACCOUNT INQUIRY         04 Oct 04

G/L#  3019203              PARTS MOBILE 2              JRL AMOUNT   -1,329.68
BATCH/JRL#/PERIOD:  999/IR01B/04   LINE# 00019   DATA CODE 2003
SEQ TRN DATE  #ITEMS         AMOUNT

  1 04/07/03      8         -162.35
  2 04/09/03      4         -349.07
  3 04/14/03      2          -59.34
  4 04/22/03      2          -59.34
  5 04/30/03     18         -699.58


ENTER (P)AGE, (PB)PAGE BACK, * TO VOID, SEQUENCE# FOR INQUIRY        ........
```

This is an example of choosing sequence 1 above and then BS-batch-summary. The batch ID is on the left – this nimber should be printing in the header section of your transaction registers. The number of documents posted in each batch is in the next column, and the total of the transactions posted to the account is in the following column. The date the register was run is next, followed by the function and application. Users can then pick a type a SEQ and ENTER to view the transaction detail screen for just that day's transactions.

```
GL04B CW C.W. Williams                    G/L ACCOUNT INQUIRY      04 Oct 04

G/L#  3019203            PARTS MOBILE 2                JRL AMOUNT  -1,329.68
BATCH/JRL#/PERIOD:  999/IR01B/04   LINE# 00019   DATA CODE 2003
SEQ BATCH#     #ITEMS       AMOUNT RUN DATE FUNCTN APP

  1 14636         8        -162.35 04/08/03 IR01B   BIL
  2 14AAF         4        -349.07 04/09/03 IR01B   BIL
  3 154D5         2         -59.34 04/14/03 IR01B   BIL
  4 1611C         2         -59.34 04/22/03 IR01B   BIL
  5 17076        18        -699.58 04/30/03 IR01B   BIL



ENTER (P)AGE, (PB)PAGE BACK, * TO VOID, SEQUENCE# FOR INQUIRY        ........
```

This is an example of choosing sequence 1 above and then BD-batch detail. The program is on the left. In this case it is the billing program **IR01B**. The document is the invoice number and the line number. To view the underlying document, type the **SEQ** and **ENTER**.

```
GL04B CW C.W. Williams                    G/L ACCOUNT INQUIRY      04 Oct 04

G/L#  3019203            PARTS MOBILE 2                JRL AMOUNT  -1,329.68
BATCH/JRL#/PERIOD:  999/IR01B/04   LINE# 00019   DATA CODE 2003
SEQ APP FUNCTN TRN DATE RUN DATE IDENTIFICATION      DOCUMENT       AMOUNT

001 BIL IR01B  04/07/03 04/08/03 11320 TOWN OF APEX, N. 429534*002   -62.36
002 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*001   -59.76
003 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*002    -1.32
004 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*003    -4.08
005 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*005   -16.80
006 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*003   -11.69
007 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*004    -2.40
008 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*005    -3.94
009 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*003   -12.07
010 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*004   -30.60
011 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*005    -6.40
012 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429628*004  -300.00
013 BIL IR01B  04/14/03 04/14/03 16530 MOUNT PLEASANT   429689*001   -31.80
014 BIL IR01B  04/14/03 04/14/03 16530 MOUNT PLEASANT   429689*002   -27.54



ENTER SEQ, J+SEQ, (P)AGE, (PB)PAGE BACK, OR * OR RTN FOR NEXT ACCOUNT 6......
```

You are now in the normal inquiry program for that type of document. You have all of the normal display options at your disposal – detail lines, account distribution, etc.

```
DI01A  CW C.W. Williams                   DETAIL INVOICE INQUIRY      04 Oct 04

INVOICE# 429536     ORDER# 344949
 CUST#   21860                                SHIP-TO
 NAME    TOWN OF ABINGDON                     TOWN OF ABINGDON
 ADDR 1  ABINGDON FIRE DEPARTMENT     S    ABINGDON FIRE DEPARTMENT
 ADDR 2  PO BOX 789                   H T PO BOX 789
 CITY    ABINGDON                     I O ABINGDON
 ST/CNTY VA                           P   VA
 ZIP/PST 24212                            24212
 COUNTRY
OBY                        DUE DATE    05/07/03
ORDER DATE    03/27/03  INVOICE DATE 04/07/03  TERMS  30     ORDER TYPE  SERV
TO SHIP DATE  03/27/03  DATE SHIPPED 04/07/03  SHIP VIA   COURIER
REFERENCE CREDIT#                              REFERENCE INV#
    CUST P.O.                          FOB
    SPECIAL INSTRUCTIONS               SLMN1 18   SLMN2 81   SLMN2 %
                                       OVERRIDE LINE ITEM TAX CD
                                       A/R CUSTOMER#
                                       RGA#
                                       RGA ISSUED BY
 F)AX, PI/PO TO PAGE INSTR/NOTES, D)ETAILS, A)CCT DIST., R)EPRINT, CH)ECK HIST
 L)ABOR, S)ERVICE, T)OTALS, M)ANIFEST, U)SER HIST, * OR RTN             ..
```

When you are done viewing the document, exit the inquiry as normal, and you will be returned to the transaction detail display you were previously viewing.

```
GL04B CW REALTIME SOFTWARE CORP            G/L ACCOUNT INQUIRY         08 Jul 03

G/L#  3019203             PARTS MOBILE 2             JRL AMOUNT   -1,329.68
BATCH/JRL#/PERIOD:  999/IR01B/04    LINE# 00019    DATA CODE 2003
SEQ APP FUNCTN TRN DATE RUN DATE IDENTIFICATION         DOCUMENT      AMOUNT

001 BIL IR01B  04/07/03 04/08/03 11320 TOWN OF APEX, N. 429534*002     -62.36
002 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*001     -59.76
003 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*002      -1.32
004 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*003      -4.08
005 BIL IR01B  04/07/03 04/08/03 21250 DANVILLE FIRE DE 429535*005     -16.80
006 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*003     -11.69
007 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*004      -2.40
008 BIL IR01B  04/07/03 04/08/03 21860 TOWN OF ABINGDON 429536*005      -3.94
009 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*003     -12.07
010 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*004     -30.60
011 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429623*005      -6.40
012 BIL IR01B  04/09/03 04/09/03 13980 FAIRVIEW RURAL V 429628*004    -300.00
013 BIL IR01B  04/14/03 04/14/03 16530 MOUNT PLEASANT   429689*001     -31.80
014 BIL IR01B  04/14/03 04/14/03 16530 MOUNT PLEASANT   429689*002     -27.54



ENTER SEQ, J+SEQ, (P)AGE, (PB)PAGE BACK, OR * OR RTN FOR NEXT ACCOUNT .....
```

Here is an example of an A/R account. The first two lines are manual journal entries because the SC (source code) is not GI (General Ledger Interface). Line 3 is the program AR06 which is the posting of payments to A/R. The last two lines are billing. You can select lines 3 through 5 separately and view the detail.

```
GL04B  CW REALTIME SOFTWARE CORP          ACCOUNT INQUIRY              08 Jul 03
                                                              PAGE     OF
  ACCOUNT    120000              A/R-REGULAR                    1      1
  PERIOD#    05                  DATA CODE 00  CURRENT YEAR
                                 BEGINNING BALANCE - PERIOD  04    1,340,595.67
                                                                 --------------
                 T   DESCRIPTION
SQ BCH JE/CHK PD Y SC APP FUNCTN  SOURCE NAME     DOCUMENT #
 1 001 001     05 C 01 TO CLEAR SURF CITY AND MARON               659,872.50
 2 001 001     05 C 01 TO CLEAR SURF CITY AND MARON               649,860.00
 3 999 AR06    05 C GI A/R AR06    CUSTOMER CASH ENTRY         -1,539,942.24
 4 999 IR01B   05 C GI BIL IR01B   SALES INVOICES                 39,057.19
 5 999 IR01B   05 C GI BIL IR01B   SALES INVOICES                 -4,046.23




                                                                 --------------
ENTER 'SQ' FOR SEQUENCE DETAIL,        PERIOD TOTAL - TO DATE     -195,198.78
TS/TD=TRANSACTION SUMMARY/DETAIL,                                --------------
BS/BD=BATCH SUMMARY/DETAIL             BALANCE - TO DATE         1,145,396.89
ENTER P/PB TO PAGE, LPTR TO PRINT, RTN FOR NEXT PERIOD, E)XIT, O)PTIONS  ....
```

The transaction detail display shows the date, customer number & name, check number and amount posted to their account.

```
GL04B CW REALTIME SOFTWARE CORP            G/L ACCOUNT INQUIRY        08 Jul 03

G/L#  120000              A/R-REGULAR                  JRL AMOUNT1,539,942.24
BATCH/JRL#/PERIOD:  999/AR06/05   LINE# 00002   DATA CODE 2003
SEQ APP FUNCTN TRN DATE RUN DATE IDENTIFICATION          DOCUMENT      AMOUNT

001 A/R AR06   05/02/03 05/02/03 20810 WRIGHTSBORO VOL. 5025        -3,328.69
002 A/R AR06   05/02/03 05/02/03 21250 DANVILLE FIRE DE 5889532       -103.33
003 A/R AR06   05/02/03 05/02/03 21720 SALEM FIRE & EMS 98202         -36.15
004 A/R AR06   05/02/03 05/02/03 21830 UPPER CRAIG CREE 508           -59.70
005 A/R AR06   05/02/03 05/02/03 23001 SHOWROOM, TAXABL CASH2434     -177.26
006 A/R AR06   05/02/03 05/02/03 12870 COKESBURY VOL. F 2138         -236.81
007 A/R AR06   05/02/03 05/02/03 15680 LAKE PHELPS V.F. 2158         -125.00
008 A/R AR06   05/02/03 05/02/03 15690 LAKE RIM FIRE    5735       -1,776.83
009 A/R AR06   05/02/03 05/02/03 17650 PITTSBORO VOLUNT 6940       -1,837.62
010 A/R AR06   05/02/03 05/02/03 23001 SHOWROOM, TAXABL CASH2438      -17.12
011 A/R AR06   05/02/03 05/02/03 23001 SHOWROOM, TAXABL CASH2439      -42.80
012 A/R AR06   05/02/03 05/02/03 23001 SHOWROOM, TAXABL CASH2440     -214.00
013 A/R AR06   05/02/03 05/02/03 23001 SHOWROOM, TAXABL CASH2441      -51.84
014 A/R AR06   05/02/03 05/02/03 23001 SHOWROOM, TAXABL CASH2442      -34.56



ENTER SEQ, J+SEQ, (P)AGE, (PB)PAGE BACK, OR * OR RTN FOR NEXT ACCOUNT .......
```

The display for a manually entered journal is somewhat different – only the line creating the sequenced entry is displayed on the transaction detail screen. To see the complete journal, type the letter **J** followed by the **SEQ** and **ENTER**. – this feature is available on all of the transaction detail displays, for both system-generated and manually-entered journals.

```
GL04B CW C.W. Williams                     G/L ACCOUNT INQUIRY       04 Oct 0

G/L#  120000              A/R-REGULAR              JRL AMOUNT   659,872.50
BATCH/JRL#/PERIOD:  001/001/05   LINE# 00003   DATA CODE 2003
SEQ APP FUNCTN TRN DATE RUN DATE IDENTIFICATION      DOCUMENT       AMOUNT

001 G/L GL04A  05/31/03 05/31/03                                 659,872.50




ENTER SEQ, J+SEQ, (P)AGE, (PB)PAGE BACK, OR * OR RTN FOR NEXT ACCOUNT J001...
```

The underlying journal entry is displayed. Upon return, the transaction detail screen will be re-displayed.

```
GL03K  CW C.W. Williams              JOURNAL INQUIRY            04 Oct 04
  BATCH # 001        DATA CODE 2003
JOURNAL # 001        PERIOD 05   TYPE C    DATE 05/31/03     SOURCE 01
                            DESCRIPTION TO CLEAR SURF CITY AND MARON


                                       BAL TO DIST          0.00

 LINE    ACCOUNT            DESCRIPTION                   AMOUNT

                                         DEBITS          CREDITS
00001  105000              CASH IN BANKING - CH                   659,872.50
00002  105000              CASH IN BANKING - CH                   649,860.00
00003  120000              A/R-REGULAR          659,872.50
00004  120000              A/R-REGULAR          649,860.00
00005  105000              CASH IN BANKING - CH                        47.00
00006  7020008             FINANCE CHARGES A/R       47.00
00007  124000              EMPLOYEE RECEIVABLES   5,500.00
00008  245000              ACCRUED COMMISSIONS                     5,500.00
00009  124000              EMPLOYEE RECEIVABLES     132.04
00010  6000008             MISCELLANEOUS                            132.04

ENTER P/PB=PAGE, *=VOID, ^ OR RTN=EXIT                          ......
```

If you **type O** for options at the bottom, you can see how to move around in this inquiry. Forward and back take you to different account numbers. NP and PP take you to different periods on the same account you already have pulled up.

```
GL04B  CW REALTIME SOFTWARE CORP         ACCOUNT INQUIRY              08 Jul 03
                                                                 PAGE     OF
   ACCOUNT   120000                 A/R-REGULAR                      1      1
   PERIOD#    05                     DATA CODE 00   CURRENT YEAR
                                     BEGINNING BALANCE - PERIOD  04   1,340,595.67
                                                                 --------------
                        T   DESCRIPTION
SQ BCH JE/CHK PD Y SC APP FUNCTN  SOURCE NAME    DOCUMENT #
 1 001 001    05 C 01 TO CLEAR SURF CITY AND MARON             659,872.50
 2 001 001    05 C 01 TO CLEAR SURF CITY AND MARON             649,860.00
 3 999 AR06   05 C GI A/R AR06    CUSTOMER CASH ENTRY       -1,539,942.24
 4 999 IR01B  05 C GI BIL IR01B   SALES INVOICES                39,057.19
 5 999 IR01B  05 C GI BIL IR01B   SALES INVOICES                -4,046.23




                                                                 --------------
ENTER 'SQ' FOR SEQUENCE DETAIL,         PERIOD TOTAL - TO DATE     -195,198.78
TS/TD=TRANSACTION SUMMARY/DETAIL,                                --------------
BS/BD=BATCH SUMMARY/DETAIL              BALANCE - TO DATE         1,145,396.89
F)RWRD, B)ACK, I)NDEX ACCTS, D)ATA CD, T)OTALS SCREEN, NP/PP FOR PERIODS ....
```

You will find yourself using the Screen Jump AI fairly often. It is an easy way to check for errors, to view activity for the current billing month even though you may be in a previous GL month, to verify balance sheet accounts at month end, and to research information without having to print a report to paper. Every night when the daily batch processing runs the general ledger is updated and posted so you can see activity in a particular GL account number for something that happened the previous day.

GENERAL LEDGER

C. JOURNAL ENTRY & POSTING

Type the **Screen Jump JE** at any menu to enter new or change existing journal entries. Journal entries for a current period can be changed until the GL month is closed. After that you need to do a prior period journal entry. Type a batch number and a journal number. The period will default to the current month of the general ledger. You can also change the period to a future period to enter journal entries even though you haven't closed your current period yet. The type defaults to **C for current**. All of your regular journal entries will be a type C. This is used for all one-time entries that are not reversal, recurring, or standard journal entries. It is helpful to use the same batch number of 001 every period for all the type C entries. It is also helpful to number your journals 01, 02, 03, etc. and stay consistent every month.

```
GL03A  CW REALTIME SOFTWARE CORP         JOURNAL ENTRY PREPARATION    08 Jul 03
  BATCH # 001
JOURNAL # 01          PERIOD 05   TYPE C  A. DATE           B. SOURCE




* * * * * * * * * *
 JOURNAL ENTRY TYPES
* * * * * * * * * *
   REGULAR        A=ACCRUAL; C=CURRENT; R=RECURRING; S=STANDARD; T=STD ACCRUAL
   MEMO           M=MEMO ACCOUNT VALUES
   ALLOCATIONS    X=ACCOUNT BALANCE DISTRIBUTION; Y=FIXED %; Z=VARIABLE %
   TRANSACTIONAL  D=DISBURSEMENT CHECKS; W=PAYROLL WORKSHEET/CHECKS
NOTE: THIS JOURNAL WILL NOT BE POSTED UNTIL A SUBSEQUENT PERIOD
```

The date will default to the period end date. The source can be your initials. Type a description and enter the accounts and debit amounts, then credits (entered with a -). You cannot search for account numbers from this screen. If you need to make a correction you can enter the line number on the left to change. **Type ^ or ENTER** to post. The balance to distribute must be zero to post the entry.

```
GL03A  CW REALTIME SOFTWARE CORP         JOURNAL ENTRY PREPARATION    08 Jul 03
  BATCH # 001
JOURNAL # 01          PERIOD 05   TYPE C  A. DATE 05/31/03   B. SOURCE DS
                                  E. DESCRIPTION JOHN ALLEN PAYMENT
                                                 BAL TO DIST          0.00
ENTER:
 LINE    ACCOUNT            DESCRIPTION                        AMOUNT
                                                      DEBITS        CREDITS
00001  105000              CASH IN BANKING - CH        162.50
00002  124000              EMPLOYEE RECEIVABLE                       162.50


ENTER #, PNNNNN/PB=PAGE, *=VOID, NB=NEW BATCH, O=OPTIONS, ^ OR RTN=POST  ^.....
```

To enter a reversal journal, follow the same procedure as the current journal. Because of the way the journal detail report prints, it is helpful to use a different batch# for all reversal journals (002) each month. Also if you number the reversal journals R01, R02, etc. it's easier to follow the next month when you see the reversing entry come through. The type is **A for Accrual**. When the entry flips the following month, it automatically changes to a type C.

```
GL03A  CW REALTIME SOFTWARE CORP          JOURNAL ENTRY PREPARATION    08 Jul 03
   BATCH # 002
JOURNAL # R01        PERIOD 05    TYPE A  A. DATE          B. SOURCE

* * * * * * * * * * *
 JOURNAL ENTRY TYPES
* * * * * * * * * * *
   REGULAR         A=ACCRUAL; C=CURRENT; R=RECURRING; S=STANDARD; T=STD ACCRUAL
   MEMO            M=MEMO ACCOUNT VALUES
   ALLOCATIONS     X=ACCOUNT BALANCE DISTRIBUTION; Y=FIXED %; Z=VARIABLE %
   TRANSACTIONAL   D=DISBURSEMENT CHECKS; W=PAYROLL WORKSHEET/CHECKS
```

To enter a recurring journal, follow the same procedure. This type of journal is used when you have the same dollar amounts every month such as depreciation, rent, prepaid insurance, etc. The journals can be changed at any time such as when a new asset is purchased. It is helpful to use a different batch# for all recurring journals (003) each month. You can number the journal however you want. Some use DEPR, RENT, INSU, etc. The type is **R for Recurring**. When you get to field C for number of recurring periods, enter the number of periods that you want this entry to recur. If you're entering it for the first time in period five, then you could do 9 which would complete the year and keep a copy for the first period in your new year which you could then change to 13 for that next year's entries.

```
GL03A  CW REALTIME SOFTWARE CORP          JOURNAL ENTRY PREPARATION    08 Jul 03
   BATCH # 003
JOURNAL # DEPR        PERIOD 05   TYPE R  A. DATE 05/31/03   B. SOURCE DS
   C. NO. RECURRING PERIODS 9  E. DESCRIPTION
                                                BAL TO DIST
ENTER:
 LINE   ACCOUNT            DESCRIPTION                      AMOUNT

                                              DEBITS       CREDITS
```

```
GL03A  CW REALTIME SOFTWARE CORP          JOURNAL ENTRY PREPARATION     08 Jul 03
   BATCH # 003
JOURNAL # DEPR      PERIOD 05    TYPE R  A. DATE 05/31/03   B. SOURCE DS
   C. NO. RECURRING PERIODS  9  E. DESCRIPTION RECORD DEPRECIATION EXPENSE
                                                     BAL TO DIST          0.00
ENTER:
 LINE    ACCOUNT             DESCRIPTION                       AMOUNT
                                                       DEBITS         CREDITS
00001  5120008             AMORTIZATION-LEASHOL         117.00
00002  5210008             DEPRECIATION-AUTO TR       4,376.00
00003  5220008             DEPRECIATION-FURN &           18.00
00004  5250008             DEPRECIATION COMP EQ         245.00
00005  168000              ACCUM DEPREC-LSHLD I                          117.00
00006  160000              ACCUM DEPREC- AUTO /                        4,376.00
00007  162000              ACCUM DEPREC- FURN &                           18.00
00008  164000              ACCUM DEPREC- EQUIPM                          245.00
ENTER #, PNNNNN/PB=PAGE, *=VOID, NB=NEW BATCH, O=OPTIONS, ^ OR RTN=POST ......
```

To enter a standard journal, follow the same procedure. This type of journal is used for payroll, taxes, commissions, etc. when the same GL accounts are repeated every month but the dollar amounts change. When a GL period is closed, the amounts zero out for the next period's input. It is helpful to use a different batch# for all your standard journals (004). The journal# can be whatever is meaningful to you, either alpha or numeric. The type is **S for Standard.** Just as in the recurring entry, you need to enter the number of periods you want this standard journal to recur.

```
GL03A  CW REALTIME SOFTWARE CORP          JOURNAL ENTRY PREPARATION     08 Jul 03
   BATCH # 004
JOURNAL # PYRL1     PERIOD 05   TYPE S  A. DATE 05/31/03   B. SOURCE DS
   C. NO. RECURRING PERIODS  9  E. DESCRIPTION BIWEEKLY PAYROLL (FIRST)


                                                     BAL TO DIST
ENTER:
 LINE    ACCOUNT             DESCRIPTION                       AMOUNT
00001   NNNNNNN.............
                                                       DEBITS         CREDITS
```

Note that all journals can be adjusted as many times as desired while the General Ledger is open for that period. Once the period is closed in the General Ledger, then journals can't be adjusted. Also, users can hit "D" to delete a journal at the change line. This shows up if you hit "O" for options at the change line.

After entering journal entries, there is a daily journal entry report that must be run before being able to post your entries to the general ledger.

***NOTE – This step is not required if your EIS module is flagged to allow
Journal Posting without first printing the journal entry report. ***

Type SGL03 at any menu and **select #2.** At the next menu, select 2 again.

```
SCREEN CW REALTIME SOFTWARE CORP      Journal Entry Processing      08 Jul 03
 11 CWW                                                                    DS
  SGL03                    ENTER SELECTION NUMBER:  2                 15:17:48
 HS
            FUNCTION        NMBR      DESCRIPTION
                            0    Select Printer
                            1    Journal Entry Preparation
                            2    Journal Entry Reports - Daily And Period End
                            3    Prior Period Journal Entry
                            4    Year To Date Journal Reports
                            5    Out of Balance Distribution
                            6    Journal Posting Inquiry
                            7    Bad Account Number Journals
                            8    Journal History Reports
                            9    Bad Account Number Distribution
                            10   Prior Year End Journal Entry
```

```
GL03B  CW REALTIME SOFTWARE CORP           JOURNAL ENTRY REPORTS      08 Jul 03


                         ENTER SELECTION NUMBER    2


                     1.   DAILY JOURNAL ENTRY LIST
                     2.   DAILY JOURNAL ENTRY DETAIL REPORT
                     3.   PERIOD TO DATE JOURNAL ENTRY LIST
                     4.   PERIOD TO DATE JOURNAL ENTRY DETAIL REPORT
                     5.   PERIOD TO DATE JOURNAL ENTRY REPORT BY ACCOUNT
```

Type Y and then **get the report from the printer before answering Y** to the last question. You cannot re-run the daily report again. It will print just the journal entries that have been made since the last time the report was run.

```
GL03B  CW REALTIME SOFTWARE CORP           JOURNAL ENTRY REPORTS      08 Jul 03



                 DO YOU WISH TO RUN THE REPORT? (Y/N/[S]LEEP) Y

                   ***  REPORT NOW BEING PROCESSED  ***
[404] 7 items selected out of 7 items.

List '11*GL03B*CW' in file 'pointer-file' saved.
                        NOTE: IF ACCEPTED,
             UPDATES WILL TAKE PLACE AND REPORT CAN NOT BE RERUN.

                 IS THE REPORT ACCEPTABLE? (Y/N) Y
```

Type SGL04 at any menu and **select 1** to post journals. Then **type Y** to post.

```
SCREEN CW REALTIME SOFTWARE CORP       Journal Posting Processing   08 Jul 03
 11 CWW                                                                  DS
  SGL04                    ENTER SELECTION NUMBER:   1                 15:24:07
 HS
             FUNCTION        NMBR        DESCRIPTION
                             0    Select Printer
                             1    Journal Posting
                             2    General Ledger Account Balancing
                             3    Account Inquiry
```

```
GL04A  CW REALTIME SOFTWARE CORP        JOURNAL POSTING             08 Jul 03




          DO YOU WANT TO POST JOURNALS FOR PERIOD 04 THROUGH END OF YEAR ?
                          (Y)ES OR (N)O   Y
```

*** NOTE: Most journals are posted during daily batch processing by program ES03A – Daily General Ledger Interface Update. See section D below for further details.

Prior period journal entries can be made by **typing SGL03** at any menu and selecting **#3**.

```
SCREEN CW REALTIME SOFTWARE CORP       Journal Entry Processing     08 Jul 03
 11 CWW                                                                  DS
  SGL03                    ENTER SELECTION NUMBER:  3               15:30:58
 HS
             FUNCTION        NMBR         DESCRIPTION
                             0    Select Printer
                             1    Journal Entry Preparation
                             2    Journal Entry Reports - Daily And Period End
                             3    Prior Period Journal Entry
                             4    Year To Date Journal Reports
                             5    Out of Balance Distribution
                             6    Journal Posting Inquiry
                             7    Bad Account Number Journals
                             8    Journal History Reports
                             9    Bad Account Number Distribution
                            10    Prior Year End Journal Entry
```

This journal entry is similar except you have to enter the period and it defaults to a type P for prior period. You may want to use a journal# with a P for easy reference. Everything else is the same except it posts automatically to the general ledger and warns you to check it over carefully before posting. If you make an error, you'll have to do another prior period entry to reverse and then correct it. You don't need to run the daily report or manually post prior period journal entries.

```
GL03C  CW REALTIME SOFTWARE CORP        PRIOR PERIOD JOURNAL ENTRY   08 Jul 03
   BATCH # 001
JOURNAL # P01        PERIOD NN    TYPE P  A. DATE          B. SOURCE
                                 E. DESCRIPTION


                                              BAL TO DIST
ENTER:
 LINE   ACCOUNT           DESCRIPTION                        AMOUNT

                                                      DEBITS       CREDITS




ENTER LINE TO CHANGE, P/PB TO PAGE, * TO VOID, ^ OR RTN TO CONTINUE
```

You can do a posting inquiry to the screen to see if there any journals that have not been posted. **Type a 6 at menu SGL03**. Read the onscreen message and type any key.

```
SCREEN CW REALTIME SOFTWARE CORP        Journal Entry Processing      08 Jul 03
 11 CWW                                                                    DS
  SGL03               ENTER SELECTION NUMBER:  6                      15:37:08
 HS
            FUNCTION       NMBR        DESCRIPTION
                            0     Select Printer
                            1     Journal Entry Preparation
                            2     Journal Entry Reports - Daily And Period End
                            3     Prior Period Journal Entry
                            4     Year To Date Journal Reports
                            5     Out of Balance Distribution
                            6     Journal Posting Inquiry
                            7     Bad Account Number Journals
                            8     Journal History Reports
                            9     Bad Account Number Distribution
                           10     Prior Year End Journal Entry
```

```
GL03F CW REALTIME SOFTWARE CORP        JOURNAL POSTING INQUIRY       08 Jul 03


    *** POSTED JOURNALS WILL HAVE A 'Y' IN THE POSTED FLAG (PF) COLUMN
        IF A JOURNAL DOES NOT HAVE A 'Y' IN THIS COLUMN THE ENTIRE
                 JOURNAL HAS NOT BEEN POSTED. ***



ANY KEY TO CONTINUE                                                  .
```

If there are any **journals without a Y** to the right, they have not been posted. **ENTER** will take you to the next page until the end. You would then post the journals as instructed previously. If the daily journal entry report needs to be run first you will get a message on the screen telling you it can't post until the report is run.

```
GL03F CW REALTIME SOFTWARE CORP         JOURNAL POSTING INQUIRY     05 Oct 04

Page   1     JOURNAL-MASTER*MODS

BAT JRL#.. PR JRL-DATE DESCRIPTION.................. T SC P
                                                          F

998 AP04   06 06/30/04 A/P INVOICES ENTERED           C GI
998 SN02E  06 06/30/04 SERIAL# ADJUSTMENTS            C GI Y

         ***


[405] 2 items listed out of 2 items.




ANY KEY TO RETURN                                              .
```

GENERAL LEDGER

D. GENERAL LEDGER INTERFACE

1. DAILY GENERAL LEDGER INTERFACE UPDATE

The Daily General Ledger Interface Update processes accounting transactions from the daily registers of various accounting applications, verifies the records for correct dates and valid account numbers, and updates journal entries. There are three reporting options – detailed, summary, or none – one of which is designated in the EIS control record. The update is normally run during the daily batch processing; however, it can be run manually from the menu if needed. On menu **SG/I**, type **1** and **ENTER**

```
SCREEN CW REALTIME SOFTWARE CORP       General Ledger Interface      05 Oct 04
 2 BCP-TEST6                                                                KAS
  SG/I                      ENTER SELECTION NUMBER:                      12:52:17
 HS
              FUNCTION         NMBR        DESCRIPTION
                                0     Select Printer
           Daily G/L            1     Daily General Ledger Interface Update
                                2     Bad Distribution Record Correction

                                3     Distribution History Report
                                4     Purge Distribution History


           OBSOLETE             5     General Ledger Interface And Report
```

Type **Y** and **ENTER**

```
ES03A   CW REALTIME SOFTWARE CORP          GENERAL LEDGER INTERFACE UPDA 05 Oct 04


Select DEL)ETE PROFILE, OR 'Y' TO EXECUTE
```
                  ...

If no bad distribution records exist, the interface report will be produced and the following message will be displayed. Type **Y** and **ENTER** to allow the program to continue processing, updating and posting the journal entries.

```
ES03A   CW REALTIME SOFTWARE CORP          GENERAL LEDGER INTERFACE      05 Oct 04


                         NOTE: IF ACCEPTED
           UPDATES WILL TAKE PLACE AND REPORT CAN NOT BE RERUN.

             IS THE REPORT ACCEPTABLE? (Y/N) Y
```

If any bad distribution records exist, the following message will be displayed. Type **Y** and **ENTER** and review the error report

```
ES03A  CW REALTIME SOFTWARE CORP        GENERAL LEDGER INTERFACE      05 Oct 04


                   BAD DISTRIBUTION RECORDS WERE ENCOUNTERED
                    CAN NOT CONTINUE!   ENTER Y TO ACKNOWLEDGE    Y

                      *** ERROR REPORT HAS BEEN PRINTED ***
```

GENERAL LEDGER

2. BAD DISTRIBUTION RECORD CORRECTION

 If errors are found during the general ledger interface update, it prints an error report notifying the operator of the situation.   In order for the system to process these transactions, the dates or account numbers must be corrected. Users can pick selection number 2 on the General Ledger Interface menu or use the Screen Jump BAD to display the bad distribution records found and allow the user to easily correct them.   The BF column on the right indicates whether the error is an A)ccount or a Date. In this example, all the errors are accounts. To correct an error, type in SQ and ENTER

```
ES03B   CW REALTIME SOFTWARE CORP          BAD DISTRIBUTION FIX       05 Oct 04
            Display of the BAD-DIST table, by Key
SQ App Funct Trn Date Account Number      Amount      Identfctn   Document    BF
 1 BIL IR01B 09/10/04 COST10                0.75 ADR             X10419*001 A
 2 BIL IR01B 09/10/04 SALES10            -105.00 ADR             X10419*001 A
 3 BIL IR01B 09/10/04 COST10               -0.75 ADR             C33951*001 A
 4 BIL IR01B 09/10/04 SALES10             105.00 ADR             C33951*001 A
 5 BIL IR01B 09/10/04 COST10               -0.75 ADR             C33952*001 A
 6 BIL IR01B 09/10/04 SALES10             105.00 ADR             C33952*001 A
 7 BIL IR01B 09/10/04 COST10               -0.75 ADR             C33950*001 A
 8 BIL IR01B 09/10/04 SALES10             105.00 ADR             C33950*001 A
 9 BIL IR01B 09/10/04 COST10                0.75 ADR             X10417*001 A
10 BIL IR01B 09/10/04 SALES10            -105.00 ADR             X10417*001 A
11 BIL IR01B 09/10/04 COST10                0.75 ADR             X10418*001 A
12 BIL IR01B 09/10/04 SALES10            -105.00 ADR             X10418*001 A
13 BIL IR01B 09/13/04 SALES10             -30.00 3               A00419*001 A


(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  2....
```

Sequence 2 was chosen in this example. Note that the error code is displayed near the bottom of the screen along with a description. Type the line# and ENTER

```
ES03B   CW REALTIME SOFTWARE CORP          BAD DISTRIBUTION FIX       05 Oct 04

     APPLICATION             BIL
     FUNCTION                IR01B
 1. TRANSACTION DATE         09/10/04
     MAJOR SEQUENCE          13299
     MINOR SEQUENCE          102
 2. ACCOUNT                  SALES10
      DESCRIPTION
     AMOUNT                       -105.00
     DOCUMENT                X10419*001
     IDENTIFICATION          ADR
      NAME/DESC               JONES TOWN
     RUN DATE                09/15/04
     ORIGINAL ACCOUNT        SALES10
      DESCRIPTION
     ORIGINAL TRANS DATE     09/10/04
     ERROR CODE              A
      ERROR REASON              BAD G/L ACCOUNT NUMBER

 ENTER LINE#, RTN OR 'I' FOR INDEX, N)EXT, P)REV, * TO EXIT          2
```

Enter the correct general ledger account for this portion of the transaction. Review the underlying document to determine this if necessary. Type the account# and ENTER. The account description will appear below the account number. Bad general ledger accounts usually indicate a background table has not been loaded correctly. Follow the options at the bottom of the screen to continue making corrections or exit.

```
ES03B  CW REALTIME SOFTWARE CORP       BAD DISTRIBUTION FIX       05 Oct 04

    APPLICATION            BIL
    FUNCTION               IR01B
 1. TRANSATION DATE        09/10/04
    MAJOR SEQUENCE         13299
    MINOR SEQUENCE         102
 2. ACCOUNT                41090
     DESCRIPTION            SALES PARTS
    AMOUNT                    -105.00
    DOCUMENT               X10419*001
    IDENTIFICATION         ADR
     NAME/DESC              JONES TOWN
    RUN DATE               09/15/04
    ORIGINAL ACCOUNT       SALES10
     DESCRIPTION
    ORIGINAL TRANS DATE    09/10/04
    ERROR CODE             A
     ERROR REASON           BAD G/L ACCOUNT NUMBER


 ENTER LINE#, RTN OR 'I' FOR INDEX, N)EXT, P)REV, * TO EXIT
```

.

All bad distribution records must be corrected before the interface will update completely. Users can then either re-run the interface from the menu (see section D1 above) or wait until the interface is processed in the next daily batch.

3. HISTORY PROCESSING

```
SCREEN CW REALTIME SOFTWARE CORP        General Ledger Interface      05 Oct 04
 2 BCP-TEST6                                                                 KAS
  SG/I                       ENTER SELECTION NUMBER:                    12:52:17
 HS
              FUNCTION         NMBR        DESCRIPTION
                                0    Select Printer
           Daily G/L            1    Daily General Ledger Interface Update
                                2    Bad Distribution Record Correction

                                3    Distribution History Report
                                4    Purge Distribution History


           OBSOLETE             5    General Ledger Interface And Report
```

The distribution interface report can be re-produced from historical data (menu **SG/I** choice #**3**). Users can select records from either current or past periods, as well as current or past fiscal years, and enter a variety of criteria to limit the output to just the desired data. The screen-print below displays these options.

```
GI02    MODS LONG WINDED TEST COMPANY NAM DISTRIBUTION HISTORY REPORT   05 Oct 04

 1. PERIODS                                NN THRU       DATA CODE
 2. FORMAT (A=APPLICATION; F=APPLICATION, BY FUNCTION, #=BY ACCOUNT#)
 3. SUMMARY OR DETAIL  (S/D)
 4. DATES   (T=TRANSACTION; R=RUN)                        THRU
 5. APPLICATIONS  (S=SELECTIVE/'ALL')
 6. FUNCTIONS     (S=SELECTIVE/'ALL')
 7. ACCOUNTS:
    'ALL'; R=RANGE; S=SELECTIVE
                 FROM                        THRU
 8. IS THE REPORT TO BE RUN IN BATCH? (Y/N)
```

Due to disk space limitations in the past, it was sometimes necessary to purge Distribution History data from the system. With inexpensive, large hard drives available today, this is becoming less of a problem. However, after several years you may decide to purge some of this data. Once a good backup has been completed and permanently stored, the Purge Distribution History program (menu **SG/I** choice #**4**)can be run to free up space. Answer the prompts as follows:

        Type Y and **ENTER**
        Type a **date** and **ENTER** – transactions dated this date or earlier will be deleted
        Type **T** and **ENTER**
        Type **N** and **ENTER** – the files should be on the backup completed before running this purge
        Type **^** and **ENTER** to start the record purge.

```
GI03   CW REALTIME SOFTWARE CORP        PURGE DISTRIBUTION HISTORY   05 Oct 04

     DO YOU WANT TO PURGE DISTRIBUTION HISTORY? (Y/N)    .

 1. THROUGH DATE

 2. T=TRANSACTION DATE; R=RUN DATE  (T/R)

 3. ARE RECORDS TO BE WRITTEN TO TAPE? (Y/N)

ENTER LINE TO CHANGE, * TO VOID, ^ TO PURGE FILE
```

GENERAL LEDGER

E. MONTH END CLOSE

The General Ledger month is closed separately from the rest of the business system. It can be done anytime after closing the A/P, A/R, Sales, and Inventory using the reports that run at that time. The following are suggestions for accounting procedures to follow with the Realtime system for month end.

Compare the <mark>**Inventory Roll Forward Report Summary by GL**</mark> to the actual GL balances. Make necessary j/e's to balance GL to actual inventory dollars. This should be cents or small dollars only. If there are large amounts of difference they need to be researched to find the problem. The way the Realtime system works, you should not be making any significant journal entries to your inventory accounts because the system is designed to keep them in balance.

Compare the <mark>**A/R Aged Trial Balance Summary**</mark> to the actual GL balance. If your warranty is separate from your customer by GL, they should both balance to their trial balance reports. Realtime is designed to keep these in balance so typically; there should not be any journal entries to the receivables GL accounts.

Compare the <mark>**A/P Aged Trial Balance Summary**</mark> to the actual GL balance. Again, the system should keep these in balance. If they are not, it may be that someone keyed the A/P GL account in error through A/P invoice entry or a journal entry was made in error. You should not be keying anything to the A/P GL accounts.

Compare the <mark>**PO Pending Invoice Report**</mark> to the actual GL balance for inventory PO clearing. The P/O Value amount on the last page of the report should equal the GL. This GL should not be keyed into any A/P invoice entry. If it is it will be in error.

> *** NOTE: Users employing the EIS Daily Status Report or G/L Summary Display
> should be reviewing, and if needed, reconciling the above four modules (Inventory,
> A/R, A/P & Inventory-Clearing) on a more regular basis, preferably daily. ***

Review all <mark>**other GL clearing accounts**</mark> (not inventory PO clearing). If they're designed to wash out every month, they should be at zero. If not they need to be researched because a one-sided entry may have been done without the offset.

Check all other balance sheet accounts and reconcile as needed. Review amortization schedules and verify balances as needed.

Make sure all journal entries are completed and correct. <mark>**Type SGL03**</mark> at any menu and <mark>**select 2**</mark>. Then <mark>**select 4**</mark> to run a detail report of all journal entries for that period. Make sure all journals are posted.

```
SCREEN CW REALTIME SOFTWARE CORP        Journal Entry Processing        08 Jul 03
 11 CWW                                                                       DS
  SGL03               ENTER SELECTION NUMBER:   2                       16:07:51
 HS
            FUNCTION         NMBR         DESCRIPTION
                             0     Select Printer
                             1     Journal Entry Preparation
                             2     Journal Entry Reports - Daily And Period End
                             3     Prior Period Journal Entry
                             4     Year To Date Journal Reports
                             5     Out of Balance Distribution
                             6     Journal Posting Inquiry
                             7     Bad Account Number Journals
                             8     Journal History Reports
                             9     Bad Account Number Distribution
                            10     Prior Year End Journal Entry
```

```
GL03B  CW REALTIME SOFTWARE CORP          JOURNAL ENTRY REPORTS         08 Jul 03

                        ENTER SELECTION NUMBER    4

                    1.   DAILY JOURNAL ENTRY LIST
                    2.   DAILY JOURNAL ENTRY DETAIL REPORT
                    3.   PERIOD TO DATE JOURNAL ENTRY LIST
                    4.   PERIOD TO DATE JOURNAL ENTRY DETAIL REPORT
                    5.   PERIOD TO DATE JOURNAL ENTRY REPORT BY ACCOUNT
```

To close the month end for General Ledger, type SGL08 at any menu and select 2 for period end update.

```
SCREEN CW REALTIME SOFTWARE CORP          Period End Processing         14 Jul 03
 21 CWW                                                                       DS
  SGL08               ENTER SELECTION NUMBER:   2                       10:32:32
 HS
            FUNCTION         NMBR         DESCRIPTION
                             0     Select Printer
                             1     Create Consolidation Journal
                             2     Period End Update
```

The dates will display automatically. Verify they are correct.

```
GL08B  CW REALTIME SOFTWARE CORP        PERIOD END UPDATE            14 Jul 03

          CURRENT PERIOD NUMBER IS 04   CURRENT PERIOD END DATE IS 04/30/03


      1. ENTER NEXT PERIOD BEGIN DATE   05/01/03

      2. ENTER NEXT PERIOD END DATE     05/31/03



ENTER LINE TO CHANGE, * TO VOID, ^ TO CONTINUE UPDATE      ^
```

To close the general ledger for year-end, see SYSTEM ADMINISTRATION, Section E.

GENERAL LEDGER

F. REPORTS

1. REPORT SPECIFICATION MAINTENANCE

The content and format of financial reports are determined by their report specifications. At the main menu for Business Control Programs, **type 13** for General Ledger.

```
SCREEN CW REALTIME SOFTWARE CORP        Business Control Programs    14 Jul 03
 21 CWW                                                                    DS
  SBCP                  ENTER SELECTION NUMBER:   13                  11:08:46
 HS
              FUNCTION        NMBR        DESCRIPTION
                               0    Select Printer
                               1    Initialize Applications Processing
                               2    Inventory (Finished Goods)
                               3    Order Entry
                               4    Billing
                               5    Accounts Receivable
                               6    Sales Analysis
                               7    Purchase Order
                               8    Vendor Rating System
                               9    Accounts Payable
                              10    Payroll
                              11    Labor Distribution
                              12    General Ledger Interface
                              13    General Ledger
                              14    Direct Mail (Labels)
                              15    Master File Audit Reports
                              16    Serial Number Tracking
```

Option 6 is for setting up financial reports.

```
SCREEN CW REALTIME SOFTWARE CORP         General Ledger Processing    14 Jul 03
 21 CWW                                                                     DS
  SG/L                  ENTER SELECTION NUMBER:                        11:10:11
 HS
              FUNCTION        NMBR         DESCRIPTION
                               0    Select Printer
              Company          1    Company Processing
                               2    Chart Of Account Processing
              Journal Entry    3    Journal Entry Processing
                               4    Journal Posting
              Budgets          5    Budget Processing
              Reporting        6    Report Structuring
                               7    Report Processing
              Period End       8    Period End Processing
              Year End         9    Year End Processing
              Audit Adjustments 10   Audit Adjustments Processing
```

Option 2 is for specifying the format of the report and the periods which will be reported on.

```
SCREEN CW REALTIME SOFTWARE CORP      General Ledger Processing    14 Jul 03
 21 CWW                                                                    DS
  SG/L                      ENTER SELECTION NUMBER:                  11:10:11
  HS
            FUNCTION          NMBR        DESCRIPTION
                               0     Select Printer
                               1     Select List Generation
                               2     Report Specification Maintenance
                               3     Report Specification List/Display
                               4     Report Formats/Types Display
                               5     Select List Maintenance
```

If you know the name of the report you want to maintain, **type it** and **ENTER**, otherwise type **?** and **ENTER** to display a list of existing reports, and select the report you want to display from the list.

```
GL06B  MODS LONG WINDED TEST COMPANY NAM REPORT SPECIFICATION MAINT   04 Oct 04
                   (ENTER REPORT # OR ? FOR LOOKUP)
 REPORT NO.  ?...    FORMAT
       (Enter COPY to copy from another report-spec)
```

Type the **SQ** number of the report specification you want to edit, and **ENTER**.

```
GL06B  MODS LONG WINDED TEST COMPANY NAM REPORT SPECIFICATION MAINT   04 Oct 04
            Display of the GL-REPORT-SPEC table, by Report#
SQ   Code G/R Description
 1    PAUL 1                      TEST
 2    PL   1                 PROFIT AND LOSS
 3    PL05 1         COMPANY P/L USING FORMAT 5
 4    PL06 1         COMPANY P/L USING FORMAT 6
 5    PL07 1                      TEST
 6    RAL1 1    *-- ROBIN LOSITO SIDE BY SIDE REPORT --*
 7    RAL2 1            ROBIN 3 COLUMN REPORT
 8    RAL3 1     ROBIN BASE/RELATED PER & CUM % COMPARE
 9    RAL4 1            ROBIN TRIAL BALANCE
10    RAL5 1          ROBIN TEN COLUMN REPORT
11    RAL6 1       ROBIN TWELVE PERIOD COLUMN REPORT
12    RL12 1            REPORT FORMAT 12
13    RL7  1            REPORT FORMAT 7
14    RLRP 1    ROBIN REPORT GROUP -------------------*
15    RLTB 1    ROBIN TRIAL BALANCES
16    SAL  1         COST CENTER FISCAL YEAR SALES
17    SAM  1                      P&L
18    SAMY 1    TEST

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  8....
```

Several key fields are highlighted in the screen-print below:

```
GL06B  MODS LONG WINDED TEST COMPANY NAM REPORT SPECIFICATION MAINT   04 Oct 04
                 (ENTER RESPONSE OR ? FOR TABLE LOOKUP)
 REPORT NO.  RAL3    FORMAT  07  BASE/RELATED PERIOD & CUM % COMPARE

  1. TITLE        ROBIN BASE/RELATED PER & CUM % COMPARE
  2. FLAG         07  DESC. SAF    SORT KEYS   ORDER
  3. PRINT ACCT#  Y   INDENT DESC. (Y/"") Y


                  DATA     FIELD      PERIODS
                  CODE   DESCRIPTOR   FROM  TO

  4. BASE FIELD     00   CURRENT YEAR--  01   CP
  5. RELATED FIELD 1Y    1 YEAR PRIOR    01   CP


  7. ALL ACCTS WITH FLAG (Y)/RANGE (R)  Y

     STARTING ACCOUNT                      ENDING ACCOUNT

  8. PRINT 0.00 BALANCE ACCTS ON DETAIL REPORT (Y/"") Y

ENTER #, * TO VOID, D)ELETE, I)NDEX, N)EXT, P)REV. ^ OR RTN TO POST      ..
```

Format – this field is designated when a report specification is originally created and cannot be changed. Format 07 is widely used for income statements as it provides for month-to-date and year-to-date balances from both the base and related period data-codes, as well as various percentages.
Available formats are as follows:

```
Code    Description
01      CASH FLOW
02      SOURCES & APPLICATIONS OF FUNDS
03      SIDE-BY-SIDE
04      THREE COLUMN
05      PERIOD AND CUMM PERCENT COMPARE
06      CUMM PERCENT COMPARE
07      BASE & REL PERIOD AND CUMM PERCENT COMPARE
08      BASE/RELATED CUMULATIVE PERCENT COMPARE
09      BASE/RELATED PERIOD AND CUMULATIVE COMPARATIVE VARIANCE - $ AND %
10      BASE/RELATED CUMULATIVE COMPARATIVE VARIANCE - $ AND %
11      TRIAL BALANCES
12      TEN COLUMN REPORT
13      THIRTEEN COLUMN REPORT
```

Flag – all g/l accounts with this report flag will be included on this report. Part of the flag is its Sort Key which is determined in flag maintenance. Basically sort keys are based on either g/l account (or portion thereof) or an order number. This key determines what order the accounts will appear on the financial report – an account with a low order number will appear before an account with a higher order number, regardless of their g/l account number – if ORDER is specified as the sort key.

Base Field/Periods – this is usually set to data-code "00" for the current year. It is recommended that from/to periods be set as "01" to "CP". "01" ensures that the report will always start with the beginning of the year. "CP" (current period) allows the ending period of the report to "roll" with the active general ledger period, and advances automatically each time a g/l period end update is performed.

Related Field/Periods – this is normally set to the previous year's data-code. Setting it as "1Y" allows the data-code referenced to automatically advance each time a g/l year end update is performed. The periods are usually set to mirror those in the base field/periods prompt, in order to compare results from like time periods.

***NOTE: Both the base and related data-codes, as well as the from/to periods can be overridden during financial reporting without altering the information designated in the report specification.

2. REPORT PROCESSING

At the main General Ledger menu Option 7 is for printing financial reports.

```
SCREEN CW REALTIME SOFTWARE CORP      General Ledger Processing      14 Jul 03
 21 CWW                                                                      DS
  SG/L                     ENTER SELECTION NUMBER:   7              11:10:11
 HS
              FUNCTION          NMBR        DESCRIPTION
                                 0    Select Printer
              Company            1    Company Processing
                                 2    Chart Of Account Processing
              Journal Entry      3    Journal Entry Processing
                                 4    Journal Posting
              Budgets            5    Budget Processing
              Reporting          6    Report Structuring
                                 7    Report Processing
              Period End         8    Period End Processing
              Year End           9    Year End Processing
              Audit Adjustments 10    Audit Adjustments Processing
```

If the report you want is displayed, **type it** at the prompt. Otherwise **type 4** to create your own report profile for a single or multiple reports. Then **ENTER**.

```
GL07   MODS LONG WINDED TEST COMPANY NA  G/L REPORT PROCESSING        04 Oct 04
            Display of the PROFILE-HEADER table, by Profile
SQ    Profile              Description
 1    BS                   BALANCE SHEET
 2    EOM                  MONTH END GROUP
 3    PL                   INCOME STATEMENT
 4    CUSTOM               CREATE YOUR OWN PROFILE


(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  .....
```

This is the profile display for EOM in the above example. This profile will produce 5 reports – 0008, 0010, AP, JS and JS1. Also note, that the user has chosen to override the report periods to use "**00**" (beginning balances) to "**CP**" (current period). Normally the data-code and periods used to produce a g/l report come from the g/l report specification background table. The options entered below allow the user to override these settings on a one-time basis – that is, if settings are entered in the profile, they only affect that instances running of the report and do not affect the settings stored in the g/l report specifications. This is especially handy is you want to produce a report for a prior period or year, without having to set and then later re-set its report specifications. To execute the profile and produce the reports simply **type Y** and **ENTER**.

```
GL07    MODS LONG WINDED TEST COMPANY NA  G/L REPORT PROCESSING        04 Oct 04


     ENTER PROFILE TO USE        EOM     DESC - MONTH END GROUP

 1. ENTER REPORTS TO PROCESS        I 0008 0010 AP JS JS1
 2. OVERRIDE BASE DATA-CODE         X
 3. OVERRIDE BASE FROM-TO PERIODS   R 00 TO CP
 4. OVERRIDE RELATED DATA-CODE      X
 5. OVERRIDE RELATED FROM-TO PRDS   R  TO




Select #, S)AVE, DEL)ETE PROFILE, OR 'Y' TO EXECUTE                     Y..
```

Choose the desired print queue for output and **ENTER** to produce the report(s).

```
GL07    MODS LONG WINDED TEST COMPANY NA  G/L REPORT PROCESSING        04 Oct 04


     ENTER PROFILE TO USE        EOM     DESC - MONTH END GROUP

 1. ENTER REPORTS TO PROCESS        I 0008 0010 AP JS JS1
 2. OVERRIDE BASE DATA-CODE         X
 3. OVERRIDE BASE FROM-TO PERIODS   R 00 TO CP
 4. OVERRIDE RELATED DATA-CODE      X
 5. OVERRIDE RELATED FROM-TO PRDS   R  TO




PRINTER  HS................. HOLD SUPPRESS                  COPIES 1
ENTER NEW PRINTER, ? FOR DISPLAY OF ALL PRINTERS, OR ENTERTO CONTINUE'
```

GENERAL LEDGER

3. PRINT CHART OF ACCOUNTS

==Type SGL02== at any menu and ==select 3==.

```
SCREEN CW REALTIME SOFTWARE CORP        Chart Of Accounts Processing  14 Jul 03
 21 CWW                                                                      DS
  SGL02                    ENTER SELECTION NUMBER:  3                   12:26:31
 HS
             FUNCTION         NMBR       DESCRIPTION
                              0    Select Printer
            Accounts          1    Chart Of Accounts Maintenance
                              2    Initialize Account Balances
                              3    Print Chart of Accounts Lists and Flags
                              4    Print Chart of Accounts With Balances
            CF/SAF Tables     5    Cash Flow/Source & Appl Of Funds Maint
                              6    Cash Flow/Source & Appl Of Funds Display
                              7    Cash Flow/Source & Appl Of Funds List
                              8    Cash Flow/Source & Appl Of Funds Account List
```

To print just a list of general ledger accounts and descriptions, select 1. This is the one you will use for your working copy. If you need to print the accounts with their flag settings select 4.

```
GL02C  CW REALTIME SOFTWARE CORP          CHART OF ACCTS LISTS & FLAGS 14 Jul 03

                       ENTER SELECTION NUMBER     .

                       1. CHART OF ACCOUNTS LIST ONLY
                       2. CHART OF ACCOUNTS WITH FLAG ACTION CODES
                       3. CHART OF ACCOUNTS BY CONSOLIDATION ACCOUNT
                       4. CHART OF ACCOUNTS WITH FLAGS
```

GENERAL LEDGER
4. OTHER REPORTS

Various other journal entry reports and an inquiry are available on the SGL03 menu:

Year To Date Journal Reports – allows users to specify periods, and accounts, for producing a listing of journal entries meeting the selection criteria during the current year.

Journal History Reports – allows users to specify periods, and accounts, for producing a listing of journal entries meeting the selection criteria during the previous years.

Journal Inquiry – provides a non-editable display of existing journal entries from current or previous years.

```
SCREEN CW REALTIME SOFTWARE CORP      Journal Entry Processing      08 Jul 03
 11 CWW                                                             DS
  SGL03                 ENTER SELECTION NUMBER:  6                 15:37:08
 HS
           FUNCTION        NMBR      DESCRIPTION
                            0    Select Printer
                            1    Journal Entry Preparation
                            2    Journal Entry Reports - Daily And Period End
                            3    Prior Period Journal Entry
                            4    Year To Date Journal Reports
                            5    Out of Balance Distribution
                            6    Journal Posting Inquiry
                            7    Bad Account Number Journals
                            8    Journal History Reports
                            9    Bad Account Number Distribution
                           10    Prior Year End Journal Entry
                           11    Journal Inquiry
```